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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 the Annual Parish Council Meeting on **Wednesday, 22 May 2019 in Bradworthy Primary Academy** on the rising of the Annual Parish Meeting. The Agenda is detailed below.  Sue Squire, Parish Clerk. 15 May 2019  |  |
| **No.** | **Item** | Mins |
| 1. | **Members to complete their Register of Business Interest Forms for 2018/19** | 5 |
| 2. | **Members to sign their Declaration of Acceptance of Office Form following the Parish Council Election on 2 May 2019.** | 1 |
| 3. | **Election of Chairman** | 2 |
| 4. | **Chairman to read and sign Declaration of Acceptance of Office** | 2 |
| 5. | **Election of Vice Chairman** | 2 |
| 6. | **Co-option of Parish Councillors to fill 4 vacancies on the Parish Council.**  | 5 |
| 7. | **Election Parish Council Representatives.** Parish Council’s representative at Torridge Area Advisory Committee Meetings. Former Councillor Mrs Crout held this post.To appoint a Snow Warden. Councillor D Pomeroy held this post.To appoint a Councillor to assist the Chairman with personnel matters. Former Councillor Mrs Crout held this post.To appoint a Councillor for the Natural Devon initiative.To clarify if Councillor Carter is willing to be ongoing lead on Communications. | 5 |
| 8. | **To agree the Minutes and other correspondence is sent by email to Councillors with that facility.** | 3 |
| 9. | **Dispensation for Councillors in respect of items relating to Common Moor.** | 5 |
| 10. | **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.*  | 3 |
| 11. | **Apologies.**  | 1 |
| 12. | **Declarations of Interest.**  | **1** |
| 13. | **Approval of the Minutes of the Meeting held on 20 March 2019.** | 2 |
| 14. | **Reports:** **14.1 Police.** To note the details of the Holsworthy Rural Policing Update dated 1/3/19 – 30/4/19 which shows there have been no crimes or logs in the West and East Putford area.**14.2 County Councillor B Parsons.** Update on DCC broadband project. **14.3 District Councillors R Hicks and P Pennington.****14.4 Meetings attended by Councillors / Clerk.**  | 10 |
| 14. | **Common Moor.** MT to lead.* Update from Kivells
* DWT request to harvest seeds from the moor
* Publicity by DWT and DEFRA
* Thanks to DWT for swailing
* Ways of Working document
 | 15 |
| 15. | **Matters Arising**.**15.1 Poor state of road between Stibb Cross and Powlers Piece.**To note that this has been reported to Devon Highways by the Clerk.**15.2 Welcome Pack for new residents.** (Cllr Moulder)The Clerk has enquired from TDC if it is possible to release the address when the monthly Electoral Roll Register update is received.**15.3 Broadband.**  Update from Airband community meeting held on 2 May. (MT)**15.4**  **Communication with parishioners** – (Councillor Carter)**15.5 TDC Letter – Connecting Actively to Nature.** Copies previously circulated to Councillors. | 15 |
| 16. | **Planning and Planning Correspondence.** At the time of preparing the Agenda, there were no Planning Applications to consider.To note that a response has been submitted to Torridge District Council in respect of Application 1/0307/2019/FUH – Langs, Colscott, West Putford after communicating with Councillors. | 5 |
| 17. | **Finance.****17.1 Balances.** To be tabled at the Meeting.Budgetary figures to the end of March 2019 will be tabled. **17.4 To authorise the following payments:****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 **£162.77****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, to note an email 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.** To consider a donation towards the hire of a room for Parish Council Meetings. (No donation was made last year) **£TBA****17.3 To approve the accounts for the year ended 31 March 2019.****17.4 2019 Annual Return.****17.4.1 To approve the Exemption Certificate.****17.4.2 To approve Section 1 – Annual Governance Statement****17.4.3 To approve Section 2 – Accounting Statements****17.4 To approve the signature of the 2019 Statement of Internal Control.**  | **15** |
| 18. | **Correspondence / Notices & Publications Received – will be placed on the table to see and read.****18.1 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.

**18.2 TDC.** Email advising the Communities Together Fund will not operate in 2019/20. Details of other funding schemes have been given. | 5 |
| 19. | **Matters raised by Councillors /Clerk.** **19.1 Councillor Mrs Williams.** Dumping of dead sheep at Venn Bridge. | 5 |
| 20. | **Date of next Meeting:** Wednesday, 17 July 2019 in Bradworthy Primary Academy at 7.30pm. | Total102 mins |