

**Minutes of West & East Putford Annual Parish Council Meeting held on Wednesday, 23 May 2018 in Bradworthy Primary Academy on the rising of the Annual Parish Meeting.**

<b>Chaired by: Councillor Mrs P Geen</b>		<b>Clerked by: Sue Squire</b>
<b>Present: Councillors</b>  <b>Mrs R Crout</b> <b>Mrs P Geen</b> <b>J Jessel</b> <b>Mrs M Lewis</b> <b>N Moulder</b> <b>M Thomas</b>		<b>Agenda: -</b> Members to complete their Register of Business Interest Forms for 2018/19 Election of Chairman Chairman to read and sign the Declaration of Acceptance of Office Election of Vice Chairman Election of Area Advisory Group Representative Items raised by members of the public Apologies Declarations of Interest Approval of the Minutes of the Meeting held on 20 March 2018 Reports Common Moor Matters Arising Planning & Planning Correspondence Finance Compliance Correspondence / Notices & Publications Received Matters raised by Councillors / Clerk Date of next meeting
		<b>Action:</b>
1.	<b>Members had completed their Register of Business Interest Forms for 2018/19.</b>	
2.	<b>Election of Chairman.</b> <b>Councillor Jessel proposed Councillor Mrs Geen. Seconded by Councillor Mrs Lewis. There were no other nominations and Councillor Mrs Geen was willing to stand. Unanimously agreed.</b>	
3.	<b>The Chairman read and signed the Declaration of Acceptance of Office</b>	
4.	<b>Election of Vice Chairman.</b> <b>Councillor Moulder proposed Councillor Mrs Crout. Seconded by Councillor Mrs Lewis. There were no other nominations and Councillor Mrs Crout was willing to stand. Unanimously agreed.</b>	
5.	<b>Election of Area Advisory Group Representative.</b> Councillor Mrs Geen was elected as the Parish Council's representative at MCTI (Market and Coastal Towns Initiative) at the Annual Parish Council Meeting on 16/5/17. Councillor Mrs Crout has since been elected to represent the Parish Council at these events.  <b>Councillor Moulder proposed Councillor Mrs Crout. Seconded by Councillor Thomas. Unanimously agreed.</b>	
6.	<b>Items raised by members of the public.</b> None present.	
7.	<b>Apologies.</b> Councillors A Bewes, P Bond, M Cornish, Mrs L Drake, D Pomeroy, J Wooldridge, County Councillor B Parsons.	
8.	<b>Declarations of Interest.</b>	

	<p><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 Advisory Committee</b>  <b>Councillor Mrs Geen – Vice Chairman of Northern Devon Healthcare Trust</b>  <b>- Personal Interest. Association with a Kivells Director.</b></p>	
9.	<p><b>Approval of the Minutes of the Meeting held on 20 March 2018.</b>  <b>Approved and signed as a correct record after the following amendment was made:</b></p> <p><b>Minute No. 81.4. Third bullet point.</b></p> <p><b>If no action is taken in 10 years, some developments cannot remain - amended to</b>  <b>If no action is taken in 10 years, the development can remain.</b></p>	
10.	<p><b>Reports:</b></p> <p><b>10.1 Police.</b> Not present. It had been hoped that the new PCSO could attend subject to operational constraints.</p> <p><b>10.2 County Councillor B Parsons.</b> Update report received on Holsworthy Hospital.</p> <p>The position regarding damage by contractors to a telephone line was not being pursued.</p> <p>The position regarding five areas identified as requiring attention by Highways would be advised after a new Highways team had been appointed which was due to come into place shortly.</p> <p>The position regarding landfill tax funding in respect of Common Moor was covered in Minute No. 11.</p> <p><b>10.3 District Councillor R Hicks.</b> Not present.</p> <p><b>10.4 Meetings attended by Councillors / Clerk.</b>  The Clerk had attended a GDPR (General Data Protection Regulations) training session in Exeter.</p>	
11.	<p><b>Common Moor.</b></p> <ul style="list-style-type: none"> <li>○ Appointment of Land Agent. Letters had been sent to the successful and unsuccessful tenderers.</li> <li>○ To receive an update from Councillor Thomas: <p>Grantscape (Coastal Recycling) funding application. The project area must be within 10 miles of Deep Moor near Tarringon.  Councillor Thomas had submitted an application for £3,000 to assist with swailing costs and had been advised that the application had progressed to the next stage. There is a caveat that the Parish Council must contribute 10% of the cost.</p> <p>Councillor Jessel asked why funding had been applied for when Natural England will do the work.  Councillor Thomas explained that during the first year of a Countryside Stewardship Agreement there is a shortfall for various costs. He estimated that £1,000 would cover the Land Agent's charges (Kivells) and £3,000 to cover other basic work.  The Parish Council would be paid £15,000 towards the end of the first year's Countryside Stewardship Agreement and the £4,000 would come out of the £15,000, with £11,000 surplus which would give a cushion every year going forward.</p> <p>Some funding applications wanted specific details on how the money would be used and this application is in respect of payment for contractors.</p> </li> <li>○ Grant Update:  District Councillor Grant application (letter of thanks had been sent for the amount of £1,000);</li> <li>○ Report of Meeting on Common Moor – 3 May 2018 circulated to Councillors ahead of the meeting.  Councillor Jessel was concerned about the legal implications regarding the Barrows, an</li> </ul>	

	<p>Historic Monument, to ensure that it is not the Parish Council's responsibility.</p> <ul style="list-style-type: none"> <li>○ Key points that need to be included in the Countryside Stewardship Agreement.</li> </ul> <p>Councillor Jessel's thoughts had been circulated to Councillors ahead of the meeting (attached). The Parish Council needs to identify the main issues that Kivells will need to consider as part of the negotiations with Natural England.</p> <p>Councillors took the opportunity to discuss Councillor Jessel's comments. Monetary gain for the Parish was particularly discussed and the environmental benefit to the Moor. It was acknowledged there would be a benefit to the Parish which could be used to enhance facilities, such as the skittle alley.</p> <p>We are guaranteeing we are no worse than break even.</p> <p>Regarding Councillor Jessel's points –</p> <p><b>Proposed by Councillor Mrs Crout, seconded by Councillor Moulder and unanimously agreed as follows:</b></p> <p><b>If the anticipated costs exceed expected income in any given year, the Parish Council have the right to withdraw after Year 2.</b></p> <p><b>The Parish can withdraw from the Agreement after 2, 3, 5 or 7 years without giving a reason.</b></p> <p><b>Natural England need to make it clearer how the Management Plan can be adapted during the course of the Agreement.</b></p> <ul style="list-style-type: none"> <li>○ Kivells costs update. Requested a costing for every meeting. This was £172.50 to date. The meeting with Councillor Mrs Drake was free of charge.</li> <li>○ Visit to Dunsdon Moor as a guided tour. Councillor Jessel advised much of the area is for recreation of smaller fields.</li> <li>○ Proposed butterfly survey event on Common Moor being organized by Devon Wildlife Trust on 4/6/18 to which all were invited.</li> </ul>	<p>MT</p>
<p>12.</p>	<p><b>Matters Arising.</b></p> <p><b>12.1 Putford Post.</b> Councillor Thomas advised that not everyone was a Facebook user so this was not a long term solution.</p> <p>A letter had been received from a Member of the Putford Post Committee (who had since resigned) and was read to the meeting.</p> <p>How the Parish Council can communicate with the Parish to be a future Agenda idea.</p> <p><b>12.2 Broadband Update.</b> Councillor Thomas Airband erecting 5 masts, 3 of which will serve Putford. The first one will enable people to connect in December, the second during the middle of 2019 and the third in 2020.</p> <p>DCC officer Matt Barrow to be requested to give a further update at a Parish Council meeting specific to the area.</p>	<p>Next Agenda</p> <p>Clerk</p>
<p>13.</p>	<p><b>Planning and Planning Correspondence.</b></p> <p><b>13.1 Application 1/0483/2018/FUL – Change of use of holiday let to create a single dwelling (C3) – Briery Field East Putford.</b> <b>It was resolved to recommend approval.</b></p> <p><b>13.2 The following TDC Decision Notice was noted:</b> <b>APPROVAL for Application 1/0029/2018/FUL – change of use of barn from agricultural to equestrian – land at Powlers Piece, Putford.</b></p>	<p>Clerk</p>

14.	<p><b>Finance.</b></p> <p><b>14.1 Balances. Lloyds Bank Treasurers Account as at 30 April 2018: £5,239.75</b></p> <p>Budgetary figures to the end of March 2018 were tabled.</p> <p><b>14.2 The following payments were approved and authorised:</b></p> <table border="0"> <tr> <td><b>Mrs S Squire</b></td> <td>Redacted under the Data Protection Act. Councillors were shown the details</td> <td></td> </tr> <tr> <td><b>HMRC</b></td> <td>PAYE</td> <td><b>£41.60</b></td> </tr> <tr> <td><b>DALC</b></td> <td>2018/19 Subscription</td> <td><b>£73.85</b></td> </tr> </table> <p><b>14.3 Approval of the accounts for the year ended 31 March 2018.</b>  <b>Proposed by Councillor Thomas, seconded by Councillor Jessel. Unanimously agreed.</b></p> <p><b>14.4 2018 Annual Return.</b></p> <p><b>14.4.1 Approval of Section 1 – Annual Governance Statement &amp; exemption certificate.</b>  The Clerk read the questions in Section 1 to the meeting.</p> <p><b>Proposed by Councillor Mrs Lewis that the Chairman and Clerk sign the Certificate of Exemption. Seconded by Councillor Moulder. Unanimously agreed.</b></p> <p><b>Proposed by Councillor Jessel that the Chairman and Clerk sign Section 1 of the Annual Return. Seconded by Councillor Mrs Crout. Unanimously agreed.</b></p> <p><b>14.4.2 Approval of Section 2 – Accounting Statements</b></p> <p><b>Proposed by Councillor Mrs Crout that the Chairman and Clerk sign Section 2 of the Annual Return. Seconded by Councillor Thomas. Unanimously agreed.</b></p> <p><b>14.5 Approval the signature of the 2018 Statement of Internal Control.</b></p> <p><b>Proposed by Councillor Moulder that the Chairman and Clerk sign the document. Seconded by Councillor Thomas. Unanimously agreed.</b></p> <p><b>14.6 Bradworthy Primary Academy.</b> Letter of thanks for donation of £50.00 towards the hire of the classroom for meetings.</p> <p><b>14.7 PSP Group.</b> Receipt for £486.44 in respect of the Combined Liability Insurance renewal premium.</p> <p><b>14.8 TDC.</b> It was noted that the first installment of the 2018/19 Precept amounting to £1,500 had been credited to the current account.</p>	<b>Mrs S Squire</b>	Redacted under the Data Protection Act. Councillors were shown the details		<b>HMRC</b>	PAYE	<b>£41.60</b>	<b>DALC</b>	2018/19 Subscription	<b>£73.85</b>	<p>Clerk</p> <p>Ch.No.341</p> <p>Ch.No.342</p> <p>Ch.No.343</p>
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<b>DALC</b>	2018/19 Subscription	<b>£73.85</b>									
15.	<p><b>Compliance.</b> The following was reviewed.</p> <p>Standing Orders (a revised version from the National Association of Local Councils had been circulated to Councillors)</p> <p><b>Proposed by Councillor Jessel to adopt, seconded by Councillor Mrs Lewis. Unanimously agreed.</b></p> <ul style="list-style-type: none"> <li>❖ Financial Regulations</li> <li>❖ Freedom of Information Publication Scheme</li> <li>❖ General Risk Assessment – minor amendment regarding GDPR</li> <li>❖ Equal Opportunities Policy</li> <li>❖ Grant Giving Policy</li> <li>❖ Complaints Procedure</li> <li>❖ Safeguarding Policy</li> <li>❖ Data Protection Policy (new for this year)</li> </ul>										

	<p>❖ Councillors agreement to receiving communications by email</p> <p><b>Proposed by Councillor Mrs Lewis to adopt. seconded by Councillor Thomas. Unanimously agreed.</b></p> <p>Councillors noted that it was not necessary to appoint a Data Protection Officer in connection with GDPR coming into force on 25/5/18 although other measures will still apply.</p> <p>To agree the adoption of a Data Protection Policy and Privacy Notice supplied as a template by the Devon Association of Local Councils.</p> <p><b>Proposed by Councillor Moulder, seconded by Councillor Mrs Crout. Unanimously agreed.</b></p>	
16.	<p><b>Correspondence / Notices &amp; Publications Received – were placed on the table to see and read.</b></p> <p><b>16.1 TDC.</b> Details of chargeable garden waste service. This item had been widely publicized throughout Torridge. <i>Noted.</i></p> <p><b>16.2 TDC.</b> Community Governance Review – draft proposed boundary changes. There is a consultation running which closes on 29/6/18. <i>Noted.</i></p> <p><b>16.3 TDC.</b> GDPR /Data Protection Bill 2017. Email from the Monitoring Officer. <i>Noted.</i></p>	
17.	<p><b>Matters raised by Councillors / Clerk.</b></p> <p>Under the Smaller Authorities Transparency Code, no items have been advised to the Clerk for inclusion on the Agenda.</p>	
18.	<p><b>Date of next Meeting:</b> Tuesday, 25 July 2018 at 7.30pm in Parkham Methodist Church Schoolroom.</p> <p>The meeting ended at 9.24pm.</p>	
<p><b>Summary of Decisions:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Election of Chairman, Vice Chairman and Advisory Group Representative</b></li> <li>➤ <b>Minutes of 20 March 2018</b></li> <li>➤ <b>Three key points to be included in the Countryside Stewardship Agreement for Common Moor</b></li> <li>➤ <b>Planning</b></li> <li>➤ <b>Payments</b></li> <li>➤ <b>Accounts for the year ended 31 March 2018</b></li> <li>➤ <b>2018 Annual Return – Certificate of Exemption, Sections 1 and 2</b></li> <li>➤ <b>2018 Statement of Internal Control</b></li> <li>➤ <b>Standing Orders, Financial Regulations, Freedom of Information Publication Scheme, General Risk Assessment, Equal Opportunities Policy, Grant Giving Policy, Complaints Procedure, Safeguarding Policy, Data Protection Policy and Privacy Notice, agreement of Councillors to receive communication by email (for those online)</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>	