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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, 28 November 2018 in Bradworthy Primary Academy** at 7.30pm. The Agenda is detailed below.  Sue Squire, Parish Clerk. 23 November 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.*  **1.1 Email regarding road safety issues.** | **3** |
| 2. | **Co-option of Vice Chairman** | **2** |
| 3. | **Co-option of Parish Councillors.**  There are four vacancies following the resignation of Michael Cornish, Rosalind Crout, Jeremy Jessel and Phillip Bond.  The Parish Council can decide whether to co-opt or leave the vacancies to be filled by the next ordinary election of Councillors on 2/5/19. | **5** |
| 4. | **Apologies.** | **1** |
| 5. | **Declarations of Interest.** | **1** |
| 6. | **Approval of the Minutes of the Meeting held on 26 September 2018.** | **2** |
| 7. | **Reports:**  **7.1 Police.**  Update from 1/9/18 – 31/10/18 – no crimes recorded in West and East Putford.  **7.2 County Councillor B Parsons.**  November 2019 Update has been circulated to Councillors.  **7.3 District Councillor R Hicks.**    **7.4 Meetings attended by Councillors / Clerk.**  The Clerk attended a Budgets and Precepts training course delivered by the Devon Association of Local Councils and a written Report has been circulated to Councillors. | **10** |
| 8. | **Common Moor.**  Councillor Thomas to give an update on the present position. Other items:  Sign off of the Internal Agreement (Councillor Mrs Geen to lead on this item)  Confirmation of appointment of contractor  Developing a 'Ways of Working' plan - clarification of the role of Lisabeth/Kivells, Finance Officer responsibilities, general PC requirements, etc.  Next steps (mainly for Kivells to link with DWT regarding the first phase of swaling)  Japanese Knotweed letter  Communication with the parish/Commoners - how do we let people know what has been decided and why | **15** |
| 9. | **Matters Arising**.  **9.1 Putford Post.** Deferred to the November meeting.  **9.2 Broadband Update.**  Councillor Thomas.  **9.3 Grit Salt.** This has been ordered. Councillor Pomeroy to confirm it has been delivered.  **9.4 2019 Meetings.** To note that the Bradworthy Primary Academy has been booked for the dates agreed.  **9.5 Archiving of historical Parish Council files and paperwork.** Councillor Mrs Lewis to advise. | **10** |
| 10. | **Planning and Planning Correspondence.** At the time of preparing the Agenda, there were no Planning Applications or Planning Correspondence to consider, |  |
| 11. | **Finance.**  **11.1 Balances.** To be tabled at the Meeting.  Budgetary figures to the end of October 2018 will be tabled.  **11.2 To consider a request for a donation from Torridge, North, Mid & West Devon Citizens Advice.**  **11.3 To authorise the following payments:**  **Mrs S Squire**  Redacted under the Data Protection Act. Councillors will be shown the details  **HMRC** PAYE **£124.20**  **Information Commissioners Office** Fee for Data Protection Registration **£ 40.00**  All Parish Councils must be registered and this Council’s registration number is A8421018.  **Citizens Advice** Subject to 10.2 above **£TBA**  **11.4 HMRC VAT Reclaim.** To note that the sum of £79.62 was credited to the bank account on 24/9/18.  **11.5 TDC.** To note that the sum of £1,500 was credited to the bank account on 24/9/18 in respect of the second tranche of the 2018/19 Precept.  **11.6 To set the 2019/20 Budget and Precept.** | **25** |
| 12. | **Correspondence / Notices & Publications Received – will be placed on the table to see and read.**  **12.1 North Devon Coast. Areas of Outstanding Natural Beauty Management Plan. Public Consultation.** The deadline for comments is 3/12/18.  **12.2 TDC.** Email regarding economic development and conservation strategy – use of Section 215 powers across Torridge.  At the time of preparing the Agenda, there was no specific correspondence to consider. | **5** |
| 13. | **Matters raised by Councillors /Clerk.**  **13.1 Broken signage in West Putford.** Councillor Mrs Geen will give more details.  Under the Smaller Authorities Transparency Code, no items have been advised to the Clerk for inclusion on the Agenda. | **5** |
| 14. | **Part II Confidential.** |  |
| 15. | **Date of next Meeting:** Wednesday, 23 January 2019 in Bradworthy Primary Academy at 7.30pm. | **TOTAL**  **83 mins** |