

**Minutes of West and East Putford Parish Council Meeting held on Wednesday,  
24 January 2018 in Bradworthy Primary Academy at 7.30pm.**

<b>Chaired by: Councillor Mrs P Geen</b>		<b>Clerked by: Sue Squire</b>
<b>Present: Councillors</b>  <b>P Bond M Cornish Mrs R Crout Mrs L Drake Mrs P Geen J Jessel Mrs M Lewis D Pomeroy M Thomas</b>  <b>County Councillor B Parsons</b>		<b>Agenda: -</b> Items raised by members of the public Apologies Declarations of Interest Approval of the Part 1 and Part 2 Minutes of the meeting held on 14 November 2017 Reports Common Moor Matters Arising Planning and Planning Correspondence Finance Correspondence / Notices & Publications Received Matters raised by Councillors / Clerk Date of next meeting
		<b>Action:</b>
66.	<b>Items raised by members of the public.</b> <b>66.1 Representations regarding the recycling service.</b> The parishioner had made representations to TDC and the reply was given. The photographs to be forwarded to TDC.  Councillor Mrs Drake had also found it necessary to advise TDC of similar instances and Councillor Jessel had experienced problems with black bags being attacked by crows.	Clerk
67.	<b>Apologies.</b> Councillors N Moulder, J Wooldridge, PCSO R Rowe.	
68.	<b>Declarations of Interest.</b> <b>Councillor Mrs Drake – Commoners Rights, Common Moor</b> <b>Councillor M Cornish – Commoners Rights, Common Moor</b> <b>Councillor Pomeroy – Commoners Rights, Common Moor</b> <b>Councillor Thomas – Committee Member of Putford Post</b> <b>Councillor Jessel – Mrs Jessel is a member of the Putford Post Committee</b> <b>Member of Torridge Headwaters Committee</b> <b>Councillor Mrs Geen – Vice Chairman of Northern Devon Healthcare Trust</b>	
69.	<b>Approval of the Part 1 and Part 2 Minutes of the Meeting held on 14 November 2017.</b> <b>The Part 2 Minutes were circulated at the meeting.</b> <b>Approved and signed as a correct record with minor amendments noted.</b>	
70.	<b>Reports.</b> <b>70.1 Police.</b> PCSO Rowe had sent details of crimes in the surrounding area. There were none recorded for West and East Putford. She asked that a tax scam was circulated to as many people as possible.  <b>70.2 County Councillor B Parsons</b> advised that at present, the 2018/19 budget was being worked on to be decided by Full Council on 15/2/18. A 3% on Council Tax is likely with core funding from the government being reduced. This would equate to a 76% reduction since 2010 in real terms. The government revenue support grant will diminish over the next few years after which DCC will not receive any revenue from the government.	Clerk to forward to BP

	<p>It is possible for DCC to increase the social care precept by 3%. There is a £22 million shortfall on top this year for this year and £68 million must be found over the next 3 years for this funding.</p> <p>DCC has some fund raising activities in hand via SCOMIS (Schools Management Information System) which has diversified into another role with 250 schools buying into their services in addition to those facilities already set up: Devon Norse, a management arrangement for different kinds of business outside the County Council and the Council will have a share of the profits.</p> <p>Community surveys repeatedly call for the most vulnerable in society, the elderly and young, to be looked after. This reflects what can be spent elsewhere, roads for example. Tranches of money have come to his Holsworthy Division which has seen the largest amount. The Division has 400 miles of road in the Ward.</p> <p>The County Council is putting money back into ditching. This would assist with drainage and prevent problems with heavy rain as had been recently experienced.</p> <p>Holsworthy Hospital. County Councillor Parsons had that day, resigned from the Stakeholders Group. The last ten months had been spent trying to get beds back and he has signed up to a Terms of Reference so that information is in the public domain. His resignation was based on his feelings that he could not have proper discussions with people.</p> <p>Councillor Parsons had been in touch with the Head of Adult Services and Members of the Clinical Commissioning Group are going to drive themselves. Another group is going to do the same. Beds had been closed due to health and safety but he was not comfortable with this. There was to be a meeting of adult care health and safety in Exeter the following day. He wanted to make representations on behalf of Holsworthy Rural and to have a more proactive Agenda.</p> <p>The Chairman of Northern Devon Healthcare Trust is to retire who would be difficult to replace like for like.</p> <p>Councillor Parsons had spoken at a meeting and suggested the NHS should have a digital strategy. There are many times a visit is not required when Facetime or a Skype appointment could do the same consultation. The NHS has land the size of London. Over £100 million had been invested in broadband infrastructure.</p> <p>DCC are trying to change the criteria of potholes so that more can be repaired in the same area at the same time without having to wait for others to be a certain time before being able to be repaired.</p> <p><b>70.3 District Councillor R Hicks.</b> Not present.</p> <p><b>70.4 Meetings attended by Councillors / Clerk.</b> None.</p>	
<p>71.</p>	<p><b>Common Moor.</b>  <b>Councillors Mrs Drake, Cornish and Pomeroy declared a Prejudicial Interest being Commoners.</b></p> <ul style="list-style-type: none"> <li>• <b>Councillor Thomas gave the present position.</b> As regards the tendering process, invitations to Tender had been sent to four short listed firms with a deadline of 16 February. The details were in the Notices section of the North Devon Journal and on the Parish Council website. The Parish Council would need to make a decision to employ a Land Agent before the amount of any grant was known.</li> </ul> <p>Councillor Thomas had pursued details with the two members of the Bradworthy Moor</p>	

	<p>Graziers Committee, Buckland Brewer Parish Council (Chairman and Parish Clerk), and a member of the Farming and Wildlife Advisory Group (FWAG).</p> <p>A Parish Council meeting was arranged for 21 February to award the Tender as the successful firm would need to work on this before the application was submitted to Natural England by 30 April 2018. The window to apply was 15/1/18 – 9/3/18.</p> <p>Councillor Jessel felt the Parish Council should clarify what it does and does not want. If the application is successful, the funding will be paid by the Rural Payments Agency who have experience of paying late. Councillor Jessel stressed that the Parish Council should have a guarantee that Natural England will meet any payments that are due and have not been received by the Parish Council to help the cash flow.</p> <p>The Rural Payment Agency impose penalties and as the Parish Council does not own the land, Councillor Jessel felt the Parish Council should be feel of these. Councillors were of the opinion that the appointed Land Agent could negotiate this.</p> <p>Councillor Jessel further felt that the length of any Agreement should be taken into account, should it not be able to be fulfilled.</p> <p>Councillor Thomas advised that the Tender suggested breaks of 3, 5 and 10 years.</p> <p>Councillor Mrs Crout enquired about the invoice for the DWT Report.</p> <p>Councillor Thomas advised this was covered as when the scheme proceeds, DWT will ask the Parish Council to reclaim the money from Natural England and this has to go through the Parish Council. There is no commitment in terms of cost to the Parish Council and the payment comes out of the capital grants and not the revenue grants.</p> <p>Councillor Jessel commented on Tumuli known to be on the Moor and suggested that when negotiating with Natural England, the organization should make arrangements regarding costs, regulations and future discoveries.</p> <p>Councillor Mrs Drake was concerned as a Tumuli where the exact location was not known, was near her property close to trees and objected to them being felled. We need to be able to speak to them and question why any work is being done.</p> <p>These points can be taken by Councillor Thomas and discussed with Natural England and much of the concerns could be covered with the appointed Land Agent.</p> <p><b>Proposed by Councillor Mrs Crout that Councillors Thomas, Mrs Drake, Pomeroy and Cornish and also Mrs Squire, Parish Clerk meet at 7pm on 21/2/18 (half an hour before the next Parish Council meeting) to open the Tenders. Seconded by Councillor Mrs Lewis. Unanimously agreed.</b></p> <ul style="list-style-type: none"> <li>• <b>Dispensation.</b> Letters of confirmation were available for Councillors who requested this at the last meeting.</li> <li>• <b>Feasibility of appointing a Land Agent.</b> This had been covered under the first bullet point.</li> <li>• <b>Draft Terms of Reference for Sub Committee.</b> These were not being considered.</li> <li>• <b>Tenders for work on Common Moor.</b> Covered under the first bullet point of this item.</li> <li>• <b>DWT</b> who had carried out burning and cutting of fire breaks in 2017 had asked for permission to do the same this year. It would be free of charge. Councillors were in agreement of this.</li> </ul>	<p>MT/LD/ DP/MC/ Clerk</p>
<p>72.</p>	<p><b>Matters Arising.</b>  <b>7.1 TDC – Rough Sleeper Estimate.</b> It was noted that TDC were advised there were no known rough sleepers in the Parish.</p>	

	<p><b>7.2 Grit Salt.</b> It was noted that 2 tonnes had been ordered to be delivered to Snow Warden, Councillor Pomeroy.</p> <p><b>7.3 2018 Meetings.</b> It was noted that Bradworthy Primary Academy had been booked for the dates agreed.</p> <p><b>7.4 TAP (Town and Parish) Fund – Holsworthy Rural Community Transport.</b> This was deferred to the next meeting when it was hoped that more information was available.</p>																									
<p>73.</p>	<p><b>Planning and Planning Correspondence.</b> Councillors considered the following Application:</p> <p><b>1/1274/2017/FUL – Conversion and extension of attached outbuilding to form sun lounge / breakfast room with alterations to existing porch – Nutton Farm, East Putford.</b> <b>It was resolved to recommend approval.</b></p> <p>The following Application was received the day before the meeting:</p> <p><b>1/0029/2018/FUL – Change of use of barn from agricultural to equestrian – land at Powlers Piece, Putford.</b> <b>It was resolved to recommend approval.</b></p> <p><b>Planning Correspondence:</b> There was no Planning Correspondence to consider.</p>	<p>Clerk</p>																								
<p>74.</p>	<p><b>Finance.</b> <b>75.1 Balances.</b> Lloyds Bank Treasurers Account as at 17 November 2017: £3,815.55 A Bank Statement as at 11 January 2018 received on the day of the meeting showed a balance of £3,772.55.</p> <p>The NS&amp;I Investment Account Statement had been received after the Agenda was published which showed interest of £9.81 credited on 1/1/18 and a balance of £2,091.60.</p> <p>Budgetary figures to the end of December 2017 were tabled.</p> <p><b>75.2 The following payments were approved and authorised:</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 20%;"><b>Mrs S Squire</b></td> <td style="width: 40%;">Salary (2 months) net of PAYE</td> <td style="width: 20%; text-align: right;">£166.54</td> <td style="width: 20%;">* £1 more than on Agenda</td> </tr> <tr> <td></td> <td>Contribution towards broadband (2 months)</td> <td style="text-align: right;">£ 3.00</td> <td></td> </tr> <tr> <td></td> <td>Photocopying</td> <td style="text-align: right;">£ 13.45</td> <td></td> </tr> <tr> <td></td> <td>Reimbursement for Tender advertisement in the N D Journal</td> <td style="text-align: right;">£ 29.70</td> <td style="text-align: right;"><b>£212.69</b></td> </tr> </table> <p><i>Councillors approved this latter payment which was not included on the Agenda</i></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 20%;"><b>HMRC</b></td> <td style="width: 40%;">PAYE</td> <td style="width: 20%; text-align: right;"><b>£ 41.80</b></td> <td style="width: 20%;"></td> </tr> <tr> <td><b>Bradworthy Primary Academy</b></td> <td>Donation towards hire of room for meetings</td> <td style="text-align: right;"><b>£ 50.00</b></td> <td></td> </tr> </table> <p><b>Proposed by Councillor Mrs Crout, seconded by Councillor Jessel. Unanimously agreed.</b></p> <p><b>75.3 TAP (Town and Parish) Fund.</b> It was noted that an application of £100 had been submitted in respect of support for the Putford Post, specifically for hosting the website.</p> <p><b>75.4 2018/19 Precept.</b> It was noted that the relevant form had been received from TDC and returned in good time ahead of the deadline date.</p>	<b>Mrs S Squire</b>	Salary (2 months) net of PAYE	£166.54	* £1 more than on Agenda		Contribution towards broadband (2 months)	£ 3.00			Photocopying	£ 13.45			Reimbursement for Tender advertisement in the N D Journal	£ 29.70	<b>£212.69</b>	<b>HMRC</b>	PAYE	<b>£ 41.80</b>		<b>Bradworthy Primary Academy</b>	Donation towards hire of room for meetings	<b>£ 50.00</b>		<p>Clerk</p> <p>Ch.No.335</p> <p>Ch.No.336</p> <p>Ch.No.337</p>
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<p>75.</p>	<p><b>Correspondence / Notices &amp; Publications Received – were placed on the table to see and read.</b> <b>75.1 TDC.</b> Waste / Recycling Roadshows Spring 2018. TDC propose to introduce new waste and recycling schemes from 1/6/18. The roadshow aims to engage with customers and explain the changes.</p>																									

	<p>To make a decision as to whether to have one in Putford and if so, its location and preferred day. Councillors felt there would be no merit in holding a roadshow in Putford as there was no obvious place for it to be and asked when there would be one in Bradworthy.</p> <p><b>75.2 TDC.</b> Torridge Community Governance Review – First round of consultation ending on 23/2/18. To reply: West and East Putford wish to remain as a two Parish Council.</p> <p><b>75.3 TDC.</b> The rules of the Town and Parish Fund are changing for the financial year 2018/19 and full details were given.</p>	Clerk
76.	<p><b>Matters raised by Councillors /Clerk.</b></p> <p><b>76.1 Clerk's Leave.</b> 28/1/18 – 11/2/18 inclusive.</p> <p><b>76.2 Putford Post.</b> Councillors discussed and considered making a request to the Putford Post Committee to provide paper copies to parishioners who do not use the internet.</p> <p><b>Councillors Thomas and Jessel declared a Personal Interest.</b></p> <p>To make the following enquiry: The Parish Council believe there is a strong need for a hard copy and what does the Committee need as support from the Parish Council.</p> <p><b>76.3 Councillor Thomas</b> Went through the questions of a Broadband Survey as detailed in the latest communication from the Devon Association of Local Councils and Councillors gave their answers which he would submit on behalf of the Parish Council.</p> <p>Under the Smaller Authorities Transparency Code, no items have been advised to the Clerk for inclusion on the Agenda.</p>	Clerk  MT
76.	<p><b>Date of next Meeting:</b> Wednesday, 21 February 2018 at 7.30pm in Bradworthy Primary Academy. The Common Moor Working Group would meet at 7pm for opening the Tenders received from Land Agents.</p> <p>The meeting ended at 9.18pm.</p>	
<p><b>Summary of Decisions:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Minutes of 14 November 2017</b></li> <li>➤ <b>Councillors Mrs Drake, Pomeroy and Cornish and the Parish Clerk meet at 7pm on 21/2/18 to open the Land Agent Tenders</b></li> <li>➤ <b>Planning</b></li> <li>➤ <b>Payments, including a donation to Bradworthy Primary Academy for the use of a classroom for meetings</b></li> </ul>		
<p><b>These Minutes are agreed by those present as being a true record.</b></p>		
<p>Signed: Chair of West and East Putford Parish Council:</p>	<p>Date:</p>	