

**Minutes of West & East Putford Parish Council held on Monday, 10 July 2017 in  
Bradworthy Primary Academy at 7.30pm.**

<b>Chaired by: Councillor Mrs P Geen</b>	<b>Clerked by: Sue Squire</b>	
<b>Present: Councillors</b>  <b>M Cornish</b> <b>Mrs R Crout</b> <b>Mrs L Drake</b> <b>Mrs P Geen</b> <b>J Jessel</b> <b>Mrs M Lewis</b> <b>N Moulder</b> <b>D Pomeroy</b> <b>M Thomas</b> <b>J Wooldridge</b>	<b>Agenda: -</b> Talk on broadband by Mr M Barrow, DCC Apologies Declarations of Interest Approval of the Minutes of the meeting held on 16/5/17 Reports Matters Arising Planning & Planning Correspondence Finance Correspondence / Notices & Publications Received Matters raised by Councillors / Clerk Date of next meeting	
		<b>Action:</b>
	Mr M Barrow, Devon County Council was due to give a talk on broadband in West and East Putford but failed to arrive. This to be followed up for the September meeting.	Clerk
21.	<b>Public Participation.</b> No members of the public were present.	
22.	<b>Apologies.</b> Councillors Bewes, Bond, County Councillor B Parsons, PCSO Rowe.	
23.	<b>Declarations of Interest.</b> <ul style="list-style-type: none"> <li>• <b>Councillor Jessel – Devon Wildlife trust and Torridge Headwaters Advisory Panel</b></li> <li>• <b>Councillor Moulder – Common Moor</b></li> <li>• <b>Councillor Pomeroy – Common Moor</b></li> <li>• <b>Councillor Mrs Drake – Common Moor</b></li> <li>• <b>Councillor Cornish – Common Moor</b></li> <li>• <b>Councillor Mrs Geen – Bradworthy Runners in connection with Minute No. 19 of 16/5/17</b></li> </ul> <ul style="list-style-type: none"> <li>• <b>Register of Interests.</b> Details would go on the website when all Councillors had completed their forms.</li> <li>• <b>Advice from Jamie Hollis, Monitoring Officer and Senior Solicitor, Torridge District Council.</b> Councillor Mrs Geen advised that she, Councillor Mrs Drake and the Clerk had seen Mr Hollis who had given advice. A follow up letter was awaited.</li> <li>• <b>Dispensations.</b> Councillor Mrs Geen advised that Mr Hollis had confirmed that all the decisions made so far in connection with Common Moor could stand as none had committed the Parish Council into an agreement.</li> </ul> <p>Jamie Hollis had suggested that Councillors with an interest in Common Moor apply for a Dispensation from the Parish Council so that they can continue to take part in discussions and voting. The procedure was explained and a draft Dispensation was circulated. It was pointed out that traditionally commoners rights transfer with the land, not the Commoner including any entitlement to receive payment.</p> <p>After Councillors had the opportunity to give their views, it was agreed that the Dispensation should be amended to reflect that it will be reviewed at every meeting and a vote taken by non Commoners as to whether Commoners should vote. The Dis will be reviewed at every</p>	Clerk to re-draft and send to 3 Cllrs who are Commoners

	meeting and a vote taken by non commoners on whether commoners should vote.	
24.	<p><b>Approval of the Minutes of the Meeting of 16 May 2017.</b>  <b>Approved and signed as a correct record after the following was amended:</b></p> <ul style="list-style-type: none"> <li>• Minute No. 10. The word 'continued' deleted and 'contended' added. The last sentence was amended to read 'Councillor Jessel queried what had actually been registered and with whom'.</li> <li>• Page 8. Para 2. First three lines deleted.</li> </ul>	
25.	<p><b>Reports.</b></p> <p><b>25.1 Police.</b> When sending her apologies, PCSO Rowe advised as follows:  Rural crime update from 1/4/17 – 3/7/17:</p> <ul style="list-style-type: none"> <li>• Bridgerule – Damage to barbed wire; Dog not under proper control</li> <li>• Pyworthy – Attempt burglary to non-dwelling; Damage to a lock; Theft of a wooden sign; theft of 3 x goslings taken from a shed; 10 x galvanised steel 5 bar style gate</li> <li>• Black Torrington – Entry gained to an outbuilding used as an office.</li> <li>• Bradworthy – Damage to a hedge; Criminal damage to a gate; Theft of heating oil – 500 litres</li> <li>• Bradford – Dog worrying sheep</li> <li>• Putford – Clothing taken from a washing line; Theft of posters</li> <li>• Ashwater – Criminal damage to a vehicle</li> <li>• Halwill – Burglary to non-dwelling, property stolen from with in</li> <li>• St Giles on the Heath – A cat has been shot with a pellet gun causing injury to the cat.</li> <li>• Holsworthy Beacon – Criminal damage to a vehicle; Burglary non-dwelling, items taken from a garden shed.</li> </ul> <p><b>25.2 County Councillor B Parsons.</b> Apologies sent.</p> <p><b>25.3 District Councillor R Hicks.</b> Councillors were in agreement for the Chairman to make contact regarding concerns of non attendance.</p> <p><b>25.4 Meetings attended by Councillors / Clerk.</b>  The Clerk had received training on the Smaller Authorities Transparency Code. This had been followed up by a written report circulated to Councillors.</p> <p><b>25.5 Councillor Mrs Geen</b> shared key points on <b>Chairmanship training highlighting key learning points and best practice:</b></p> <ul style="list-style-type: none"> <li>• Meetings should not exceed 2 hours</li> <li>• Only discuss items and topics pre-notified on the Agenda</li> <li>• Minutes of meetings need to focus on decisions and actions</li> </ul>	Chairman
26.	<p><b>Matters Arising.</b></p> <p><b>26.1 Common Moor.</b>  Councillor Thomas and Councillor Mrs Geen had circulated a paper with feedback on a visit to Thornhillhead Moor and issues for Common Moor. Councillor Mrs Geen shared the following summary points from the visit:</p> <ul style="list-style-type: none"> <li>• Buckland Brewer Parish Council, owners of Thornhillhead Moor, had benefitted from the work undertaken under their stewardship plan although there had been little financial benefit to the Parish.</li> <li>• There had been a lot of work at the outset for the Parish Council although the work is now dealt with by a Land Agent. The cost for this service was not known.</li> <li>• Common Moor was different in terms of geology and topography.</li> </ul> <p>Councillor Thomas explained that, with the exception of Councillor Mrs Drake who had other commitments, the Councillors who attended the visit met afterwards to discuss what was learnt and identify the key issues that needed to be addressed. These were as follows:</p> <ul style="list-style-type: none"> <li>• <b>Ownership.</b> The Parish Council does not own the land, but it may have some implied</li> </ul>	

	<p>'guardianship' of the moor. TDC is not likely to take ownership (as advised by Mr Hollis). Further legal advice is needed and can be obtained free from NALC.</p> <ul style="list-style-type: none"> <li>• <b>Commoners.</b> A definitive list of Commoners is needed so that they are kept informed of the plans for the moor and have an opportunity to comment. A copy of the register held by Devon County Council has been obtained and will need to be cross checked with the list provided by Rob Dixon (NE).</li> <li>• <b>Workload.</b> It is still not clear exactly how much work would be involved. This must be clarified before a decision can be made. If a Land Agent was appointed and an error made, the Parish Council could still be responsible.</li> <li>• <b>Excess Funds.</b> It has been suggested by Natural England that any excess funds from the Stewardship Agreement could be used on other Parish projects. This needs formal confirmation from the appropriate organisation (Natural England/Rural Payments Agency).</li> </ul> <p>Each point was debated and the advantages and disadvantages of proceeding considered.</p> <ul style="list-style-type: none"> <li>• <b>Draft Stewardship Agreement and Management Plan.</b> These would be further discussed at a separate Committee Meeting on 8/8/17. See below.</li> </ul> <p>Councillors had concerns regarding some of the content. The use of chemicals was opposed by one Councillor and all agreed that there should be no fencing of the moor. No decision had yet been made regarding payments to Commoners although one Councillor was strongly opposed.</p> <ul style="list-style-type: none"> <li>• <b>Proposals for separate meeting (sub committee) with NE and DWT to review and discuss the details of the draft Stewardship Plan.</b> Fixed for Tuesday, 8 August 2017 at 7.30pm in Bradworthy Methodist Schoolroom. All Councillors were welcome. Questions to be sent to the Clerk by 24/7/17 so that research could be carried out by Mr R Dixon (Natural England) and Andy Kearsey (Devon Wildlife Trust) who would be present. The meeting should allow sufficient opportunity for discussion and questions as well as presentations of the plan. Commoners to be invited.</li> </ul> <p><b>26.2 Co-option of Councillor Mrs R Crout.</b> It was noted that Torridge District Council had been advised.</p> <p><b>26.3 Data Protection.</b> It was noted that this was being progressed with the Information Commissioners Office.</p> <p><b>26.4 Compliance.</b> It was noted this had been updated following review and re-adoption at the last meeting.</p> <p><b>26.5 Mobile Phone Signal.</b> Councillor Cornish advised operators were legally bound to provide a signal. If customers experience problems they can apply for a deadlock letter to be released from a contract which is sent to the Ombudsman. Communication masts are being concentrated in towns and turned off in rural areas. The meeting was advised that the phone in the kiosk at Putford Bridge had been removed. There was no mobile signal at that location.</p> <p><b>26.6 Grant Giving Policy.</b> Councillors had been circulated with the previous version for review and agreement. The document to be amended by altering the word 'committed' to 'will consider' and add 'or email' after ... apply by letter. <b>Proposed by Councillor Moulder, seconded by Councillor Mrs Crout.</b> <b>Vote: 9 in favour. 1 abstention.</b></p>	<p>Clerk</p> <p>Clerk to ask Cty Cllr Parsons to be asked to take this up</p>
27.	<b>Planning &amp; Planning Correspondence.</b>	

	<p><b>27.1 The following Application was received for consideration after the Agenda had been published:</b>  <b>1/0629/2017/FUL – Erection of agricultural building – Stowford Park, East Putford.</b>  <b>It was resolved to recommend approval.</b></p> <p><b>27.2 Planning Correspondence.</b> The following TDC Decision Notice was noted:  <b>APPROVAL</b> for Application 1/0354/2017/FUL – conversion and extension of existing outbuilding to form an annexe at Little Thriverton, West Putford.</p>	Clerk																												
28.	<p><b>Finance.</b></p> <p><b>28.1 Balances.</b> Lloyds Bank Treasurers Account as at 13 June 2017: £4,103.61</p> <p>Budgetary figures to the end of June 2016 were tabled.</p> <p><b>28.2 The following payments were approved and authorised:</b></p> <table border="0"> <tr> <td><b>Mrs S Squire</b></td> <td>Salary (2 months) net of PAYE</td> <td>£208.34</td> <td></td> </tr> <tr> <td></td> <td>Countryside Stewardship Salary (overtime)</td> <td>£181.80</td> <td></td> </tr> <tr> <td>Expenses in connection with Common Moor Countryside Stewardship</td> <td></td> <td>£ 58.90</td> <td></td> </tr> <tr> <td></td> <td>Contribution towards broadband (2 months)</td> <td>£ 3.00</td> <td></td> </tr> <tr> <td></td> <td>Photocopying</td> <td>£ 13.45</td> <td><b>£465.49</b></td> </tr> <tr> <td><b>HMRC</b></td> <td>PAYE</td> <td></td> <td><b>£ 78.00</b></td> </tr> <tr> <td><b>Devon Association of Local Councils</b></td> <td>Chairmanship Short Course (Cllr Mrs Geen)</td> <td></td> <td><b>£ 30.00</b></td> </tr> </table> <p><b>28.3 2016/17 Accounts. Internal Auditor's Report.</b>  Testing was carried out using sampling and covering a range of financial, risk and governance assessed as appropriate for a Council of this size and complexity.</p> <ul style="list-style-type: none"> <li>❖ <b>Governance and Control.</b> Satisfactory. No issues.</li> <li>❖ <b>Precept, Budgets and Reserves.</b> Satisfactory. No issues.</li> <li>❖ <b>Other Receipt or Income.</b> Satisfactory. No issues.</li> <li>❖ <b>Staff Cost.</b> Satisfactory. No issues.</li> <li>❖ <b>Payments including Bank.</b> Satisfactory. No issues.</li> <li>❖ <b>Insurance.</b> Satisfactory. No issues.</li> <li>❖ <b>Fixed Assets.</b> Satisfactory. No issues.</li> </ul> <p><b>28.4 The Pensions Regulator.</b> It was noted that the Declaration of Compliance had been completed ahead of the deadline of 1/12/17.</p> <p><b>28.5 Lloyds Bank Online Banking on a view only basis.</b> It was noted this was being actioned by the bank.</p>	<b>Mrs S Squire</b>	Salary (2 months) net of PAYE	£208.34			Countryside Stewardship Salary (overtime)	£181.80		Expenses in connection with Common Moor Countryside Stewardship		£ 58.90			Contribution towards broadband (2 months)	£ 3.00			Photocopying	£ 13.45	<b>£465.49</b>	<b>HMRC</b>	PAYE		<b>£ 78.00</b>	<b>Devon Association of Local Councils</b>	Chairmanship Short Course (Cllr Mrs Geen)		<b>£ 30.00</b>	Clerk  Ch.No.325 Ch.No.326 Ch.No.327
<b>Mrs S Squire</b>	Salary (2 months) net of PAYE	£208.34																												
	Countryside Stewardship Salary (overtime)	£181.80																												
Expenses in connection with Common Moor Countryside Stewardship		£ 58.90																												
	Contribution towards broadband (2 months)	£ 3.00																												
	Photocopying	£ 13.45	<b>£465.49</b>																											
<b>HMRC</b>	PAYE		<b>£ 78.00</b>																											
<b>Devon Association of Local Councils</b>	Chairmanship Short Course (Cllr Mrs Geen)		<b>£ 30.00</b>																											
29.	<p><b>Correspondence / Notices &amp; Publications Received – were placed on the table to see and read.</b></p> <p><b>29.1 Torridge District Council.</b> It was noted that the TAP (Town &amp; Parish) Fund is open for applications.</p> <p><b>29.2 Holsworthy Rural Community Transport.</b> Letter of thanks for the grant of £148.33 as part of the TAP fund allocation for the Parishes.</p> <p><b>29.3 DCC.</b> North Devon Link Road consultation running until 28/7/17. <i>Noted.</i></p> <p><b>29.4 Kier.</b> Notification of road closure to complete SWW Utility works between 2 and 6 October 2017.</p> <p><b>29.5 Northern Devon Playing Pitch Strategy.</b> Draft Strategy is out for consultation. <i>Noted.</i></p>																													
30.	<p><b>Matters raised by Councillors / Clerk.</b> None.</p>																													

	<p><b>Item for next Agenda. Connecting Devon and Somerset.</b> Talk by officer regarding broadband.</p>	<p>September Agenda</p>
<p>31.</p>	<p><b>Date of next Meeting:</b> Wednesday, 20 September 2017 at 7.30pm in Bradworthy Primary Academy.</p> <p>The meeting ended at 9.30pm.</p>	
<p><b>Summary of Decisions:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Minutes of 16/5/17</b></li> <li>➤ <b>Grant Giving Policy</b></li> <li>➤ <b>Planning</b></li> <li>➤ <b>Payments</b></li> </ul>		
<p><b>These Minutes are agreed by those present as being a true record.</b></p>		
<p>Signed: Chair of West &amp; East Putford Parish Council:</p>	<p>Date:</p>	