

**Minutes of West and East Putford Parish Council Meeting held on Wednesday,  
20 March 2019 in Bradworthy Primary Academy at 7.30pm.**

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| <b>Chaired by: Councillor Mrs P Geen</b>  |  | <b>Clerked by: Sue Squire</b>   |
| <b>Present: Councillors</b><br><br><b>S Carter</b><br><b>Mrs L Drake</b><br><b>Mrs P Geen</b><br><b>Mrs M Lewis</b><br><b>N Moulder</b><br><b>D Pomeroy</b><br><b>D Smith</b><br><b>M Thomas</b><br><b>Mrs N Williams</b> |  | <b>Agenda: -</b><br>Items raised by members of the public<br>Apologies<br>Declarations of Interest<br>Approval of the Minutes of the meeting held on 20 January 2019<br>Reports<br>Common Moor<br>Matters Arising<br>Planning & Planning Correspondence<br>Finance<br>Correspondence / Notices & Publications Received<br>Matters raised by Councillors / Clerk<br>Date of next meeting |
|   |  | <b>Action:</b>  |
| 71.   | <b>Items raised by members of the public.</b> None present.  |   |
| 72.   | <b>Apologies.</b> Councillors N Moulder, J Wooldridge, County Councillor B Parsons.  |   |
| 73.   | <b>Declarations of Interest.</b><br><br>Councillors Mrs L Drake and D Pomeroy declared a Personal Interest in matters relating to Common Moor.<br><br>Councillors Mrs Drake and Pomeroy have a Dispensation for the life of the Council.<br><br>Councillors S Carter, Mrs Geen, D Pomeroy, D Smith, M Thomas and Mrs Williams, declared a Personal Interest in the parishioner's letter to be discussed under Minute No. 79.3.<br><br>Councillor S Carter declared a Prejudicial Interest under Minute No. 79.4 Finance, reimbursement cheque in respect of postage and stationery for Newsletter<br><br>Councillor D Pomeroy declared a Personal Interest in Minute No. 78.1, Planning Application 1/0223/2019/FUL – Erection of agricultural workers building – Ley Farm, Putford. |   |
| 74.   | <b>Approval of the Minutes of the Meeting held on 20 January 2019.</b><br><b>Approved and signed as a correct record after the following was noted:</b><br><br><b>Minute No. 61.1 – MT did not have a personal interest.</b><br><br><b>Page 3, paragraph 5. The words 'and contractors' to be added within the sentence ... rests with the managing agent ... and contractors.</b>   |   |
| 75.   | <b>Reports:</b><br><b>75.1 Police.</b> Update from 1/1/19 – 28/2/19.<br>Councillor Carter mentioned that local Sports Clubs had suffered recent break ins and it was expected these would be included on the next Report.<br><br><b>75.2 County Councillor B Parsons.</b> Reports received and circulated which focused on Council Tax, Highways and information on Holsworthy Hospital.   |   |

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|            | <p>Due to Councillor Parsons not being present, the update on the DCC broadband project was deferred until the next meeting.</p> <p>When sending his apologies, Councillor Parsons spoke of his continued efforts regarding the state of the roads in the area.</p> <p>Councillor Pomeroy informed that the road between Stibb Cross to Powlers Piece was in a very poor condition. The Clerk to report this via the DCC interactive website.</p> <p>Councillor Mrs Geen understood that a lane near Sutcombe had been closed because of its condition.</p> <p><b>75.3 District Councillor R Hicks.</b> Not present.</p> <p><b>75.4 Meetings attended by Councillors / Clerk.</b> None.</p>  | <p>May<br/>Agenda</p> <p>Clerk</p> |
| <p>76.</p> | <p><b>Common Moor.</b><br/>An update was given by Councillor Thomas on:</p> <p>⇒ <b>Kivells update report.</b><br/>Circulated to Councillors ahead of the meeting.</p> <p>Since the last Parish Council meeting:</p> <ul style="list-style-type: none"> <li>• Firebreaks were cut across the moor by Devon Wildlife Trust (DWT) on the 23 January 2019</li> <li>• The block numbered East 2 was successfully swaled by DWT on the 25 February 2019. Rob Dixon (Natural England) and Lisabeth Miller were in attendance</li> <li>• The PA1 application form has been submitted for the document drawn up by DWT for the management of the moor. Once the first annual payment has been received (hopefully in July), DWT can be paid for their work (£1,100) and a claim can be made to Natural England for the £1,100 paid out.</li> <li>• The Wildfire Risk Assessment has been submitted ahead of the 15 May deadline.</li> <li>• Neil Holding has now signed the contractor declaration and has sent in his qualification certificates and copy insurance documents for scrub clearance to be carried out late 2020.</li> </ul> <p><b>Work to be done before the next Parish Council Meeting:</b></p> <ul style="list-style-type: none"> <li>• First annual claim form to be completed and sent to Natural England prior to 15 May 2019</li> </ul> <p><b>Work to be done later in the year:</b></p> <ul style="list-style-type: none"> <li>• DWT will next be at the moor to cut the firebreaks again late summer</li> <li>• Tender for swaling contractor needs to be discussed and implemented August with a view to get tenders in before 18 September 2019</li> </ul> <p>The swaling had to be halted due to the dry weather in February.</p> <p>Lisabeth Miller will submit the annual claim. The Parish Council will receive 75% of the grant, in the region of £15,000 before the end of 2019 and the remaining 25% is expected in January 2010.</p> <p>Up to the present time, DWT has done the swaling free of charge.</p> |                                    |

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|            | <p>It will be necessary to Tender for this in 2020, and DWT have expressed an interest. In reality, they are the only organization who can do the work.<br/>Other contractors to be asked to give evidence that efforts had been made to obtain comparative quotations.</p> <p>The Parish Council acknowledged the work done by DWT to date and Councillor Thomas will pass on its thanks in the interim. A formal letter of thanks to be sent when all the work has been completed.</p> <p>⇒ <b>Kivells costs to date.</b></p> <p>In 2018, the amount was £1,983. The quoted cost was £1,000.<br/>In 2019, the cost so far is £1,035 and the budget for the year is £1,800.<br/>The total for the first two years is £2,800 which is slightly higher than the budgeted amount. Further expense in 2019 is expected.</p> <p>The first payment for work done is to be an Agenda item for the July 2019 meeting.</p> <p>Beyond the first 2 years into the Agreement, the cost was expected to be in the region of £1,800 a year.<br/>Councillor Thomas to get more of a firm price now that the situation is clearer and he would ask for a Report to present at the July meeting.</p> <p>Swaling Tender. Instead of this being on an annual basis, Councillors were minded to go for 4 years to take the time up to the 5 year break clause.</p> <p>⇒ <b>Sign off of Higher Tier Countryside Stewardship Agreement Officer.</b><br/>Letter received from the Rural Payments Agency advising that eligibility checks are still being carried out. The letter appeared to contradict information received by Kivells and the communication is to be sent to the Land Agent, Lisabeth Miller for her to follow up.</p> <p>⇒ <b>Publicity update including summary of progress made</b> in the form of a Newsletter which had been prepared and delivered.</p> <p>Councillor Carter had received positive feedback when delivering the Newsletter and he had found this exercise had been helpful in identifying people who had recently moved to the Parish. It was questioned whether the contact details should be more local, rather than the Parish Clerk and in this connection, Councillors Mrs Drake and D Smith were in agreement for their name to be included.</p> <p>Some people do not use the internet and had been hopeful for a hard copy of a publication like the Putford Post.</p> <p>Councillor Mrs Geen thanked Councillor Carter for producing this first Newsletter which was in a smart and eye catching format.</p> <p>Councillor Thomas advised that although 'Ways of Working Document' was not an Agenda item, he would update Councillors at the next meeting so that there was no clarity on who was responsible for what.</p> | <p>MT</p> <p>July<br/>Agenda</p> <p>MT<br/>July<br/>Agenda</p> <p>Clerk</p> <p>May<br/>Agenda</p> |
| <p>77.</p> | <p><b>Matters Arising.</b><br/><b>77.1 Welcome Pack for new residents.</b> (Cllr Moulder) Deferred to the next meeting due to Councillor Moulder not being present.</p> <p>Councillor Carter enquired how it would be known that new residents had moved in.</p>  | <p>May<br/>Agenda</p>   |

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| <p>The Clerk to enquire from TRD if it is possible to release the address when the monthly Electoral Roll Register update is received.</p> <p><b>77.2 Broadband.</b> Councillor Thomas gave a verbal update as follows:</p> <p>There are two broadband projects in Putford. Community broadband he and two others are involved in, which is Openreach fibre broadband to Putford properties. Openreach had promised 4 weeks ago to give an update for costings to be advised at this meeting but the details had not been received. The cost is needed to determine the viability and get a real idea of costs for individual premises.</p> <p>The other project is being delivered by Airband which is a government supported wireless connection. Airband had started to roll out the programme by erecting a mast North of Bradworthy which is expected to go live on 1 April. Broadband coverage in the Putford area is not good and the mast will serve 26 properties, not all of which are in Putford.</p> <p>A second mast near the Christmas Tree Farm is expected to go live in September which would capture another 36 properties which would include some of the 26 properties covered by the mast North of Bradworthy. This would mean a total of 60 properties would be covered by the Airband masts.</p> <p>Coverage in the immediate future from Airband was limited, who intended that the final phase would be completed by the end of 2019. Properties that are not covered by aerials will conflict with the Openreach project.</p> <p>If residents go with Airband fibre broadband, they are committed to that company, but with Openreach, they provide the cabling and customers can buy the system from BT, Sky, Talk and Talk and others, whose prices are potentially cheaper than Airband.</p> <p>The broadband survey contemplated by the Parish Council is on hold until Openreach provide a price.</p> <p>Councillor Smith referred to a recent DCC newsletter circulated by the Clerk which gave information about DCS (Connecting Devon and Somerset). Councillor Thomas advised this was an individual arrangement. Vouchers were available for people to sign up for high speed broadband in rural areas but this was not suitable for households who did not have a high speed.</p> <p>Due to slowness and other reasons, people who need broadband for business have more options.</p> <p>If people sign up to DCS scheme, this could have a negative effect on the Openreach project. If the Airband scheme is something that people wished to progress, people should register their interest.</p> <p><b>77.3 Broken signage in West Putford.</b> It was noted that a Grant application had been submitted which would be delayed due to the period of purdah for the forthcoming elections. This was applicable to County Councillors, even though there is not a County Council election.</p> <p><b>77.4 Letter of Support for Bradworthy Parish Council's Communities Together Application.</b> It was noted this had been sent.</p> <p><b>77.5 Communication with parishioners</b> – to discuss and confirm how we do this bearing in mind cost and issues experienced with Web and Putford Post (Councillor Carter)</p> <p>The historical ways of communication were spoken about and although some residents do not use the website or online sites, this could be a way forward.</p> | <p>Clerk</p> <p>May<br/>Agenda</p> |
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|            | <p>Councillor Thomas advised of a Putford Post meeting which discussed a new name and template, and to manage funds in the bank account where the balance was in the region of £1,000 and with the agreement of the four Committee Members, this could help to deal with improvement of communication strategy.</p> <p>A list of local businesses could be included in the Welcome Pack proposed by Councillor Moulder.</p> <p>It was felt that a regular newsletter would not be appropriate, but issued when there is something to say. Details of the new Council could form the next Newsletter and is to be an item on the July Agenda.</p> <p>It was known that people in the Parish use Facebook, another method of communication.</p> <p>Councillors acknowledged that people communicate in different ways and that a communication could assist isolated people in the Parish, and those who are vulnerable.</p> <p>Councillor Carter is to identify a method of communication on an ad hoc basis with arrangements for Councillors to deliver in a specific postcode area, especially for urgent issues. For wider input, people could advertise coming events.</p> <p>It was clarified that the website is run by the Parish Council and that the Putford Post has a Facebook page.</p> | <p>July<br/>Agenda</p> <p>SC</p>   |
| <p>78.</p> | <p><b>Planning and Planning Correspondence.</b><br/> <b>78.1 The following Planning Applications were considered:</b></p> <ul style="list-style-type: none"> <li>▪ <b>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.</b><br/> <b>It was resolved to reply ‘egress and exit from the property should meet Highway requirements’.</b></li> <li>▪ <b>1/0223/2019/FUL – Erection of agricultural workers building – Ley Farm, Putford.</b></li> </ul> <p><b>Councillor Pomeroy declared a Personal Interest.</b></p> <p><b>It was resolved to recommend approval.</b></p>  | <p>Clerk</p>                       |
| <p>79.</p> | <p><b>Finance.</b><br/> <b>79.1 Balances. Lloyds Bank Treasurers Account as at 6 February 2019: £4,958.17</b></p> <p>Budgetary figures to the end of February 2019 were tabled.</p> <p><b>79.2 Councillors considered a request for a donation from South West Heritage Trust towards the upkeep of the North Devon Record Office over a three year period.</b><br/> Pledges received from Parish Councils ranged from £50 to £600 per year, given in relation to their size.<br/> Should the North Devon Record Office close, all the records would need to be removed and stored in Somerset.</p> <p><b>Councillor Mrs Drake proposed a donation of £50 per annum for the next three years. Seconded by Councillor Thomas.</b></p> <p>Vote: 6 in favour. 1 against. 1 abstention.</p>   | <p>Clerk</p> <p>May<br/>Agenda</p> |

First payment to be made at the May 2019 meeting.

**79.3 Litter Picking.** Request from parishioner for Parish Council support and funding to do Parish Council litter picking.

**Councillors S Carter, Mrs Geen, D Pomeroy, D Smith, M Thomas and Mrs Williams, declared a Personal Interest in this item.**

The costings were as follows:

#### LITTER PICKING KITS

| Item   | No. | Cost £ | Total £ inc VAT |
|--|-----|--------|-----------------|
| *Helping Hand Litter Picker Pro Standard 33" | 6   | 15.25  | 92.09**         |
| GB Spring Clean Campaign Fluorescent Vest    | 6   | 4.79   | 28.74**         |
| Handy Hoop Bin Bag Holder - Ebay             | 6   | 6.99   | 41.94           |
| <b>Grand Total</b>                           |     |        | <b>162.77</b>   |

\*Cheaper models are available but this make is particularly robust and used by most 'professionals' and will last for longer.

Total £

\*\*A small discount may be available.

The items would become a Parish asset.

**Councillor Pomeroy proposed to proceed by asking the parishioner to purchase the items with the support of the Parish Council. Seconded by Councillor Mrs Williams and agreed.**

Councillor Carter did not vote.

The Clerk to advise Mrs Carter, asking her to purchase the items for which she would be reimbursed at the May Parish Council meeting.

#### **79.4 The following payments were approved and authorised:**

**Mrs S Squire** Redacted under the Data Protection Act. Councillors were shown the details

**HMRC** PAYE **£43.00**

**Mr S Carter** Reimbursement of costs for production and distribution of the Newsletter and postage **£50.25**

**PSP Insurance** Combined Liability Renewal Premium in respect of Common Moor due on 8/3/19 **£515.84**

*The insurers were aware of this meeting and cover is being held pending receipt of the cheque*

**79.5 National Savings and Investments.** It was noted that £15.17 interest had been credited to the account, giving a balance of £2,106.77

Clerk to advise

May Agenda

Clerk

Ch.No. 358

Ch.No. 359

Ch.No. 360

Ch.No. 361

80. **Correspondence / Notices & Publications Received – were placed on the table to see and read.**

**80.1 TDC.** Letter regarding Connecting Actively to Nature. Details to be put in the next newsletter.

**80.2 Devon Highways.** Temporary road closure on 30/4/19 – road from Churston Cross to Mambury

SC when next newsletter is published

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|  | <p>Cross to replace water pumping station.</p> <p><b>80.3 Information Commissioners Office.</b> Confirmation of payment and Data Protection Registration Certificate received.</p>   |              |
| 81.  | <p><b>Matters raised by Councillors /Clerk.</b></p> <p><b>81.1 Parish Council Elections (information circulated on 8 March).</b></p> <p>There was an opportunity for Councillors to raise any questions about the process.</p> <p>Under the Smaller Authorities Transparency Code, no other items had been advised to the Clerk for inclusion on the Agenda.</p> |              |
| 82.  | <p><b>Date of next Meeting:</b> Wednesday, 22 May 2019 in Bradworthy Primary Academy.</p> <p>The Annual Parish Meeting will commence at 7pm and the Annual Parish Council Meeting - the first meeting of the newly elected Council will commence on the rising of the Annual Parish Meeting.</p> <p>The meeting ended at 9.31pm.</p>                             |              |
| <p><b>Summary of Decisions:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Minutes of 20 January 2019</b></li> <li>➤ <b>Planning</b></li> <li>➤ <b>Donation of £50 per annum for 3 years to support the North Devon Record Office</b></li> <li>➤ <b>Litter picking kit to be purchased and recorded as a Parish Council asset</b></li> <li>➤ <b>Payments</b></li> </ul> |  |              |
| <p><b>These Minutes are agreed by those present as being a true record.</b></p>  |  |              |
| <p>Signed:<br/>Chair of West &amp; East Putford Parish<br/>Council:</p>  |  | <p>Date:</p> |