**Minutes of West & East Putford Parish Council Meeting held on Tuesday, 20 March 2018 in Bradworthy Primary Academy at 7.30pm.**

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| **Chaired by: Councillor Mrs P Geen** | **Clerked by: Sue Squire** |
| **Present: Councillors****M Cornish****Mrs R Crout****Mrs L Drake****Mrs P Geen****J Jessel****N Moulder****D Pomeroy****M Thomas****J Wooldridge****County Councillor B Parsons during**  **Minute No. 82** **PCSO R Rowe****Lisabeth Miller, Kivells for part of Minute**  **No. 82** | **Agenda: -**Items raised by members of the publicApologiesDeclarations of InterestApproval of the Minutes of the meeting held on 24/1/18 & to receive notes of the Tender Opening meeting on 6/3/18ReportsCommon MoorMatters ArisingPlanning & Planning CorrespondenceFinanceCorrespondence / Notices & Publications ReceivedMatters raised by Councillors / ClerkDate of next meeting |
|   |  |  **Action:** |
| **77.** | **Items raised by members of the public.** None present.  |  |
| **78.** | **Apologies.** Councillors A Bewes, P Bond, Mrs M Lewis. |  |
| **79.** | **Declarations of Interest.** **Councillor Mrs Drake – Commoners Rights, Common Moor****Councillor M Cornish – Commoners Rights, Common Moor****Councillor Pomeroy – Commoners Rights, Common Moor & Kivells Director.****Councillor Thomas – Committee Member of Putford Post****Councillor Jessel – Mrs Jessel is a member of the Putford Post Committee** **Member of Torridge Headwaters Advisory Committee****Councillor Mrs Geen – Vice Chairman of Northern Devon Healthcare Trust** **- Personal Interest. Association with a Kivells Director.** |  |
| **80.** | **Approval of the Minutes of the Meeting held on 24 January 2018 and to receive notes of the Tender Opening Meeting on 6 March 2018.** **The Minutes of 24/1/18 were approved and signed as a correct record after the following amendments were made:****Minute No. 71. Third paragraph. Line 10. The word ‘feel’ amended to ‘free’.****Minute No. 71. Last bullet point. First line. The word ‘permission’ amended to ‘support’.** **The Note of the Tender Opening Meeting on 6/3/18 were accepted and noted.** |  |
| **81.** | **Reports:** **81.1 Police.**  PCSO Rowe reported:* An Ifvor Williams cattle trailer had been stolen. The gang returned with the intention of stealing other items. CCTV images were good but it had to be ensured, due to data protection, that the neighbor was not included
* A white transit van had been seen loitering in the area and acting suspiciously. People were asked to be vigilant
* An experienced Wildlife Officer is to be based at Holsworthy
* The Police Station in Holsworthy is being retained
* Selecta Data kits at £20 were still available. This marks all items and farmers who mark items can join Farm Watch
* People were encouraged to report all incidents as the Police cannot be effective if they are not aware
* PCSO Rowe has taken a new role in addition to her PCSO duties, that of Diversion Support Officer. She works with offenders and other agencies covering Okehampton and Tavistock
* There are 22 volunteers at Holsworthy to monitor traffic under the Community Speed Watch scheme. There is also a site in Bradworthy and volunteers are welcome to deliver this road safety initiative

**81.2 County Councillor B Parsons reported on the following:*** His recent newsletter had been circulated
* There had been many complaints about the state of the roads which had been raised with the National Government Association. One fifth of roads nationally are in poor condition. With 60 Wards in Devon, this is the most in the country. Drainage is also a big issue for which £3 million has been set aside. Apart from vehicles being damaged, accessibility is an element. He intends to encourage parishioners to lobby the MP as there must be more rural and fair funding
* In connection with the above item, he asked Councillors to give details of the priority areas in the Parish to receive attention
* Councillor Moulder advised that highway contractors had recently ripped out trees and cut through his telephone line. Councillor Parsons would follow this up

After inspecting various areas, the following details had been sent to Councillor Parsons to follow up bullet point 4:* Churston Cross to Sessacott Hill  (well used minor road connecting Putford with main route to Bideford - several bad sections)
* Silworthy Cross towards Wheelers Cross (worse area is around Little Silworthy)
* Wrangworthy Cross towards Stibb Cross (bad section near Wrangworthy Cross)
* Colscott (erosion of both road edges at the bottom of the hill leading up to Julians and poor condition/erosion of road from Colscott towards Wheelers Cross)
* T-junction signposted Saxworthy (near Putford Barton Farm), approx. 200 yards of Saxworthy Lane up to the first sharp right hand bend.

**81.3 District Councillor R Hicks.** Not present.**81.4 Meetings attended by Councillors / Clerk.** Councillor Mrs Geen reported on her attendance on 13 March 2018 at a TDC Planning Training Session.* The session focused on a guide to the enforcement process and what happens when developments take place without planning permission, or having planning permission and building differently than the approved plans
* TDC receive 250 complaints a year and have to respond to all. Some result in no action, others require stop notices and an enforcement notice
* If no action is taken in 10 years, some developments cannot be enforced
* The second half of the session concentrated on conservation. There are 1,800 listed building in Torridge with the whole of Appledore being listed.
* TDC is more proactive with untidy sites / houses in a poor state of repair requiring basic painting and maintenance
* Parish Councils are the eyes and ears of Parishes to report issues that are unauthorized or require following up
 | BPBP |
| **82.** | **Common Moor. Lisabeth Miller from Kivells was present for part of this item.**Councillors had been invited to submit questions. None had been received. **Review of the Tender opening meeting held on 6 March 2018.**Councillor Thomas gave details of the meeting. 3 tenders had been received out of 4 firms approached.The Advisory Group went through the tenders with a criteria to score each one. Kivells were the preferred Tenderer being the strongest with experience and value for money. The Advisory Group’s recommendation was to appoint Kivells.Various points were raised by Councillors before and during the part of the meeting when Mrs Lisabeth Miller from Kivells was present who gave her experience of managing a Higher Tier Application on a large Estate where there was no cash flow issue and was a different type of work. She worked on the process of negotiating with Natural England which was successfully concluded.* The tenders spoke about scrub clearance. What would happen if 3 tenders for the work were not received and how would the Land Agent select experienced contractors?

There was no experience in obtaining tenders for grass keep. It was advised that although Devon Wildlife Trust had compiled a Management Plan, there  was no agreement with Natural England as yet.  This was not a contract operated like Thornhilhead in Buckland Brewer Parish.* How would the Land Agent guarantee and oversee the work? Contractors must conform to the regulations.

Mrs Miller’s husband has machinery that could do the work.Councillor Mrs Geen advised that appointment of contractors would need to comply with Parish Council and NE’s procurement rules which require competitive tenders.* What experience does the Land Agent have working with Historic England in connection with the Tumului?

The Land Agent had not worked with Historic England but has experience of working with Natural England. * How would the Land Agent feed back to the Parish Council?

Parish Council meetings would be attended with a face to face report and also through Councillor Thomas as lead of the Advisory Group. * Was there weight of experience from colleagues?

Yes, Mr Thomas Rattray had worked on a large amount of Culm Grass work throughout the year * Can the application be submitted by the deadline date of 13 April 2018?

Yes* What about trust?

A paper record of what had been said and committed to would be held. Mrs Miller asked if there was a dedicated Natural England adviser and this was confirmed. Consequently, the named adviser (Rob Dixon of Natural England) must only contact named people / Councillors.* How would Kivells cover cash flow and how would they cover the first year of costs?

Mrs Miller would be paid in arrears. There would be a delayed payment for contractors and Mr Miller was prepared to accept a delayed payment. It was accepted that a delayed payment may put other contractors off from submitting a tender. The following issues were covered while Mrs Miller was present:* Natural England is trying to persuade the Parish Council to manage the funds from the Countryside Stewardship Higher Tier grant. It had to be borne in mind that the Parish Council does not own Common Moor and has no rights.
* As most of the capital work is scrub clearance, arisings to be dealt with and burnt on corrugated iron. This needed overseeing as if it was not done properly, the Parish Council would be penalized.
* There was concern about if three tenders for the scrub work and firebreaks were not received and the situation if tenders were received from inexperienced contractors.
* It was reiterated the work would involve swaling, firebreaks and scrub clearance and no grazing was involved.
* It must be ensured that the scheme is affordable as the only money for the work would be from Natural England. The Parish Council is acting on its own and the Parish must see there is a benefit
* The Parish Council’s regulations state that three tenders must be obtained

Mrs Miller covered the following:* Agent authorization was required until she was designated as an agent
* In the tender document, Natural England had prepared cash flows which were based on the application submitted in 2017. Councillor Thomas would provide the details to Mrs Miller
* Mrs Miller asked the reason why the 2017 application did not proceed. The reasons were given, that tenders for the work were invited but none received. Additionally, there was no dedicated resource, there was too much work involved and a decision at that time had not been made to use an agent

Mrs Miller left the meeting. Other items were raised as follows:1. What happens if the land agent cannot agree negotiations with Natural England who does not accept our baseline beyond which we cannot go.

The land agent would do this.1. Councillor Thomas suggested applying for grant money to cover the land agent cost.

 3. How long is the agreement with the land agent and are there any break clauses? It is a ten year agreement with break clauses at 3, 5 and 10 years. 4. The Parish Council must make sure it is possible to withdraw from the agreement without  penalty.  The Parish Council would owe the land agent money if it decided to pull out and we need to be clear which costs relates to each activity. It was estimated there would be a risk element  cost of between £1,000 and £1,500.  It was suggested costing the scheme over a 5 year period.5. Contingencies should be in place if the Rural Payment Agency is late with payments. 6. Contingencies should be in place if the agreement does not produce an annual surplus. 7. No penalties to be sought from the Parish for any cause or reason. 8. It must be seen by the Parish to benefit it. 9. The Parish will not be responsible for the management of archeological sites.County Councillor Parsons suggested exploring the possibility of applying for funding from the TAP (Town and Parish) fund. This would involve having conversations with adjacent Parishes.Landfill tax funding was also raised which Councillor Thomas would investigate. County Councillor Parsons would also explore more avenues. **Councillors to agree the recommendation of the Sub Committee to appoint a Land Agent.****Councillor Moulder proposed that Kivells were appointed as the Land Agent. Seconded by Councillor Wooldridge. Agreed by Councillors.****Councillors Pomeroy and Mrs Geen did not vote.**The Clerk to send an appropriate letter informing of the decision. Councillor Thomas would also contact Mrs Miller.The Clerk to advise the unsuccessful tenderers. **Next steps. What are the key targets we are aiming to achieve in the Countryside Stewardship Agreement negotiation with NE.** This had been covered earlier.**Work undertaken by Devon Wildlife Trust since our last meeting – a brief update for information only.**Councillors were advised that the work had been done. A letter of thanks to be sent.  | MTBPClerkMTClerk |
| **83.** | **Matters Arising**.**83.1 Recycling Issues.** It was noted that photographic evidence had been forwarded to TDC for further comment.**83.2 TDC Community Governance Review.** It was noted that TDC had been advised that this Council wishes to remain as a two Parish Council. **83.3 Putford Post.** It was noted that an enquiry had been made as agreed at the last meeting. An acknowledgement has been received informing that it may not be possible to get a reply in time for the next Parish Council meeting. **83.4 Broadband Survey.** Councillor Thomas confirmed that he had completed and submitted the survey on behalf of the Parish Council. **83.5 TAP (Town and Parish) Fund – Holsworthy Rural Community Transport.** As no further information was received and the deadline date for TAP applications for the current financial year has passed, this item was not discussed. **83.6 TDC Waste and Recycling Roadshow.** Confirmation that Bradworthy will be hosting a roadshow where more information can be obtained. The date will be announced shortly. |  |
| **84.** | **Planning and Planning Correspondence.** There were no Planning Applications to consider.**Planning Correspondence. The following TDC Decision Notice was noted:****APPROVAL for Application 1/1274/2017/FUL -**  Conversion and extension of attached outbuilding to form sun lounge/breakfast room with alterations to existing porch (affecting a public right of way) – Nutton Farm, East Putford. |  |
| **85.** | **Finance.****85.1 Balances.** Budgetary figures to the end of February 2018 were tabled.**85.2 The following payments were approved and authorised:** **Mrs S Squire**  Salary (2 months) net of PAYE £166.74 Contribution towards broadband (2 months) £ 3.00 Photocopying £ 16.85  Postage 12 x 1st class £7.80 6 x large £5.88 £ 13.68 **£200.27** **HMRC** PAYE **£ 41.60****PSP Group** Renewal premium for Combined Liability Insurance on Common Moor **£486.44****Vanessa Sanders** Locum Clerking No Invoice received | ClerkCh.No.341Ch.No.339Ch.No.340 |
| **86.** | **Correspondence / Notices & Publications Received – were placed on the table to see and read.****86.1 North Devon & Torridge Local Plan.** Further consultation running from 1 March to 13 April. |  |
| **87.** | **Matters raised by Councillors /Clerk.** Under the Smaller Authorities Transparency Code, no items have been advised to the Clerk for inclusion on the Agenda.  |  |
| **88.** | **Date of next Meeting:** Wednesday, 23 May 2018 at 7.30pm in Bradworthy Primary Academy.This will be the Annual Parish Council Meeting (AGM) and Annual Parish Meeting.The meeting ended at 9.25 |  |
| **Summary of Decisions:** * **Minutes of 24 January 2018. Councillors also noted the Tender Opening notes dated 6 March 2018**
* **Appointment of Kivells as Land Agent for Common Moor Countryside Steward ship Higher Tier Application**
* **Payments**
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| **These Minutes are agreed by those present as being a true record.** |
| Signed:Chair of West & East Putford Parish Council: | Date: |