

Minutes of West & East Putford Parish Council Meeting held on Wednesday, 23 January 2019 in Bradworthy Primary Academy at 7.30pm.

Chaired by: Councillor Mrs P Geen		Clerked by: Sue Squire
Present: Councillors S Carter Mrs L Drake Mrs P Geen Mrs M Lewis N Moulder D Pomeroy D Smith Mrs N Williams M Thomas J Wooldridge from Minute No. 62 PCSO M James		Agenda: - Welcome to newly co-opted Councillor Mrs N Williams Items raised by members of the public Apologies Declarations of Interest Approval of the Minutes of the meeting held on 28 November 2018 Reports Common Moor Matters Arising Planning & Planning Correspondence Finance Correspondence / Notices & Publications Received Matters raised by Councillors / Clerk Date of next meeting
		Action:
	The meeting welcomed newly co-opted Councillor Mrs N Williams who completed and signed various items of paperwork.	
59.	Public Participation. No members of the public present.	
60.	Apologies. Councillor B Parsons.	
61.	Declarations of Interest. Councillors Mrs L Drake, N Moulder, D Pomeroy and M Thomas declared a Personal Interest in matters relating to Common Moor. Councillors Mrs Drake, Moulder and Pomeroy have a Dispensation for the life of the Council. Councillor Mrs Geen declared a Personal Interest in Minute No. 68.1 – request for letter of support from Bradworthy Parish Council, being a member of Bradworthy Running Club. Councillor Thomas declared a Personal Interest in Minute No. 68.4 – broadband where the Putford Post had offered a donation towards a mailshot.	
62.	Approval of the Minutes of the meeting held on 28 November 2018. The Part II Confidential Minutes of the meeting held on 28 November 2018 were circulated to Councillors. Approved and signed as a correct record. The following points were noted: Page 3. Will be signed off shortly. There is no cost to the Parish Council until 2020, but payment will be made to Kivells at the end of 2019.	
63.	Reports: 63.1 Police. Update from 1/11/18 – 31/12/18 – no crimes recorded in West and East Putford. PCSO James introduced himself. There are 5 police officers, 2 PCSOs and 1 Sergeant looking after Holsworthy and 26 Parishes. A bi-monthly updated had been supplied. There had been a small series of domestic burglaries	

	<p>around the Christmas period prior to and just after and there could be a connection. The Police encouraged people to report any suspicious activity. A school visit at Bradworthy had been undertaken that day.</p> <p>PCSO James was asked to convey this Parish Council's thanks to PCSO Rowe for her reports and attendance at meetings prior to her move to Launceston.</p> <p>63.2 County Councillor B Parsons. Apologies sent. Email received regarding road funding and in particular Wrangworthy Cross which is to be patched under the non-principle preventative programme 18/19. The other roads are not currently on the programme for this financial year and most of the patching budget has been allocated. Other roads take time to investigate. If works required will be added or make a bid to be included in future maintenance.</p> <p>63.3 District Councillor R Hicks. Not present.</p> <p>63.4 Meetings attended by Councillors / Clerk. None.</p>	
<p>64.</p>	<p>Common Moor. For the benefit of new Councillors, the Chairman gave the historic details.</p> <p>It was noted that fire break cutting had taken place that day. There was a discussion about Commoners and their involvement in this.</p> <p>2019 Timetable (circulated with meeting paperwork) Councillor Thomas advised this was based on a document he asked Rob Dixon (Natural England) to produce. Devon Wildlife Trust (DWT) will handle management issues, such as fire break and swailing. If circumstances are such that it cannot be done it would be done the following year. About 15% of the Moor per year was thought to be involved.</p> <p>There was no capital works this year. The work to be carried out is scrub clearance and work on the Barrows. Councillor Thomas will inform Councillors when this is due to take place.</p> <p>The claiming process starts in April and will be done by Kivells . £15,000 will be paid in two instalments, split 75% and 25% at the beginning of next year, at which time Kivells will then have to be paid for the work they have done.</p> <p>Kivells will collate the necessary evidence and they are employed to undertake a technical check. A system is to be devised to ensure that Kivells are doing this properly.</p> <p>Update from Kivells. Councillor Thomas advised that the contractor appointed to do the work, Rural Services, had not signed off the contract and it was thought this was because their work did not commence until 2020. However, it was important that the contract was signed and he would ask Kivells to emphasise the importance of the document being signed and returned.</p> <p>SSSI Condition Status. Councillor Thomas advised that the Wildfire Risk Assessment had been completed by Kivells. The original version provided by Natural England is to be provided to Natural England.</p> <p>Two other documents, a Wildfire Management Plan and Response Plan was not thought to be required but a check would be made to make sure.</p> <p>Regarding the PA1 form, DWT wrote the Management Plan for the Moor so that the Parish Council could apply for the Higher Tier Countryside Stewardship Agreement. If the Agreement proceeds, it would be expected that the Parish Council would pay the costs involved, in the region of £1,000.</p>	<p>MT</p> <p>MT</p>

<p>It is necessary for the Parish Council to sign for it to enable Natural England to pay DWT. The Parish Council's Agent, Lisabeth Miller of Kivells will sign it on the Parish Council's behalf. DWT have provided a Risk Assessment for this year and an agreement from the contractor. Natural England have confirmed that DWT do not need to ask for permission to do the work.</p> <p>Contact with the Fire Brigade was mentioned. Councillor Thomas was of the opinion that this was included within the Risk Assessment.</p> <p>SSSI. (Site of Special Scientific Interest). Natural England is planning to change the status to 'unfavourable recovering' instead of 'unfavourable declining'. This was supported by the Parish Council based on the management plan in place under the Stewardship Agreement.</p> <p>Offer sign off. Councillor Mrs Geen advised that the offer letter was received via Lisabeth Miller as Agent who could sign on behalf of the Parish Council. Natural England have carried out the final checks and the Agreement was dated 1 January 2019.</p> <p>Councillor Mrs Geen read the Declaration. Health and Safety rests with the managing agent and it was stressed that all the evidence and documents are in place.</p> <p>Councillors felt they understood enough for it to go forward and sign the document.</p> <p>Councillor Wooldridge proposed that the Countryside Agreement offer was signed. Seconded by Councillor Mrs Williams. Unanimously agreed.</p> <p>Publicity. Councillor Thomas had spoken to various agencies and organisations who had agreed to help. The senior communication officer at Defra in London wanted the TV to be involved. As the Agreement had not been signed this had not been pursued and the details was to be put in the local press. Councillor Thomas will ask Defra to do suitable wording.</p> <p>Councillor Mrs Geen felt it was important that residents were notified of progress and made aware that work was taking place. A summary, to be delivered locally, will be prepared by Councillor Carter and checked by Councillors Mrs Geen and Thomas informing parishioners that the Agreement has been signed.</p> <p>Insurance. Councillor Thomas confirmed via Kivells that the Policy held by the Parish Council in respect of Common Moor covers purely Public Liability. There is no Employers Liability cover included, and the cover is adequate for the Parish Council's needs as the Parish Council will not be giving instructions on how to do the work. Councillors noted that contractors working on the Moor would hold their own Public Liability Insurance.</p> <p>It was made clear to Councillors that the Parish Council have two Policies in place. A standard Policy covering the core details for Parish Councils, and the other, a Public Liability Policy solely for Common Moor which is not owned by the Parish Council.</p> <p>Ways of working document. Councillor Thomas asked that this item is on the next Agenda and the role of Kivells / Parish Council / internal agreement / timetable will be clarified.</p> <p>Japanese Knotweed. Councillor Mrs Geen advised that Councillor Moulder is monitoring the small amount of this plant. She had replied to the resident who had raised the letter and copied in Natural England.</p> <p>Natural England had advised that it could serve a Management Notice, but this route would be highly</p>	<p>Clerk to send</p> <p>MT</p> <p>SC / PG / MT</p> <p>March Agenda</p>
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	<p>unlikely, never having been done before. It had been pointed out that the Parish Council is not the owner of Common Moor which was accepted by Natural England who agreed the Parish Council did not have an obligation. Further into the Countryside Agreement, the Parish Council may wish to factor in efforts to remove it and Natural England would help and advise. There was a brief reference to Japanese Knotweed at The Cottage on Common Moor. Councillor Mrs Drake who resided at The Cottage, was not aware of it at that location.</p> <p>A diary note to be made for an update report to be received in six months.</p> <p>Complaint letter. Councillor Mrs Geen had received a letter regarding aspects of Common Moor which had been investigated by Torridge District Council who had not upheld the complaint or allegations made. The people concerned had been advised and the matter was now considered closed. Councillor Geen advised there is a procedure for dealing with complaints which should, in the first instance, be directed to the Parish Clerk who would give the relevant advice.</p>	<p>Clerk to make diary note</p>
65.	<p>Matters Arising.</p> <p>68.1 Road safety issues. It was noted that the details had been reported to Devon Highways and the County Councillor.</p> <p>68.2 Co-option of Parish Councillors. It was noted that Torridge District Council had been advised of the details.</p> <p>68.3 Welcome Pack for new residents. Councillor Moulder will draft a document for the next meeting.</p> <p>68.4 Broadband. Councillor Thomas advised he had a meeting with Openreach. There are a number of ways of reducing the cost of providing broadband to individual premises – one through a government grant and there may be other ways of bringing the project cost down.</p> <p>Openreach is to undertake a physical survey of the area. Enquiries to be made to ascertain the households that want broadband and those which are business, the latter attracting a higher grant.</p> <p>A targeted mailshot was suggested to the 206 premises in the area where the broadband may be improved. This would cost in the region of £150 as a one off payment to cover stamps, labels and consumables and the Putford Post was willing to give £50 towards it. The mailshot may not go to every person in the Parish due to technical reasons as only 01409 numbers are involved, whereas in some parts of the Parish, householders had an 01237 number.</p> <p>Councillor Carter explained that if the initiative proceeds, a management company would have to be set up to manage the finances. Councillor Thomas explained that this would be totally separate from the Parish Council with no expectation of further funding beyond the initial survey.</p> <p>Councillor Thomas declared a Personal Interest in items relating to the Putford Post.</p> <p>Councillor Carter proposed the Parish Council fund the £150 to carry out a Survey of the broadband requirements for Putford and the surrounding Bradworthy area that comes off the Bradworthy exchange and for the Survey to be then used to lobby MPs, District and County local authorities and share with the group looking at the BT project.</p> <p>Seconded by Councillor Smith. Unanimously agreed.</p> <p>The Chairman reminded Councillors that Agenda items for decision and or financial approval should be submitted in writing for circulation with the Agenda in line with Parish Council procedure to allow time for prior consideration. In view of the urgency of the broadband survey, it was agreed to proceed</p>	<p>NM</p> <p>MT to arrange for the Survey to be distributed once further information is received from Openreach and it is considered appropriate</p>

	<p>on the basis of the verbal report given by Councillor Thomas.</p> <p>68.5 Broken signage in West Putford. The Clerk is in communication with the County Councillor regarding a Locality Grant. A Locality Grant request in the sum of £500 to be submitted.</p>	<p>to proceed to the next phase.</p> <p>Clerk</p>									
66.	Planning and Planning Correspondence: None to consider.										
67.	<p>Finance.</p> <p>67.1 Balances. Lloyds Bank Treasurers Account as at 4 December 2018: £5,185.56</p> <p>Budgetary figures to the end of December 2018 were tabled.</p> <p>67.2 The following payments were approved and authorised:</p> <table border="0"> <tr> <td>Mrs S Squire</td> <td>Redacted under the Data Protection Act. Councillors were shown the details</td> <td></td> </tr> <tr> <td>HMRC</td> <td>PAYE</td> <td>£43.00</td> </tr> <tr> <td>Parkham Methodist Church</td> <td>Hire of schoolroom for meeting on 25/7/18</td> <td>£12.80</td> </tr> </table> <p>67.3 Torridge, North, Mid and West Devon Citizens Advice had been advised that Councillors had decided not to give a donation.</p> <p>67.4 Torridge District Council Precept Paperwork had been returned for attention.</p>	Mrs S Squire	Redacted under the Data Protection Act. Councillors were shown the details		HMRC	PAYE	£43.00	Parkham Methodist Church	Hire of schoolroom for meeting on 25/7/18	£12.80	<p>Clerk</p> <p>Ch.No. 355 Ch.No. 356 Ch.No. 357</p>
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68.	<p>Correspondence / Notices & Publications Received – were placed on the table to see and read.</p> <p>68.1 Bradworthy Parish Council seek a letter of support for a Communities Together Application for outdoor adult gym equipment. No financial contribution is required from this Council.</p> <p>Proposed by Councillor Mrs Drake to send a letter of support. Seconded by Councillor Pomeroy. Unanimously agreed.</p> <p>68.2 Kier. Details of a proposed road closure on 30/4/19 from 9.30am to 3pm for South West Water utility works to be carried out opposite Littlecott, road from Churston Cross to Mambury Cross, West Putford.</p> <p>68.3 Devon Highways. Details of a road closure on 11/2/19 – 13/2/19. Roads affected are road past Babbington Farm, Chilsworthy for drainage works.</p>	Clerk									
69.	<p>Matters raised by Councillors /Clerk.</p> <p>Under the Smaller Authorities Transparency Code, no items had been advised to the Clerk for inclusion on the Agenda.</p>										
70.	<p>Date of next Meeting: Wednesday, 20 March 2019 in Bradworthy Primary Academy at 7.30pm.</p> <p>The meeting ended at 9.21pm.</p>										
<p>Summary of Decisions:</p> <ul style="list-style-type: none"> ➤ Part I and Part II Minutes of 28 November 2018 ➤ Signing off of the Natural England Higher Tier Countryside Agreement in respect of Common Moor ➤ Payment of £150 towards a Survey in connection with an initiative to improve broadband in the area ➤ Payments ➤ Letter of support to Bradworthy Parish Council in connection with a Communities Together Fund Application for adult gym equipment 											
<p>These Minutes are agreed by those present as being a true record.</p>											

<p>Signed: Chair of West & East Putford Parish Council:</p>	<p>Date:</p>
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