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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.comCHAIRMAN: 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 contractorDeveloping 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 letterCommunication 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** |