**Minutes of West and East Putford Parish Council Meeting held on Wednesday, 28 November 2018 in Bradworthy Primary Academy at 7.30pm.**

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| **Chaired by: Councillor Mrs P Geen** | **Clerked by: Sue Squire** |
| **Present: Councillors****Mrs P Geen****Mrs M Lewis****N Moulder****D Pomeroy****M Thomas****J Wooldridge****2 members of the public.** | **Agenda: -**Items raised by members of the publicElection of Vice ChairmanCo-option of Parish CouncillorsApologiesDeclarations of InterestApproval of the Minutes of the meeting held on 26  September 2018 ReportsCommon MoorMatters ArisingPlanning & Planning CorrespondenceFinanceCorrespondence / Notices & Publications ReceivedMatters raised by Councillors / ClerkPart II ConfidentialDate of next meeting |
|   |  |  **Action:** |
| 44. | **Items raised by members of the public.** **44.1 Email regarding road safety issues at Parsonage Cross.** The route is more frequently used to avoid other roads with bad surfaces. Used more to avoid other roads with bad surfaces. **44.2 There was concern for livestock due to speeding at Stockbridge Hill.** **44.3 Pothole reported near the skittle alley.** | Clerk to send details to Devon Highways & Cty CllrClerk to report |
| 45. | **Co-option of Vice Chairman.****Councillor Mrs Lewis nominated Councillor Mrs L Drake. It was known that Councillor Mrs Drake was willing to stand.****Seconded by Councillor Moulder. Unanimously agreed.**  |  |
| 46. | **Co-option of Parish Councillors.**Four vacancies exist following the resignation of Michael Cornish, Rosalind Crout, Jeremy Jessel and Phillip Bond.The Parish Council was at liberty to decide whether to co-opt or leave the vacancies to be filled by the next ordinary election of Councillors on 2/5/19.Three expressions of interest had been received from Mr S Carter, Mr D Smith and Mrs N Williams.Mr Carter and Mr Smith, who were present, were invited by the Chairman to address the meeting. **Proposed by Councillor Wooldridge that the three candidates were co-opted.****Seconded by Councillor Moulder. Unanimously agreed.**  | Clerk to advise TDC |
| 47. | **Apologies.**  Councillor Mrs L Drake, County Councillor B Parsons. |  |
| 48. | **Declarations of Interest.** **Councillors N Moulder, D Pomeroy and M Thomas declared a Personal Interest in matters relating to Common Moor.** **Councillors Moulder and Pomeroy have a Dispensation for the life of the Council.** **Councillor Thomas declared a Personal Interest in matters relating to the Putford Post.**  |  |
| 49. | **Approval of the Minutes of the Meeting held on 26 September 2018.****Approved and signed as a correct record after it was noted that Bradworthy Surgery was not affiliated with Holsworthy.**  |  |
| 50. | **Reports:** **50.1 Police.** Update from 1/9/18 – 31/10/18 – no crimes recorded in West and East Putford.**50.2 County Councillor B Parsons.** November 2019 update had been circulated to Councillors.**50.3 District Councillor R Hicks.** Not present.**50.4 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 had been circulated to Councillors.  |  |
| 51. | **Common Moor.** Councillor Mrs Geen gave an update on the historical details and the reason why the Parish Council had decided to proceed. The Moor had been defined as unfavourable declining, it will be an environmental improvement and also bring some financial benefit to the Parish.The funding will assist in paying contractors for work done on the Moor and there will be a surplus for enhancements to the Parish. Issues raised at the last Parish Council meeting had been clarified and resolved. **Side Agreement.** Councillor Mrs Geen advised there had been constructive conversations with Mr R Dixon (Natural England) who had appreciated her concerns. It transpired that the document put before the Parish Council at the last meeting was used by Bradworthy Commoners and not appropriate for Common Moor.A number of changes had been made to the Agreement which had been circulated and accepted in full. In particular, Councillor Mrs Geen highlighted the inclusion of a clause which made it clear that the Parish Council's responsibility is limited to the scope of work covered by the Stewardship Agreement and does not involve wider landowner responsibilities for the moor. Regarding the health and safety aspect, the wording had been amended to state that the responsibility rested with Kivells, who were in agreement. The new Agreement was ready to sign. **Proposed by Councillor Moulder, seconded by Councillor Wooldridge. Unanimously agreed.** **Barrows.** There had been site meetings with Natural England and Historic England regarding the exclusion of one Barrow within the scheme.The Heritage at Risk officer for Historic England had confirmed as follows: ‘We are ok to take a pragmatic approach to the application and I can agree to leaving the half barrow (half barrow as half is not on the common and so is outside this Countryside Stewardship Agreement area) adjacent to Common Moor Cottage out of the scheme. This does not preclude us taking separate action at a later to date to improve the monument.Our preference and correct practice should be to pursue this and to keep the Barrow in the scheme. But as I am unable to travel out to visit the site and the owner, we can agree to its exclusion’. Councillor Thomas confirmed that the rural services contractor had been appointed and at the present time, health and safety issues are being addressed and a contractor declaration obtained.It will be signed off on 29 November 2018. It was felt there was a need to clarify the key players of the projects to avoid confusion and a working plan will be developed over the next few months. Councillor Thomas advised that the next step is that Kivells will link with Devon Wildlife Trust who will carry out the swailing in 2019 free of course.There is no cost to the Parish Council until the middle of 2020.The first payment from the scheme will be received at the end of 2019.**Letter received regarding Japanese Knotweed at two sites.** Councillor Mrs Geen had explained to the resident that the Agreement did not include the treatment of this invasive species. Councillor Moulder advised that the area in question was approximately 2 metres square.Councillor Mrs Drake to be asked about the area known to be growing near Common Moor Cottage.Councillor Mrs Geen to reply to the letter advising that the Japanese knotweed was being treated and monitored and any growth or spread would be reported back to the Parish Council. The letter had been copied to Mr R Dixon, Natural England Adviser for his advice/views. **Communication with the Parish/Commoners - how do we let people know what has been decided and why.**Councillor Thomas to draft an article and send to the Clerk for inclusion in the North Devon Journal, Western Morning News and the Holsworthy Post.  | PGMT / Clerk |
| 52. | **Matters Arising****52.1 Putford Post.** Councillor Thomas declared a Personal Interest.Councillor Thomas advised that the publication had closed down and there were funds, amounting to approximately £1,000, in the bank account.Councillors stated that the initiative came from the Parish Council and the Parish Council’s permission had not been obtained to close it.A quarterly newsletter was suggested which the Clerk offered to produce resulting in items / articles being sent for inclusion.A welcome pack for new residents was suggested and is to be followed up. **52.2 Broadband Update.**  Councillor Thomas advised there were approximately 45 people interested in progressing a system which had been advised to Openreach.There were two possible options: First option: It would cost £367,000 to connect 94 premises on the 01409 numbers in West and East Putford.Second option: £436,000 to connect 206 properties.The government would give a grant of £3,000 for every business connected and £400 for each home.It was estimated that it would cost each resident £2,100 to get superfast broadband. Further conversations were being held with BT. **52.3 Grit Salt.** This has been ordered. Councillor Pomeroy confirmed it has been delivered. **52.4 2019 Meetings.** It was noted that the Bradworthy Primary Academy had been booked for the dates agreed.**52.5 Archiving of historical Parish Council files and paperwork.** Councillor Mrs Lewis had made enquiries but no further information was known. The item to be removed from the Agenda.  | ClerkJanuaryAgenda |
| 53. | **Planning and Planning Correspondence.** There were no Planning Applications or Planning Correspondence to consider. |  |
| 54. | **Finance.****54.1 Balances.** **Lloyds Bank Treasurers Account as at 3 October 2018: £5,787.00**Budgetary figures to the end of October 2018 were tabled. **54.2 Councillors considered a request for a donation from Torridge, North, Mid & West Devon Citizens Advice.**A copy of the latest set of accounts had been supplied to comply with the criteria laid down for Parish Councils to follow when considering grant applications.Councillors decided not to give a donation.**54.3 The following payments were approved and authorised:** **Mrs S Squire**  Redacted under the Data Protection Act. Councillors were 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.**54.4 HMRC VAT Reclaim.** It was noted that the sum of £79.62 was credited to the bank account on 24/9/18.**54.5 TDC.** It was noted 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.**54.6 To set the 2019/20 Budget and Precept.** The Clerk and members of the public left the room while the Clerk’s salary was reviewed. The Part II Confidential Minutes would be circulated at the next meeting.Councillor Thomas to check the position regarding two separate insurance policies. **Councillor Moulder proposed that the Precept remain unaltered at £3,000.****Seconded by Councillor Mrs Lewis. Unanimously agreed.****Councillor Smith proposed that the 2019/20 was accepted and approved. Seconded by Councillor Pomeroy. Unanimously agreed.**  | Clerk to adviseClerkCh.No. 352Ch.No. 353Ch.No. 354MTClerk to complete and return forms to TDC |
| 55. | **Correspondence / Notices & Publications Received – were placed on the table to see and read.****55.1 North Devon Coast. Areas of Outstanding Natural Beauty Management Plan. Public Consultation.** The deadline for comments was 3/12/18. *Noted.***55.2 TDC.** Email regarding economic development and conservation strategy – use of Section 215 powers across Torridge. *Noted.* |  |
| 56. | **Matters raised by Councillors /Clerk.** **56.1 Broken signage in West Putford.** Councillor Mrs Geen gave the following details:* Layby at Common Moor Cross - 3 way sign. Clovelly, Woolsery, Stibb Cross and Langtree
* Putford Bridge
* Grove Cross
* Five Lanes
* Roseland Cross
* Worden Cross

Under the Smaller Authorities Transparency Code, no items have been advised to the Clerk for inclusion on the Agenda. | The Clerk to follow up and the poss of a Locality Grant |
| 57. | **Part II Confidential.** Covered under Finance. |  |
| 58. | **Date of next Meeting:** Wednesday, 23 January 2019 in Bradworthy Primary Academy at 7.30pm. The meeting ended at 9.25pm. |  |
| **Summary of Decisions:** * **Election of Councillor Mrs Drake as Vice Chairman**
* **Co-option of three new Councillors: S Carter, D Smith and Mrs N Williams**
* **Minutes of 26 September 2018**
* **Signing of Common Moor Side Agreement**
* **Payments**
* **2019/20 Budget and Precept**
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| **These Minutes are agreed by those present as being a true record.** |
| Signed:Chair of West & East Putford Parish Council: | Date: |