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| **WEST AND EAST PUTFORD PARISH COUNCIL**  PARISH CLERK: MRS SUE SQUIRE, HAXLEA, 2 THREEWAYS, BRATTON FLEMING, BARNSTAPLE, DEVON. EX31 4TG.  TEL: 01598 710526. E-MAIL: sue@suesquire.com  CHAIRMAN: COUNCILLOR MRS P GEEN, Lovelake, North Worden, West Putford, Holsworthy,  EX22 7UZ. Tel: 01409 261537. | | |
| **TO ALL COUNCILLORS:**  You are hereby summoned to the Annual Parish Council Meeting on **Wednesday, 23 May 2018 in Bradworthy Primary Academy on the rising of the Annual Parish Meeting**. The Agenda is detailed below.  Sue Squire, Parish Clerk. 16 May 2018 | | |
| **No.** | **Item** | **Mins** |
| 1. | **Members to complete their Register of Business Interest Forms for 2018/19** | **1** |
| 2. | **Election of Chairman** | **1** |
| 3. | **Chairman to read and sign Declaration of Acceptance of Office** | **1** |
| 4. | **Election of Vice Chairman** | **1** |
| 5. | **Election of Area Advisory Group Representative.**  Councillor Mrs Geen was elected as the Parish Council’s representative at MCTI (Market and Coastal Towns Initiative) at the Annual Parish Council Meeting on 16/5/17. Councillor Mrs Crout has since been elected to represent the Parish Council at these events. | **1** |
| 6. | **Items raised by members of the public.** *It should be noted that representations by members of the public are permitted for a maximum of 3 minutes.* | **3** |
| 7. | **Apologies.** Councillors A Bewes, Mrs L Drake, | **1** |
| 8. | **Declarations of Interest.** | **1** |
| 9. | **Approval of the Minutes of the Meeting held on 20 March 2018.** | **2** |
| 10. | **Reports:**  **10.1 Police.**  **10.2 County Councillor B Parsons.** Update report received on Holsworthy Hospital.  To advise the position regarding damage by contractors to a telephone line.  To advise the position regarding five areas identified as requiring attention by Highways.  To advise the position regarding landfill tax funding in respect of Common Moor.  **10.3 District Councillor R Hicks.**    **10.4 Meetings attended by Councillors / Clerk.**  The Clerk attended a GDPR (General Data Protection Regulations) training session in Exeter. | **5** |
| 11. | **Common Moor.**   * Appointment of Land Agent. Letters had been sent to the successful and unsuccessful tenderers. * To receive an update from Councillor Thomas: * Grant Update: District Councillor Grant application (letter of thanks has been sent); Grantscape application. * Report of Meeting on Common Moor – 3 May. (see MT note) * Key points that need to be included in the Countryside Stewardship Agreement (see JJ note attached). The Parish Council needs to identify the main issues that Kivells will need to consider as part of the negotiations with Natural England * Kivells costs update * Visit to Dunsdon Moor * Proposed butterfly survey event on Common Moor | **50** |
| 12. | **Matters Arising**.  **12.1 Putford Post.**  Update from Councillor Thomas  **12.2 Broadband Update.** Councillor Thomas | **5** |
| 13. | **Planning and Planning Correspondence.**  **13.1 Application 1/0483/2018/FUL – Change of use of holiday let to create a single dwelling (C3) – Briery Field East Putford.**  **13.2 To note the following TDC Decision Notice:**  **APPROVAL for Application 1/0029/2018/FUL –** change of use of barn from agricultural to equestrian – land at Powlers Piece, Putford. | **5** |
| 14. | **Finance.**  **14.1 Balances.** To be tabled at the Meeting.  Budgetary figures to the end of March 2018 will be tabled.  **14.2 To authorise the following payments:**  **Mrs S Squire**  Redacted under the Data Protection Act. Councillors will be shown the details  **HMRC** PAYE **£41.60**  **DALC** 2018/19 Subscription **£73.85**  **14.3 To approve the accounts for the year ended 31 March 2017.**  **14.4 2017 Annual Return.**  **14.4.1 To approve Section 1 – Annual Governance Statement**  **14.4.2 To approve Section 2 – Accounting Statements**  **14.5 To approve the signature of the 2018 Statement of Internal Control.**  **14.6 Bradworthy Primary Academy.** Letter of thanks for donation of £50.00 towards the hire of the classroom for meetings.  **14.7 PSP Group.** Receipt for £486.44 in respect of the Combined Liability Insurance renewal premium.  **14.8 TDC.** To note that the first installment of the 2018/19 Precept amounting to £1,500 has been credited to the current account. | **15** |
| 15. | **Compliance.** To review and approve the following:   * Standing Orders (a revised version from the National Association of Local Councils will be circulated to Councillors) * Financial Regulations * Freedom of Information Publication Scheme * General Risk Assessment – minor amendment regarding GDPR * Equal Opportunities Policy * Grant Giving Policy * Complaints Procedure * Safeguarding Policy * Data Protection Policy (new for this year) * Councillors agreement to receiving communications by email   Councillors will note that it is not necessary to appoint a Data Protection Officer in connection with GDPR coming into force on 25/5/18 although other measures will still apply.  To agree the adoption of a Data Protection Policy and Privacy Notice supplied as a template by the Devon Association of Local Councils. | **10** |
| 16. | **Correspondence / Notices & Publications Received – will be placed on the table to see and read.**  **16.1 TDC.** Details of chargeable garden waste service. This item has been widely publicized throughout Torridge.  **16.2 TDC.** Community Governance Review – draft proposed boundary changes.  There is a consultation running which closes on 29/6/18.  **16.3 TDC.** GDPR /Data Protection Bill 2017. Email from the Monitoring Officer. | **5** |
| 17. | **Matters raised by Councillors /Clerk.**  Under the Smaller Authorities Transparency Code, no items have been advised to the Clerk for inclusion on the Agenda. | **0** |
| 18. | **Date of next Meeting:** Tuesday, 26 June 2018\*\* at 7.30pm in Bradworthy Primary Academy.  \*\* A suggested change from 18 July requested by the Chairman. | **1**  **TOTAL**  **148** |