

**Minutes of West and East Putford Parish Council Meeting held on Wednesday,  
20 September 2017 in Bradworthy Primary Academy.**

<b>Chaired by: Councillor Mrs P Geen</b>	<b>Clerked by: Sue Squire</b>	
<p><b>Present: Councillors</b></p> <p><b>P Bond</b>  <b>M Cornish</b>  <b>Mrs S Crout</b>  <b>Mrs L Drake</b>  <b>Mrs P Geen</b>  <b>J Jessel</b>  <b>Mrs M Lewis</b>  <b>D Pomeroy</b></p> <p><b>Mr M Barrow, DCC</b>  <b>District Councillor R Hicks</b></p>	<p><b>Agenda: -</b>          Talk on broadband in West and East Putford          Items raised by members of the public          Apologies          Declarations of Interest          Approval of the Minutes of the meeting held on          10 July 2017 and 8 August 2017          Reports          Common Moor          Matters Arising          Planning &amp; Planning Correspondence          Finance          Correspondence / Notices &amp; Publications Received          Matters raised by Councillors / Clerk          Part B Confidential          Date of next meeting</p>	
		<b>Action:</b>
40.	<p><b>Mr M Barrow, DCC gave a talk on broadband in West and East Putford. Connecting Devon and Somerset, stakeholder engagement officer and gave the following information:</b></p> <ul style="list-style-type: none"> <li>• The organization works with anyone who has an interest. Their role is about bringing superfast broadband at 24mg per second as defined to those parts of Devon and Somerset that would not have it commercially. Towns are viable, not rural areas.</li> <li>• BT have no reason to provide broadband if it is not profitable.</li> <li>• The situation has been enquired from BT and Virgin. They operate notionally in 3 phases to government targets which was 90% of coverage in 2016 with the aim of 95% by 2020.</li> <li>• In Phase 1, Connecting Devon and Somerset are working with BT in areas where people are getting less than 24mg everywhere to bring as many properties up to speed with the available budget.</li> <li>• The main technology system is fibre to cabinet. The technology runs the fibre to the green box and superfast runs copper wire to the property. It is not possible to run the speeds over distance, beyond 1.2km the speed drops and 1.8km from the box there is no improvement. It is good in urban and semi urban areas.</li> <li>• When the programme moved into Phase 2, Connecting Devon and Somerset was divided into six geographical areas so that sub contractors would be better able to understand the problem.</li> <li>• Procurement was run 2 years ago. BT was the only eligible bidder who submitted a bid but it could not be accepted. Full open procurement was then invited and BT did not bid. The contract was awarded to Airband who work in the areas of Exmoor and Dartmoor.</li> </ul> <p>For West and East Putford, 141 addresses are being covered by Airband that have the word Putford in the addresses and this will mean that 150 – 160 in total will be picked up by Airband. There may be some properties that have not been identified. Airband attempt to promise an over delivery and can probably achieve 20% more than they are saying and would do other properties if they can. It could be as many as 200 properties in total.          Councillors were of the opinion that there were 260 properties.</p> <p>To access super wi-fi, it involves a receiver being fixed to the outside of the property. Airband have carried out a lot of work with the National Park teams (Exmoor and Dartmoor). They use an 8m</p>	

	<p>wooden pole, 2m of which is underground with radios on them giving 360 degrees coverage. Airband have been through a process with Ofcom giving co-powers, meaning they can put their equipment on existing masts. Half the transmission sites are already in place. Due to the nature of how the system works it is not necessarily the closest mast that will provide the feed.</p> <p>There are 5 or 6 sites that will feed into the community.</p> <p>Airband are finalising the roll out plans and it is hoped that information will be available by the end of the month as to when they can deliver to individual premises. They can plan with a degree of accuracy after which there may be delays to the programme regarding land acquisition, planning and wayleaves.</p> <p>Airband is keen to work with Parish Councils. The line of sight is the fundamental for the technology.</p> <p>Q: Can you go from church to church. A: Yes. The church would require a Faculty from the Diocese of Exeter (the equivalent to Local Authority planning permission.)</p> <p>District Councillor Hicks advised there was a mast on Buckland Brewer church. Airband's service ranges from good to bad, not always reliable but there is no alternative.</p> <p>Airband took over Wild West Net who use older equipment. Airband are committed to all Wild West Net subscribers and improvement will occur on rollout. The firm are contracted to provide a minimum level of upline.</p> <p>Bank details are no longer required on the survey form and the first 3 months are free. The prices will drop significantly and there is no competition as they are an internal service provider.</p> <p>Q: Does there have to be power to the post that hosts transmitters? A: Yes. Power has been provided to some fairly out of the way places. Airband has a good relationships with South West Water and Western Power Distribution.</p> <p>Q: It was necessary for a Councillor to put receiver on a barn. Can you have your own post? A: Yes.</p> <p>Q: How does the signal get inside a house with thick walls? A: It involves drilling to a wireless router.</p> <p>Line of sight is technology being deployed at present. Approval is currently being sought for trials of technology using white space spectrum for when analogue TV is switched off. This does not require line of sight. It is hoped to get regulatory approval and requires another transmitter to be fixed to an existing mast.</p>	
41.	<p><b>Items raised by members of the public.</b> None.</p>	
42.	<p><b>Apologies. Councillors A Bewes, N Moulder, M Thomas, J Wooldridge, County Councillor B Parsons,</b></p> <p>The meeting extended its best wishes to Councillor Bewes.</p>	
43.	<p><b>Declarations of Interest.</b></p> <p><b>Councillor M Cornish. Commoners Rights, Common Moor.</b></p> <p><b>Councillor Mrs Drake. Commoners Rights, Common Moor.</b></p> <p><b>Councillor D Pomeroy. Commoners Rights, Common Moor.</b></p> <p><b>Councillor J Jessel. Member of the Devon Headwaters and Torridge</b></p> <p><b>Councillor Mrs P Geen has been appointed as Vice Chairman of Northern Devon Health Care Trust.</b></p> <p><b>District Councillor R Hicks. Land Agent for Buckland Brewer Parish Council involved in the</b></p>	

	<p><b>management of Thornhillhead Moor and advising on Common Moor. He felt his responsibility to the Parish Council was as a District Councillor and has an assistant in respect of the Land Agency side of his business.</b></p> <p><b>Councillor Mrs P Geen. Personal Interest in Minute No. 48.1 - Planning Application 1/0845/2017/FUL – Demolition of barn and replacement with new agricultural livestock barn – Dyers, East Putford.</b></p>	
44.	<p><b>Approval of the Minutes of the Meeting held on 10 July 2017 and 8 August 2017.</b>  <b>Approved and signed as a correct record.</b></p>	
45.	<p><b>Reports:</b></p> <p><b>45.1 Police.</b> Not present.</p> <p><b>45.2 County Councillor B Parsons.</b> Apologies given with a message that he will be pleased to deal with any County issues that are raised.</p> <p><b>45.3 District Councillor R Hicks</b> advised he was available when required.</p> <p>TDC have few planning officers remaining and Agency staff are being employed. This involves more expense.  Staff connected with the Local Plan are still in post.  TDC holds reasonable reserves but is trying to raise money by selling Bridge Buildings in Bideford and are working on preferred terms with the bidder in respect of Brunswick Wharf.</p> <p>The move involving all staff from Bridge Buildings to Riverbank House is almost complete.  There are no plans for TDC and North Devon Council to merge.  As regards waste disposal, DCC are planning to build a new waste transfer deposit at Brynsworthy near Barnstaple. TDC had hoped to have a plant a Hatchmoor but DCC want this operation to be carried out at Barnstaple.</p> <p><b>45.4 Meetings attended by Councillors / Clerk.</b>  Councillor Mrs Geen reported on her attendance at a Joint Area Advisory Group meeting on 14/9/17. Some of the items to be reported had been covered earlier in the meeting, such as Broadband.</p> <p>A task group had been set up to look into the mobile phone signal although DCC do not have any commitments in this regard.</p> <p>The Local Plan of North Devon and Torridge had been delayed due to not being able to identify sufficient housing sites. There had now been enough identified up to 2031.  District Councillor Hicks was doubtful if there was enough to 2031 as there is not a 5 year land supply with approvals.</p> <p>From June 2018, there will be waste and recycling changes when the main bin collection will be on a fortnightly basis. Food recycling and caddies will be provided and there will be an optional chargeable green waste collection. The new arrangements mean that there will have to be investment in different vehicles.</p> <p>Under the Police update, those present were advised that the role of the PCSO would change.  There are merger talks with Dorset Police.  Resources on cyber crime, modern slavery and domestic abuse have been recognised.</p>	
46.	<p><b>Common Moor.</b> Councillor Mrs Geen spoke about the decision made at the August Meeting as follows:  Since the August meeting, we have been inundated with emails and requests from NE many of them with very tight deadlines. Many of these have come out of the blue and caught us by complete</p>	

surprise. Our Parish Clerk, assisted by Cllr Thomas, have been working hard to deal with the requests in the best interests of the PC and I would like to thank them for their high level of effort and commitment.

As just one example of many, RD advised us that we would need to urgently progress tender inquiries for scrub clearance work in 2019. When questioned by Councillor Thomas as to why we need to do this now, RD advised that if we did not award a contract by the end of September we would lose the opportunity to do the work. Therefore Councillor Thomas pulled out the stops to facilitate the tender inquiry with Sue. As it happens, no tenders have been received (closing date today) and so we are not in a position to meet the deadline.

In addition a range of other documents have arrived in quick succession e.g. large email attachments called HT negotiation schedules arrived a couple of days ago with the expectation of being agreed at the PC meeting and returned by end of September. Sue has received several documents and risk assessments for review or decision by the PC some of which are listed on the agenda and others which were received too late. Again, a very recent example is an SSSI consent for flailing firebreaks and swaling to allow work to be done by DWT starting next month and only received two days ago.

On top of all of this, we are unclear about:

Finances - including overspend to date and £1.1k for DWT work on plan  
Professional/legal advice - difficult to gauge without full picture of work and all documents/agreements that need to be formally signed.

Therefore I would like to **propose** that we do not attempt to cover the 10 items on Common Moor at this evening's meeting including the ratification of the decision made in August. Instead I would like to **propose** that we take a **pause** and ask the Clerk to arrange an urgent meeting with Rob Dixon and the full Parish Council given the size of the project and significant sums of money involved (unlikely to be until last week in October). In the meantime, for this evening, we should review the financial position and take the opportunity to consider the draft Terms of Reference for the sub group which Councillor Thomas has asked me to present on his behalf.

Councillor Mrs Crout felt the situation had become more daunting and the Parish Council did not have the capacity to deal with it.

Councillor Jessel thought it was unusual to request for Tenders 2 years hence.

District Councillor Hicks explained where Common Moor varied from Thornhillhead Moor, where Buckland Brewer Parish Council claimed to own the Moor.

Buckland Brewer Parish Council had to obtain quotations a long time ahead of the work being done and Natural England has a schedule agreement to pay in each year. They will not pay more than the quotation stated.

Councillor Mrs Geen advised that Natural England had supplied a list of contractors who it was thought would be interested to quote in scrub clearance work. The quotations had to be received by the date of this meeting in order that this could be advised to Natural England by a deadline date of 30 September 2017.

Six contractors had been invited to quote including DWT. There had been surprise when DWT advised they did not undertake this type of work.

There was concern that DWT were rushing the Parish Council into an agreement for scrub clearance which has not been discussed as a Parish Council. Legal advice was discussed and it was acknowledged that the Parish Council would have to pay for this which would have to come from Parish Council reserves as there would not be any additional funding for this. Additionally, there was no standard map of Common Moor, although District Councillor Hicks advised Natural England would do this.

Councillors noted that commoners rights are on a Register which Councillor Mrs Geen had obtained from DCC showing properties with original owners. Efforts were being made to determine which parcel of land went with the house.

District Councillor Hicks informed it would be the land on which the rights belonged, whoever owns the fields still has the right to graze.

Graziers at Buckland Brewer were receiving payment.

Graziers on Common Moor are not eligible for payment from Natural England and West & East Parish Council had agreed not to graze.

In respect of the DWT draft Stewardship Plan, there was an invoice for £1,100 to cover the cost of producing it. In other paperwork, there were several references to signing up to the Agreement and negotiation documents where the deadline was 30 September 2017.

Councillors did not recall asking DWT to produce this and mention of the invoice had only recently been raised. There was concern that the Parish Council did not have sufficient funds to pay for this although apparently DWT were prepared to wait for it to be settled until after the Natural England payments start being received.

District Councillor Hicks advised he had surplus funds in his Community Councillor Grant pot which the Parish Council could apply for under 'Seed Corn for Common Moor'. The Clerk to contact TDC for the relevant form so that this could be progressed.

Councillor Mrs Geen invited views from Councillors who were all of the opinion that the Parish Council should look to defer and as the scheme was available in 2018, to consider it at that time.

**Councillor Mrs Crout proposed that the Parish Council defer the decision until the next meeting in the knowledge that it will cause us to miss the deadline for this year (30/9/17).  
Seconded by Councillor Jessel.**

There was no other proposal. Councillor Pomeroy felt the Parish Council was getting into realms of not knowing what to expect and should have an Agent. District Councillor Hicks advised his assistant, Calre Mackintosh, would work free of charge and report back to the Parish Council.

**Vote on Councillor Mrs Crout's proposal: Unanimously agreed.**

The draft letter to Natural England to be prepared by the Clerk / Councillor Mrs Geen and sent to District Councillor Hicks to check that it was in order to send.

- **Dispensation.** A reply had been received from the Monitoring Officer at TDC regarding Dispensations as a follow up to the meeting with him on 29/6/17 by Councillors Mrs Geen, Mrs Drake and the Parish Clerk.

It was noted that a letter had been sent to the four Parish Councillors who have commoners interests advising that they should officially request a Dispensation

It was further noted that following further enquiries, the draft Dispensation considered at the meeting on 10/7/17 was recommended to be worded granting the Dispensation for the life of the Council (May 2019) and not reviewed at each meeting. The document would be reviewed in the event of commoners receiving payments.

Councillors Mrs Drake and Pomeroy handed the Clerk a letter requesting a Dispensation.

- **To ratify the decision made at the meeting on 8 August 2017 that the Parish Council should proceed with the management of Common Moor.**

Clerk/PG

Clerk

**Due to the decision taken above, this bullet point was not progressed.**

- **To agree Terms of Reference** and appoint a Leader of the Group.  
Draft Terms of Reference had been circulated to Councillors separately.

**Due to the decision taken above, this bullet point was not progressed.**

- **Expenses in connection with Common Moor.** Natural England had produced a calendar showing key works, times, payments.  
Within the communication enclosing this, Natural England had advised that the annual payments have changed from a 50/50 split to 75/25, so that the Parish Council would get 75% of the payments in the first round.  
Countryside Stewardship Higher Tier payments are due to be received from October 2018. It could be as early as August 2018 or as late as December 2018.

A detailed budget projection was supplied for Councillors' perusal.

In order to fund payments between November 2017 and October 2018, **a proposal was made to temporarily withdraw the sum of £2,000 from the National Savings and Investment Account on the understanding that this money will be repaid when the first payment from Natural England is received.**

Detailed advice had been taken in this connection and other avenues explored where it has been advised that the Parish Council is not eligible to apply for funds from County Councillor Parson's Locality Grant or Torridge District Council. A personal loan from an individual was not recommended.

**Due to the decision taken above, this bullet point was not progressed.**

- **Scrub Clearance.** It was noted that six contractors had been invited to submit a quotation for this work to be carried out in Year 2 of the Agreement.  
Three contractors had declined to quote.  
One contractor wished to speak to Councillor Thomas for further clarification.  
At the time of the meeting on the deadline day, no further quotations had been received.

In this connection, even if the Parish Council had decided to progress the Agreement, in the absence of any quotations, the paperwork could not have been completed by the deadline date of 30 September 2017.

- **Wildlife Risk Assessment.** A draft document had been prepared and would be dealt with by the Advisory Group.
- **Management Plan for Barrows.** The Clerk advised the details and recommended that the Plan is agreed.

**Due to the decision taken above, this item was not progressed.**

- **Implementation Plan (PA1).** It is necessary to complete this in order for DWT (Devon Wildlife trust) to be paid for the Management Plan at a cost of £1,100.

This is a separate agreement with its own agreement reference for just this one item.

**Due to the decision taken above, this item was not progressed.**

	<ul style="list-style-type: none"> <li>• <b>Independent Legal Advice.</b> Councillor Mrs Geen to give an update.</li> </ul> <p><b><u>Due to the decision taken above, this item was not progressed.</u></b></p> <ul style="list-style-type: none"> <li>• <b>DEFRA Animal Health.</b> Form received for completion. This would be dealt with by the Advisory Group.</li> </ul> <p><b><u>Due to the decision taken above, this item would not be progressed for the time being.</u></b></p> <p><b>The following items had been received after the publication of the Agenda:</b></p> <ul style="list-style-type: none"> <li>• <b>Natural England – SSSI consent for flailing firebreaks and swaling.</b> This runs for the period 15/9/17 to 20/3/18.</li> </ul> <p>This was a lengthy document which could not be circulated to Councillors in time for studying at the meeting, due to it being received shortly before the meeting.</p>																					
47.	<p><b>Matters Arising.</b></p> <p><b>47.1 Mobile Phone Signal.</b> It was noted that representations had been made to County Councillor Parsons.</p> <p><b>47.2 Grant Giving Policy.</b> It was noted that the wording had been amended as agreed on 10/7/17.</p>																					
48.	<p><b>Planning and Planning Correspondence.</b>  <b>Since the publishing of the Agenda, the following Planning Application had been received and was considered:</b></p> <p><b>48.1 Councillor Mrs Geen declared a Personal Interest.</b>  <b>Application 1/0845/2017/FUL – Demolition of barn and replacement with new agricultural livestock barn – Dyers, East Putford.</b>  <b>It was resolved to recommend approval.</b></p> <p><b>48.2 Planning Correspondence:</b> The following TDC Decision Notice was noted:          APPROVAL for Application 1/0629/2017/FUL – Erection of agricultural building at Stowford Park, East Putford.</p>	Clerk																				
49.	<p><b>Finance.</b></p> <p><b>49.1 Balances.</b></p> <p>Budgetary figures to the end of August 2017 were tabled.</p> <p><b>9.2 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>£166.68</td> <td></td> </tr> <tr> <td></td> <td>Countryside Stewardship Salary (overtime)</td> <td>£175.56</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>£358.69 **</b></td> </tr> <tr> <td><b>HMRC</b></td> <td>PAYE</td> <td></td> <td><b>£ 85.60</b></td> </tr> </table> <p><b>** This is a different amount than shown on the Agenda due to the gross of PAYE being quoted and not the net figure.</b></p> <p><b>49.3 2016/17 Accounts.</b> It was noted that Grant Thornton, External Auditors, had completed the audit of the 2017 Annual Return which has been signed off as satisfactory and no comments made.</p> <p><b>49.4 HM Revenue and Customs.</b> It was noted that a VAT reclaim had been submitted for the period 1/4/15 – 31/3/17 in the sum of £73.67 which had been credited to the current account.</p>	<b>Mrs S Squire</b>	Salary (2 months) net of PAYE	£166.68			Countryside Stewardship Salary (overtime)	£175.56			Contribution towards broadband (2 months)	£ 3.00			Photocopying	£ 13.45	<b>£358.69 **</b>	<b>HMRC</b>	PAYE		<b>£ 85.60</b>	Clerk  Ch.No.330 Voided Ch.No.332 Ch.No.331
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	<p><b>49.5 Variation Mandate to enable all Councillors to be cheque signatories.</b> At the suggestion of the bank, previous requests should be cancelled and a new Mandate completed. The form was brought to the meeting and completed by Councillors who were not signatories.</p> <p><b>49.6 Lloyds Bank.</b> Letter regarding updating of the business account. <i>Noted.</i></p>	Clerk
50.	<p><b>Correspondence / Notices &amp; Publications Received – were placed on the table to see and read.</b></p> <p><b>50.1 Kier.</b> Details of new revised diversion route for proposed road closure. Kier has applied for a road closure to complete South West Water utility works outside Briary Fields, East Putford from 2 – 6 October.</p> <p><b>50.2 North Devon Hospice.</b> Letter encouraging organisations to hold a harvest supper in aid of the Hospice.</p> <p><b>50.3 TDC.</b> Letter from the Monitoring Officer asking if Parishes wished to join with other Parishes, be unaltered, become separate or for another Parish to join West and East Putford Parish Council.  <b>Councillor Pomeroy proposed that we remain as West and East Putford Parish Council. Seconded by Councillor Mrs Lewis. Unanimously agreed.</b></p>	Clerk
51.	<p><b>Matters raised by Councillors /Clerk.</b></p> <p><b>51.1 Clerk’s Leave.</b> 7 – 18 October 2017.</p> <p>Under the Smaller Authorities Transparency Code, no items have been advised to the Clerk for inclusion on the Agenda. The Clerk gave an update of the Code.</p>	
52.	<p><b>Part B Confidential.</b>  <b>Proposed by Councillor Cornish that the meeting move into Part B Confidential. Seconded by Councillor Jessel. Unanimously agreed.</b></p>	
53.	<p><b>Date of next Meeting:</b> Amended from Tuesday, 21 November 2017 at 7.30pm in Bradworthy Primary Academy to Tuesday, 14 November 2017.</p> <p>The meeting ended at 9.44pm.</p>	
<p><b>Summary of Decisions:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Minutes of 10 July 2017 and 8 August 2017</b></li> <li>➤ <b>The decision to ratify the recommendation made by the meeting on 8 August 2017 to proceed with the Higher Tier Countryside Stewardship Application is deferred to the November meeting in the knowledge that the Parish Council would miss the deadline date of 30 September 2017</b></li> <li>➤ <b>Planning</b></li> <li>➤ <b>Payments</b></li> <li>➤ <b>West &amp; East Putford Parish Council to remain as it is and not be separate or join another Parish, or ask for another Parish to join West and East Putford Parish Council</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>	