**Minutes of the Annual Parish Council Meeting of West and East Putford Parish Council held on Wednesday, 22 May 2019 in Bradworthy Primary Academy on the rising of the Annual Parish Meeting.**

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| **Chaired by:**  | **Clerked by: Sue Squire** |
| **Present: Councillors****S Carter****Mrs L Drake****Mrs P Geen****N Moulder****M Thomas****Mrs N Williams****County Councillor B Parsons from**  **Minute No. 13 until Minute No. 17****District Councillor P Pennington** | **Agenda: -**Completion of 2019/20 Register of Business Interests formsCompletion of Declaration of Acceptance of Office forms Election of ChairmanCompletion of Declaration of Acceptance of Office form by the ChairmanElection of Vice ChairmanCo-option of Parish Councillors to fill 4 vacancies on the Parish CouncilElection of Parish Council RepresentativesCouncillors agreement to receive communications online for those who have this facilityDispensation for Councillors in respect of items  relating to Common MoorItems raised by members of the publicApologiesDeclarations of InterestApproval of the Minutes of the Meeting held on 20 March 2019 ReportsCommon MoorMatters ArisingPlanning & Planning CorrespondenceFinanceCorrespondence / Notices & Publications ReceivedMatters raised by Councillors / ClerkDate of next meeting |
|   |  |  **Action:** |
| **1.** | **Members had completed their Register of Business Interest Forms for 2019/20.** |  |
| **2.** | **Members had signed their Declaration of Acceptance of Office Form following the Parish Council Election on 2 May 2019.** |  |
| **3.** | **Election of Chairman.****Councillor Carter proposed Councillor Mrs Geen. Seconded by Councillor Mrs Williams.****There were no other nominations and Councillor Mrs Geen was willing to stand.****Unanimously agreed.**  |  |
| **4.** | **The Chairman read and signed the Declaration of Acceptance of Office.** |  |
| **5.** | **Election of Vice Chairman.****Councillor Mrs Geen proposed Councillor Mrs Drake. Seconded by Councillor Moulder.****There were no other nominations and Councillor Mrs Drake was willing to stand.****Unanimously agreed.**  |  |
| **6.** | **Co-option of Parish Councillors to fill 4 vacancies on the Parish Council.** There were four vacancies to represent West Putford.Councillor Mrs Geen had approached Mr David Pomeroy, a former Councillor who had served for 30 years who was willing to be co-opted. Councillors welcomed this information.The co-option to be an item on the July Agenda.  | ClerkJuly Agenda |
| **7.** | **Election of Parish Council Representatives.** **Councillor Thomas.** Lead Councillor in respect of Common Moor, broadband improvement and the website. Parish Council’s representative at Torridge Area Advisory Committee Meetings. Former Councillor Mrs Crout held this post.**Councillor Carter** was willing to take on this role. **Appointment of a Snow Warden.** Mr D Pomeroy.Appointment of a Councillor to assist the Chairman with personnel matters. Former Councillor Mrs Crout held this post.**Councillor Mrs Williams was willing to take on this role.** **Appointment of a Councillor for the Natural Devon initiative**. Councillor Thomas was willing to take on this role. **Councillor Carter** clarified he was willing to be the ongoing lead on Communications. **Common Moor Sub Committee.** Councillors Thomas, Carter, Moulder, Mrs Drake, Mr M Cornish and Mr D Pomeroy. Mrs S Squire, Parish Clerk as finance officer.  |  |
| **8.** | **Councillors signed a form agreeing for Minutes and other correspondence to be sent by email to Councillors with that facility.** |  |
| **9.** | **Dispensation for Councillors in respect of items relating to Common Moor.**Councillor Mrs Drake had applied for, and been granted, a Dispensation. Councillor Moulder would make arrangements for a letter requesting a Dispensation to be sent to the Clerk. | Clerk to liase with NM |
| **10.** | **Items raised by members of the public.** None present. |  |
| **11.** | **Apologies.** Councillors D Smith and J Wooldridge. |  |
| **12**. | **Declarations of Interest.** **Councillors Mrs Drake and Moulder declared a Prejudicial Interest in items relating to Common Moor. Councillor Mrs Drake had a Dispensation to remain in the room and vote on proposals.****Councillor Carter declared a Prejudicial Interest in Minute No. 18.4 – Finance. Payment to Mrs Carter.****Councillor Mrs Williams declared a Personal Interest in Minute No. 17 – Planning.** |  |
| **13.** | **Approval of the Minutes of the Meeting held on 20 March 2019.****Approved and signed as a correct record after the following amendments were made:****P2. Sentence deleted. The numbers 2010 replaced by 2020.****P3. Other contractors to be identified by Kivells and asked to quote.** **P3. Delete the word ‘no’.****P4. Delete paragraph starting ‘residents’ and the sentence ‘due to slowness and other reasons’.** |  |
| **14.** | **Reports:** **14.1 Police.** Councillors had been sent details of the Holsworthy Rural Policing Update dated 1/3/19 – 30/4/19 which shows there had been no crimes or logs in the West and East Putford area.**14.2 County Councillor B Parsons.** Update on DCC broadband project. Over 300,000 homes in Devon had been connected. There are currently issues with BT ad Gigaclear which require resolving.Councillor Carter asked the name of the DCC Cabinet Portfolio Holder and was advised this was Councillor Rufus Gilbert. County Councillor Parsons would update the Parish Council when more information was known.There had been a community meeting with Airband and the details were advised. The grants process is changing. The high cost of recycling materials was discussed. It was stated that this could have the effect for fly-tipping and Councillor Parsons advised that certain items taken for recycling, such as plasterboard, is regarded as business use due to the nature of the material.Councillor Mrs Williams reported that dead sheep had been dumped in the watercourse at Venn Bridge. Their ears had been cut off so that they could not be identified. She had reported this to the Environment Agency who were not interested.County Councillor Parsons and District Councillor Pennington were very concerned about this and asked for the dates and times that the sheep were discovered.District Councillor Pennington will advise the NFU. County Councillor Parsons had sent an update which was circulated to Councillors ahead of the meeting which covered:* Thriving places index. Devon is at the top.
* Congratulations to new Parish, Town and District Councillors on their election
* Children’s services
* Road maintenance. There is now an App to report issues
* He is cabinet portfolio holder for Organisational change.
* Technology
* Funding link details
* His locality budget has £10,000 to share among 30 Parishes

Councillor Parsons suggested that the roads which had been reported as requiring attention were reported again.The Clerk to remind him of the roads which had been identified. One of the areas previously reported had received attention.It was advised that the Colscott roads are eroding away and noted that work is planned to start soon as indicated by road closure and diversion signs. **14.3 District Councillor P Pennington.** The majority of his report had been covered under the Annual Parish Meeting. **14.4 Meetings attended by Councillors / Clerk.** None. | DistrictCllr PPClerk |
| **15.** | **Common Moor.** MT to lead.* **Update from Kivells**. The following was reported:

**Since the last Parish Council meeting:*** First annual claim form has been completed and submitted online to Natural England prior to 15May 2019 deadline in order to receive annual payment (estimated for July 2019).
* PA1 Implementation grant of £1,100 has been offered by Natural England and was accepted on 27March 2019. This is for Culm Grassland Restoration Management Plan drawn up by Devon Wildlife Trust.

**Work to be done later in the year:*** DWT need to amend and update the Management Plan. Kivells to submit amended plan to Natural England by end of October at the latest. Once annual revenue received in July, DWT are to be paid £1,100. Kivells will then need to submit a claim to NE to recoup the £1,100.
* DWT will next be at the moor to cut the firebreaks again late summer
* Tender for swaling contractor needs to be discussed and implemented August with a view to get tenders in before 18 September 2019. A three year tender would be preferable but needs to be discussed.

When the funds are received, Kivells invoice to be paid. * **DWT request to harvest seeds from the moor.** There had been no objection to this and at the appropriate time, species seeds to be collected and sown elsewhere.
* **Publicity by DWT and DEFRA**. Both organisations want to promote the work on Common Moor. Defra’s interest is due to partnership working and the outcome.

 DWT want to share the good news as an important site is being improved. Their next  magazine will feature the Moor and a larger piece will be included in the November edition. * **Thanks to DWT for swailing.** A formal letter will be send at year end.
* **Ways of Working document.** Deferred.

Councillors noted that where the Moor had been cut, positive feedback had been given.There is a litter problem in the layby to which District Councillor Pennington responded by advising he would make an enquiry from TDC regarding the provision of a litter bin and advise the Clerk. If a cost was involved, he was willing to assist with funding from his Councillor grant.County Councillor Parsons conveyed his huge congratulations on the success of Common Moor and would be pleased to give £300 from his Locality Grant in conjunction with a grant from District Councillor Pennington towards the litter bin.District Councillor Pennington will contact Mr Andy Bell of the North Devon Biosphere which covers the Upper Torridge Catchment Area where help may be available and he would obtain more details.Councillor Carter spoke about Planning Applications which are delayed due to other Agencies having to be contacted and this was acknowledged.   | July AgendaJuly AgendaDistrict CllrPPClerk to liaise with PP and BPDistrict Cllr PP |
| **16.** | **Matters Arising**.**16.1 Poor state of road between Stibb Cross and Powlers Piece.**It was noted that this had been reported to Devon Highways by the Clerk. Patching works are to be carried out between 24 June – 29 July. **16.2 Welcome Pack for new residents.** (Cllr Moulder)The Clerk had enquired from TDC if it is possible to release the address when the monthly Electoral Roll Register update is received and is waiting for a reply. **16.3 Broadband.**  Update from Airband community meeting held on 2 May. (MT)Matt Barrow (DCC) attended along with 40 members of the public. The general feeling was of frustration as there is difficulty in Airband finding line of sight for the network to operate.The Openreach project is to be further investigated.The Clerk to request County Councillor Parsons to ask Matt Barrow to attend a Parish Council meeting. **16.4**  **Communication with parishioners** – (Councillor Carter)Councillor Carter had prepared a list by postcode for future communications. Councillors agreed in principle to do the deliveries in their locality. The next communication, anticipated in June, would include a list of Councillors, details of vacancies, recognition of Mrs Mavis Lewis’s 30 years service as a Councillor, update on Common Moor, options on broadband, addresses and contact details as per the website, litter and litter picking, maintenance on the church and TDC’s Connecting Actively to Nature details.County Councillor Parsons and District Councillor Pennington would write a short article. **16.5 TDC Letter – Connecting Actively to Nature.** Copies previously circulated to Councillors.As mentioned in Minute No. 16.4, details to be included in the next Parish communication.  | Clerk to remindClerk / BP to liaiseCty Cllr BP & District Cllr PP |
| **17.** | **Planning and Planning Correspondence.** The following Application was received after the Agenda was published:**1/0223/2019/FUL – Erection of an agricultural workers dwelling – amended plans – Ley Farm, Putford, Holsworthy.****Councillor Mrs Williams declared a Personal Interest.** **It was resolved to recommend approval.** It was noted that a response had been submitted to Torridge District Council in respect of Application 1/0307/2019/FUH – Langs, Colscott, West Putford after communicating with Councillors.Application 1/0197/2019/AGMB – Prior Notification for the change of use of agricultural building to 1 no. dwelling under Class Q and associated operational development – land at Powlers Piece, Putford was granted permission. | Clerk |
| **18.** | **Finance.****18.1 Balances.** **Lloyds Bank Treasurers Account as at 29 April 2019: £5,471.71**Budgetary figures to the end of March 2019 were tabled in the form of end of year accounts. **18.4 The following payments were approved and authorised:** **Mrs S Squire**  Redacted under the Data Protection Act. Councillors will be shown the details**HMRC** PAYE **£43.00****Devon Association of Local Councils** 2019/20 Subscription **£75.45****Mrs A Carter** Reimbursement for litter picking equipment **£137.45****Community First** Insurance renewal premium due on 1/6/19 **£173.76** **South West Heritage Trust** Donation for the continuance of the North Devon Record Office in Barnstaple **£50.00****This figure was agreed by Councillors at the meeting on 20/3/19 and comprises one of three payments covering 2019, 2020 and 2021.**In this connection, an email was noted from the Head of Archives and Local Studies advising that sufficient funding to continue to run the North Devon Record Office for the foreseeable future has been pledged. Councillors are invited to a thank you event at the Record Office on Tuesday 4 June between 2 & 4pm.**Bradworthy Primary Academy.** Councillors considered a donation towards the hire of a room for Parish Council Meetings. (No donation was made last year) **£100.00****Proposed by Councillor Moulder, seconded by Councillor Thomas and unanimously agreed.**For the July meeting, cheque signatories to be updated to include new Councillors and the removal of those who are no longer Councillors.**18.3 Approval of the accounts for the year ended 31 March 2019.****Proposed by Councillor Mrs Drake, seconded by Councillor Carter. Unanimously agreed.** **18.4 2019 Annual Return.****18.4.1 Approval of the Exemption Certificate.****Proposed by Councillor Mrs Drake, seconded by Councillor Mrs Williams. Unanimously agreed.** **18.4.2 Approval of Section 1 – Annual Governance Statement.**The Clerk read the questions to the meeting.**Proposed by Councillor Moulder, seconded by Councillor Thomas. Unanimously agreed.****18.4.3 Approval Section 2 – Accounting Statements.****Proposed by Councillor Moulder, seconded by Councillor Mrs Drake. Unanimously agreed.** **18.4 Approval of the 2019 Statement of Internal Control.****Proposed by Councillor Mrs Drake, seconded by Councillor Mrs Williams. Unanimously agreed.**   | ClerkCh.No.362Ch.No.363Ch.No.364Ch.No.365Ch.No.366Ch.No.367Ch.No.368July Meeting /Clerk to have mandate ready to signClerk to prepare and take accounts / paperwork to internal auditor |
| **19.** | **Correspondence / Notices & Publications Received – were placed on the table to see and read.****19.1 Devon Highways. Temporary Road Closures as follows:*** From 24 June to 29 July for patching works. Roads affected Stibb Cross to Powlers Piece Cross, East Putford.
* From 28 – 31 May and 3 – 7 June for minor road upgrade. Roads affected Colscott Cross to Sanders Cross to Wheelers Cross to Colscott Cross, West Putford.

**19.2 TDC.** Email advising the Communities Together Fund will not operate in 2019/20. Details of other funding schemes have been given.**Received after the Agenda was published:****19.3 Devon Association of Local Councils.** Application form for the Election of County Committee for 2019 – 2023. |  |
| **20.** | **Matters raised by Councillors /Clerk.** **20.1 Councillor Mrs Williams.** Dumping of dead sheep at Venn Bridge. This had been covered earlier in the meeting. |  |
| **21.** | **Date of next meeting.** Wednesday, 17 July 2019 in Bradworthy Primary Academy at 7.30pm.The Meeting ended at 9.24pm. |  |
| **Summary of Decisions:*** **Election of Chairman**
* **Election of Vice Chairman**
* **Approval of the Minutes of the Meeting held on 20 March 2019**
* **Planning**
* **Payments including a donation to Bradworthy Primary Academy for two years in respect of the use of a classroom for meetings**
* **Accounts for the year ended 31 March 2019**
* **Exemption Certificate and Sections 1 and 2 of the 2019 Annual Return**
* **2019 Statement of Internal Control**
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| **These Minutes are agreed by those present as being a true record.** |
| Signed:Chair of West and East Putford Parish Council: | Date: |