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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 a Parish Council Meeting on **Wednesday, 25 July 2018 in Parkham Methodist Church** Schoolroom at 7.30pm. The Agenda is detailed below.  Sue Squire, Parish Clerk. 18 July 2018 | | |
| **No.** | **Item** | **Mins** |
| 1. | **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** |
| 2. | **Apologies.** | **1** |
| 3. | **Declarations of Interest.** | **1** |
| 4. | **Approval of the Minutes of the Meeting held on 23 May 2018.** | **2** |
| 5. | **Reports:**  **5.1 Police.**  Details of the new team have been received.  **5.2 County Councillor B Parsons.**   * Follow up sent on any news regarding the roads identified as requiring attention. * Councillor Parsons has responded advising he is meeting the new Highway Team for the area and a response will be forthcoming. * An update on Holsworthy Hospital has been received. * An update dated July 2018 has been received.   **5.3 District Councillor R Hicks.**    **5.4 Meetings attended by Councillors / Clerk.**  The Clerk attended a course entitled ‘Making Good Decisions’ organized by the Devon Association of Local Councils in Exeter on 12 July 2018 and a Report of the training has been circulated to Councillors. | **10** |
| 6. | **Common Moor.**  **6.1** Update on grants (Cllr Thomas)  **6.2** Points from the last meeting raised with Natural England (Mrs L Miller, Kivells & Cllr Thomas):-  - Additional break clauses  - No penalties to be applied to the council  - Responsibility for the barrows  - Flexibility with the Management Plan  - Financial details of the proposed Agreement (discussion of the 2 cash flow spreadsheets) (Cllr Thomas)  **6.3** Outline timetable (previously circulated work programme) (Cllr Thomas)  **6.4** Decision on whether to proceed (All) | **60** |
| 7. | **Matters Arising**.  **7.1 Putford Post.** In light of the report at the last meeting, to discuss how the Parish Council can communicate with the Parish. This item has been deferred to the September meeting.  **7.2 Broadband Update.** This item has been deferred to the September meeting. | **10** |
| 8. | **Planning and Planning Correspondence.**  At the time of preparing the Agenda, there were no Planning Applications to consider.  **8.1 Planning Correspondence.**  **8.1.1 North Devon & Torridge Local Plan Consultation running until 17/8/18.** The Inspector has asked the Councils to consult on a further Main Modification which is considered necessary to make the Plan sound. The Proposed Main Modification relates solely to reducing the yield from 10 to 5 homes on a housing allocation in Buckland Brewer.  **8.1.2 Appeal in respect of Certificate or proposed lawful development at Powlers Piece Park, Putford.** Comments had to be received by 13/7/18.  **8.1.3 To note that Planning Application 1/0483/2018/FUL – change of use of holiday let to create a single dwelling at Briery Field, East Putford was granted permission.** | **5** |
| 9. | **Finance.**  **9.1 Balances.** To be tabled at the Meeting.  Budgetary figures to the end of June 2018 will be tabled.  **9.2 To authorise the following payments:**  **Mrs S Squire**  Redacted under the Data Protection Act. Councillors will be shown the details  **HMRC** PAYE **£ 41.60**  **Community First Insurance** Renewal premium due on 1/6/18 **£173.76**  *Arrangements have been made for the cover to be held in place as the company failed to send the renewal documentation*  **Julie Snooks** 2017/18 internal audit fee **£ 50.00**  **9.3 Internal and External Audit.** The Clerk will give further details.  **9.4 Variation Mandate to update cheque signatories for all Councillors to sign and for the Clerk to have the facility of ‘view only’ online banking.** | **10** |
| 10. | **Correspondence / Notices & Publications Received – will be placed on the table to see and read.**  **10.1 TDC.** Email regarding the Gambling Act 2005 consultation on Statement of Principles 2018. Comments to be received by 31/8/18.  **10.2 North Devon Record Office.** Email from Barnstaple Town Council for information.  **10.3 TDC,** Email regarding the Licensing Act 2003 – Consultation on Statement of Licensing Policy. Comments to be received by 2/10/18. | **5** |
| 11. | **Matters raised by Councillors /Clerk.**  **11.1 Councillor Mrs Crout.**  Highways issue – concern about lack of verge cutting in key areas and also a blind junction at Parsonage Cross which it is hoped can be improved.  **11.2 Mrs S Squire, Parish Clerk.** Following on from the report of her training, Councillors to discuss whether to progress with delegatory powers for the Clerk in case of an emergency and whether Terms of Reference will be required for a Committee, with particular reference to Common Moor should Councillors have decided to proceed, subject to Item 6.4.  Under the Smaller Authorities Transparency Code, no items have been advised to the Clerk for inclusion on the Agenda. | **10** |
| 12. | **Date of next Meeting:** Monday, 17 September 2018 in Bradworthy Primary Academy at 7.30pm. | **1**  **TOTAL**  **118** |