

Minutes of West and East Putford Parish Council Meeting held on Tuesday, 14 November 2017 in Bradworthy Primary Academy at 7.30pm.

Chaired by: Councillor Mrs P Geen		Clerked by: Sue Squire
Present: Councillors P Bond Mrs P Geen J Jessel Mrs M Lewis N Moulder D Pomeroy J Wooldridge County Councillor B Parsons		Agenda: - Items raised by members of the public Apologies Declarations of Interest Approval of the Minutes of the Meeting held on 20 September 2017 Reports Common Moor Matters Arising Planning & Planning Correspondence Finance Correspondence / Notices & Publications Received Matters raised by Councillors / Clerk Date of next meeting
		Action:
54.	Items raised by members of the public. None present.	
55.	Apologies. Councillors M Cornish, Mrs R Crout, Mrs L Drake, District Councillor R Hicks. Councillor Bewes remains unwell and Councillors were pleased he was making good progress.	
56.	Declarations of Interest. Councillor Pomeroy – Commoners Rights, Common Moor Councillor Moulder – Commoners Rights, Common Moor Councillor Thomas – Committee Member of Putford Post Councillor Jessel – Mrs Jessel is a member of the Putford Post Committee Member of Torridge Headwaters Committee Councillor Mrs Geen – Vice Chairman of Northern Devon Healthcare Trust	
57.	Approval of the Minutes of the Meeting held on 20 September 2017. Approved and signed as a correct record after a spelling error to read Claire McIntosh. .	
58.	Reports: 58.1 Police. Not present. 58.2 County Councillor B Parsons spoke about the following: <ul style="list-style-type: none"> ▪ Putford Bridge to Venn Cross. The repairs to the road could not be carried out due to the vehicle to be used breaking down. The work was planned for later in the week. ▪ There had been good feedback for the work that had been work and he would pass this on to the contractor, Skanska. ▪ The new Head of Highways was Meg Booth. ▪ There is a change in which the way services will be delivered, noticeable over the next few months. ▪ A further £22 million is to come out of the budget. Over the last 6 years, a total of £230 million has been taken. In looking after vulnerable adults and children, the Highways budget has been affected. ▪ The government provisional settlement was expected in December and budget will be in place by February. ▪ The meeting at Holsworthy Hospital was cancelled as a Clinical Commissioning Group presence was required. 58.3 District Councillor R Hicks. Not present. He had offered to attend but as Common Moor was to be discussed and the option of engaging a Land Agent, he felt Councillors may prefer to have the discussion without him there.	

	<p>He was interested in the Parishes and willing to attend when there are items he can help with.</p> <p>58.4 Meetings attended by Councillors / Clerk. None.</p>	
<p>59.</p>	<p>Common Moor.</p> <ul style="list-style-type: none"> • Dispensation. One letter of confirmation had been prepared by the Clerk as a result of a request for a Dispensation from Councillor Mrs Drake. Councillor Pomeroy handed a letter of request to the Clerk. Councillors Moulder and Cornish had yet to request a Dispensation. Councillor Mrs Geen reminded Councillors of the need to request a Dispensation if they had an interest in Common Moor. • The Chairman updated Councillors on developments since the last meeting. <p>She had made contact with Rob Dixon (Natural England) to feed back the outcome of discussions, followed up by a letter from the Parish Council. Councillor Mrs Geen had since spoken to him and ascertained that funding was available in 2018 and this would give sufficient time to prepare a new application should the Parish Council decide to proceed. There was no guarantee that the application would be accepted although as the site is an important SSSI (Site of Special Scientific Interest), Mr Dixon was keen to work with the Parish Council to support an application if the Parish Council decides to apply.</p> <p>Councillor Mrs Geen had spoken to Bob Hicks regarding support required to go forward following the Parish Council's discussion at the last meeting about the benefit of professional advice. The 'free advice offer' was clarified by Mr Hicks where the initial advice would be free and as the project moved forward, any fee would come out of the grant money. Mr Hicks also advise that Claire McIntosh was leaving and a local person is being trained to cover her duties.</p> <p>Mr Hicks had advised that leading up to another application, this is when the Parish Council should negotiate with Natural England.</p> <p>Councillor Jessel spoke about the historical details and the cost to the Parish Council to date, bearing in mind the Parish Council were not owners of Common Moor or enjoyed any rights. He felt that Natural England should pay the overtime claimed to date by the Clerk and that further Parish Council expenses in connection with Common Moor should also be paid by Natural England, suggesting that a separate management fee for Parish funds should be negotiated.</p> <p>Councillor Jessel felt that the Parish Council should be exempt of penalties imposed by Natural England, with or without a Land Agent and should be allowed to opt out of an agreement at any time without a penalty. Councillor Jessel stressed the need for full transparency from Natural England of all documents with the Chairman and the Clerk and not a high quantity of emails.</p> <p>Councillor Pomeroy was of the opinion that the Parish Council would need a Land Agent and clarification as to the cost of this.</p> <p>From recent past experience, a Higher Tier Application was too onerous and Councillor Thomas cited an example of having to obtain a tender for two years ahead. More time should be allowed for a site visit for contractors to be able to provide a tender.</p> <p>Councillors wanted the project to be a guaranteed benefit for the Parish and felt the Parish Council did not have the skills to negotiate with Natural England.</p> <p>Councillor Pomeroy proposed that the Parish Council look into the feasibility of appointing a Land Agent and the terms that would be applicable. Seconded by</p>	<p>Clerk to prepare</p> <p>PG/MT/ Clerk</p>

	<p>Councillor Moulder. Unanimously agreed.</p> <p>County Councillor Parsons gave his thoughts on projects of this nature, advising that Bradworthy had also had an experience not dissimilar to Putford. The Parish Council have brief conversations on the matter which is mainly dealt with by a Commoners organisation.</p> <p>County Councillor Parsons left the meeting.</p> <ul style="list-style-type: none"> Draft Terms of reference for Advisory Group (for review/approval). MT spoke about the document, some items of which would not be relevant. To be reviewed once the Land Agent has been appointed. Councillor Thomas to ask Bradworthy Graziers and Buckland Brewer Parish Council for advice on obtaining a tender with a view to three firms being invited to quote. <p>For the January meeting, three potential Land Agents to be considered by the Parish Council. Four were mentioned: Andrew Lane, R Hicks, Kivells and Devon Wildlife Trust.</p> <ul style="list-style-type: none"> Proposal to meet with NE to discuss way forward (for Parish Council approval). Councillors decided not to proceed. Option to engage a Land Agent or other external help (for discussion). Covered above. 	<p>MT</p> <p>MT</p> <p>MT/Clerk January Agenda</p>																				
60.	<p>Matters Arising.</p> <p>60.1 Community Governance Reviews. It was noted that a reply had been sent to TDC advising this Parish wishes to remain unaltered.</p>																					
61.	<p>Planning and Planning Correspondence. There were no Planning Applications to consider.</p> <p>Planning Correspondence: There was no planning correspondence to consider.</p>																					
62.	<p>Finance.</p> <p>62.1 Balances.</p> <p>Budgetary figures to the end of October 2017 were tabled.</p> <p>The Clerk to enquire from TDC about a Seed Money claim as suggested by District Councillor Hicks.</p> <p>62.2 The following payments were approved and authorised:</p> <table border="0" data-bbox="215 1429 1305 1601"> <tr> <td>Mrs S Squire</td> <td>Salary (2 months) net of PAYE</td> <td>£165.34</td> <td></td> </tr> <tr> <td></td> <td>Countryside Stewardship Salary (overtime)</td> <td>£ 7.00</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>£188.79</td> </tr> <tr> <td>HMRC</td> <td>PAYE</td> <td></td> <td>£43.00</td> </tr> </table> <p>62.3 2018/19 Budget.</p> <p>62.3.1 To agree the Precept. Councillor Moulder proposed that the Precept was increased by £500 from £2,500 to £3,000. Seconded by Councillor Wooldridge. Unanimously agreed.</p> <p>62.3.1 To set the budget. (In this connection, the meeting went into Part 2 Confidential when the item of staff costs was discussed following advice from the Devon Association of Local Councils. There were no members of the public present. The Clerk left the room returning after the item had been concluded.</p> <p>Proposed by Councillor Mrs Lewis, seconded by Councillor Jessel. Unanimously agreed.</p> <p>62.4 TDC. It was noted that the second tranche of the 2017/18 Precept had been received in the sum of £1,250.00</p>	Mrs S Squire	Salary (2 months) net of PAYE	£165.34			Countryside Stewardship Salary (overtime)	£ 7.00			Contribution towards broadband (2 months)	£ 3.00			Photocopying	£ 13.45	£188.79	HMRC	PAYE		£43.00	<p>Clerk</p> <p>Clerk</p> <p>Ch.No.333 Ch.No.334</p> <p>Clerk to complete and return forms to TDC when received</p>
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<p>63.</p>	<p>Correspondence / Notices & Publications Received – were placed on the table to see and read.</p> <p>63.1 TDC. Letter regarding a rough sleeper estimate. There were no known rough sleepers in the Parish.</p> <p>63.2 DCC Highways. Email regarding Snow Wardens and Winter Service. In this connection, Snow Warden, Councillor D Pomeroy had been asked if a further supply of grit salt is required where it had been confirmed that 2 tonnes was considered sufficient.</p> <p>63.3 Putford Bridge to Venn Cross. Covered under County Councillor Parsons' Report.</p> <p>63.4 Torridge CVS. Big Lottery Fund Torridge Patch Plan consultation and update 2017. This item had been received on the day of the meeting and there had been insufficient time to circulate to Councillors.</p>	<p>Clerk to reply</p> <p>Clerk</p>
<p>64.</p>	<p>Matters raised by Councillors /Clerk.</p> <p>64.1 2018 Meetings. The following dates, all on Wednesdays were approved: 24 January 28 March 23 May 18 July 26 September 28 November</p> <p>64.2 Councillor Thomas – Putford Post. Councillor Thomas declared an interest as a Committee Member. He explained how the organisation was set up, expressing the hope that the Parish Council would contribute to support the website to cover the costs. This year's cost of hosting the website was £82.50 which was likely to increase.</p> <p>Councillor Moulder proposed that the TAP (Town and Parish) Fund was used to support this in the sum of £100. Seconded by Councillor Pomeroy. Agreed. Councillors Thomas and Jessel did not vote.</p> <p>64.3 Area Advisory Group Meetings. Councillor Mrs Crout had advised that she would like to represent the Parish Council in place of Councillor Mrs Geen. Councillors were in agreement.</p> <p>Under the Smaller Authorities Transparency Code, no items have been advised to the Clerk for inclusion on the Agenda.</p>	<p>Clerk to book the School</p> <p>Clerk</p>
<p>65.</p>	<p>Date of next Meeting: Wednesday, 24 January 2018 at 7.30pm in Bradworthy Primary Academy.</p> <p>The meeting ended at 9.28pm.</p>	
<p>Summary of Decisions:</p> <ul style="list-style-type: none"> ➤ Approval of the Minutes of 20 September 2017 ➤ The feasibility of appointing a Land Agent in respect of Common Moor in its dealings with Natural England regarding a Higher Tier Countryside Stewardship Application ➤ Payments ➤ 2018/19 Budget and Precept ➤ A TAP application submitted for £100 for website hosting fees 		
<p>These Minutes are agreed by those present as being a true record.</p>		
<p>Signed: Chair of West & East Putford Parish Council:</p>	<p>Date:</p>	