

## WEST AND EAST PUTFORD PARISH COUNCIL

PARISH CLERK: MRS SUE SQUIRE, HAXLEA, 2 THREEWAYS, BRATTON FLEMING,  
BARNSTAPLE, DEVON. EX31 4TG.

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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, 17 July 2019 in Bradworthy Primary Academy at 7.30pm.**

The Agenda is detailed below.

*Sue Squire*, Parish Clerk. 10 July 2019

No.	Item	Mins.
1.	<b>Items raised by members of the public.</b> <i>It should be noted that representations by members of the public are permitted for a maximum of 3 minutes.</i>	3
2.	<b>Co-option of Parish Councillors to fill the 4 vacant seats on the Parish Council.</b> A letter requesting co-option has been received.	2
3.	<b>Apologies.</b> Councillor Mrs P Geen, District Councillor P Pennington.	1
4.	<b>Declarations of Interest.</b> <b>4.1 Councillor N Moulder has requested a Dispensation in connection with items relating to Common Moor, which has been granted by the Clerk.</b>  <b>4.2 In connection with Item 2, it is anticipated that a Dispensation in connection with items relating to Common Moor will be requested and this will be granted by the Clerk.</b>	5
5.	<b>Approval of the Minutes of the Annual Parish Council Meeting held on 22 May 2019.</b>	2
6.	<b>Reports:</b> <b>6.1 Police.</b> The Newsletter for the period 1/5/19 – 30/6/19 has been received.  <b>6.2 County Councillor B Parsons.</b> Report to include if Matt Barrow can attend a Parish Council meeting. County Councillor's Update to the end of June 2019 has been received.  Councillor Parsons followed up with Highways representations regarding road safety defects and potholes. A reply from the Routine and Reactive Auditor for Devon Highways was received and forwarded to Councillors.  <b>6.3 District Councillor R Hicks.</b>  <b>6.4 Meetings attended by Councillors / Clerk.</b>	10
7.	<b>Common Moor.</b> MT to lead. <ul style="list-style-type: none"> <li>• <b>Kivells update (MT)</b></li> <li>• <b>Roles and Responsibilities/Ways of working (MT)</b></li> <li>• <b>Natural England Press Release (MT)</b></li> <li>• <b>Litter Bin (Clerk)</b></li> <li>• <b>The Clerk has a diary note to include obtaining a firm price for future work by Kivells</b></li> </ul>	5 5 5 3
8.	<b>Broadband.</b> (MT)	5
9.	<b>Matters Arising.</b> <b>9.1 Welcome Pack for new residents.</b> (Cllr Moulder) The Clerk has enquired from TDC if it is possible to release the address when the monthly Electoral Roll	10

	<p>Register update is received.</p> <p><b>9.2 Dead Sheep in the river at Venn Bridge.</b> Various enquiries had been made with Agencies and the details will be advised.</p> <p><b>9.3 Roads requiring attention.</b> To note that these had been identified and the details sent to County Councillor Parsons whose reply will be advised.</p> <p><b>9.2 Communication with parishioners – (Councillor Carter).</b> Councillor Carter to advise on progress for the next edition, to include the TDC letter 'Connecting Actively to Nature'.</p> <p>To note if County Councillor Parsons and District Councillor Pennington have written a short article for the next publication.</p>																
10.	<p><b>Planning and Planning Correspondence.</b> At the time of preparing the Agenda, there were no Planning Applications to consider.</p> <p><b>10.1 To note the following TDC Decision Notice:</b> <b>APPROVAL for Application 1/0307/2019/FUH – single storey extension to the front elevation at Langs, Colscott.</b></p>	2															
11.	<p><b>Finance.</b></p> <p><b>11.1 Balances.</b> To be tabled at the Meeting.</p> <p>Budgetary figures to the end of June 2019 will be tabled.</p> <p><b>11.2 To authorise the following payments:</b></p> <table border="0"> <tr> <td><b>Mrs S Squire</b></td> <td>Redacted under the Data Protection Act. Councillors will be shown the details</td> <td></td> </tr> <tr> <td><b>HMRC</b></td> <td>PAYE</td> <td><b>£43.00</b></td> </tr> <tr> <td><b>Mrs J Snooks</b></td> <td>Fee for 2019 internal audit</td> <td><b>£50.00</b></td> </tr> <tr> <td><b>Devon Association of Local Councils.</b></td> <td>2 copies of the Good Councillors Guide</td> <td><b>£7.60</b></td> </tr> <tr> <td><b>Kivells</b></td> <td>1<sup>st</sup> payment in respect of services</td> <td><b>£TBA</b></td> </tr> </table> <p><b>11.3 2019 Audit.</b> This has been completed and the Certificate of Exemption sent to external auditors P K F Littlejohn who have acknowledged the exempt status. The Clerk will give more details.</p> <p><b>11.4 Bank Mandate.</b> This will be available for completion.</p>	<b>Mrs S Squire</b>	Redacted under the Data Protection Act. Councillors will be shown the details		<b>HMRC</b>	PAYE	<b>£43.00</b>	<b>Mrs J Snooks</b>	Fee for 2019 internal audit	<b>£50.00</b>	<b>Devon Association of Local Councils.</b>	2 copies of the Good Councillors Guide	<b>£7.60</b>	<b>Kivells</b>	1 <sup>st</sup> payment in respect of services	<b>£TBA</b>	15
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12.	<p><b>Correspondence / Notices &amp; Publications Received – will be placed on the table to see and read.</b></p> <p><b>12.1 Devon and Somerset Fire and Rescue Service.</b> Letter regarding the proposed closure of some fire stations. The details have been circulated to Councillors. There is a 3 month consultation running from 1 July.</p> <p><b>12.2 Northern Devon NHS Trust.</b> Letter regarding hospital services in northern Devon. The details have been circulated to Councillors.</p> <p><b>12.3 Wessex Resolutions.</b> This is a not-for-profit organization working in partnership with TDC. The company lend council funds to homeowners (including landlords, empty property owners and park home owners) for essential home repairs and improvements. There is an advert for a Parish magazine and / or on the website.</p>	15															

	<p><b>12.4 TDC.</b> Area Advisory Group meeting at the beginning of September. Items for inclusion on the Agenda are invited. The Parish Council's representative is Councillor Carter.</p> <p><b>12.5 Thank you card from Mrs M Lewis for the bouquet of flowers and card to mark her retirement as a Parish Councillor for 30 years.</b></p>	
13.	<p><b>Matters raised by Councillors /Clerk.</b></p> <p><b>13.1 Mrs S Squire, Parish Clerk.</b> To note that she will be on annual leave from 8 – 18 August 2019 inclusive.</p> <p><b>13.2 Councillor Thomas</b> will raise the fact that the Parish Council has a laptop for use by residents.</p>	5
14.	<p><b>Date of next Meeting:</b> Wednesday, 18 September 2019 in Bradworthy Primary Academy at 7.30pm.</p>	93 Mins