

Minutes of West & East Putford Parish Council Meeting held on Wednesday, 17 July 2019 in Bradworthy Primary Academy at 7.30pm.

Chaired by: Councillor Mrs L Drake		Clerked by: Sue Squire
Present: Councillors S Carter Mrs L Drake N Moulder D Smith Mrs N Williams J Wooldridge		Agenda: - Items raised by members of the public Co-option of Parish Councillors to fill the 4 vacant seats on the Parish Council Apologies Declarations of Interest Approval of the Minutes of the Annual Parish Council Meeting held on 22 May 2019 Reports Common Moor Broadband Matters Arising Planning & Planning Correspondence Finance Correspondence/Notices & Publications Received Matters raised by Councillors/Clerk Date of next meeting
		Action:
22.	Items raised by members of the public. No members of the public were present.	
23.	Co-option of Parish Councillors to fill the 4 vacant seats on the Parish Council. A letter requesting co-option had been received from Mr M Cornish. Councillor Moulder proposed that Mr Cornish should be co-opted. Seconded by Councillor Wooldridge. Unanimously agreed.	Clerk to advise TDC
24.	Apologies. Councillors Mrs P Geen and M Thomas, County Councillor B Parsons, District Councillor P Pennington, the Police, Mr D Pomeroy.	
25.	Declarations of Interest. 25.1 Councillor N Moulder had requested a Dispensation in connection with items relating to Common Moor, which had been granted by the Clerk. 25.2 In connection with Minute No 23, a Dispensation in connection with items relating to Common Moor had been requested by Councillor M Cornish and was granted by the Clerk.	
26.	Approval of the Minutes of the Annual Parish Council Meeting held on 22 May 2019. Approved and signed as a correct record.	
27.	Reports: 27.1 Police. The Newsletter for the period 1/5/19 – 30/6/19 had been received and circulated. For East and West Putford, it was noted that a vehicle had been stolen from private land. 27.2 County Councillor B Parsons. No confirmation had been received that Mr M Barrow of DCC could attend a Parish Council meeting to give a report on the current situation regarding broadband. County Councillor Parsons' Update to the end of June 2019 had been received and circulated. Councillor Parsons had followed up with Highways representations regarding road safety defects and potholes. A reply from the Routine and Reactive Auditor for Devon Highways had been received and forwarded to Councillors. Councillor Parsons had received a response from the Neighbourhood Highway Officer in relation to:	Clerk to follow up with BP

- Churston Cross to Sessacott Hill (well used minor road connecting Putford with main route to Bideford – several bad sections)
- Silworthy Cross to Wheelers Cross (middle section around Little Silworthy is worse area)
- T-junction signposted Saxworthy (near Putford Barton Farm) approximately 200 yards of Saxworthy Lane up to the first sharp right hand bend.

The Neighbourhood Highway Officer had visited the two top roads and found a couple of potholes on each which have been reported. He saw they were both rough and it will be passed to the Asset Department for consideration.

The third road visited was found to have no potholes on the road but it is very rough. It has been passed to the Asset Department following the recent visit and has had a drainage scheme done at the junction which may help the situation reducing water running down the road.

In response, Councillors commented that there was no road left to have potholes in at Saxworthy Lane, such was the poor condition of the surface.

As regards the drainage scheme, this was a waste of time as the detritus had been removed by the drain cover, only to be placed nearby. When it rains, it will wash into the drain and the same problems will present themselves.

Councillors will continue to report potholes via the DCC website.

27.3 District Councillors:

R Hicks. Not present.

P Pennington. When sending his apologies, the following Report was received:

In June 2018 Torridge District Council embarked on a major change to its waste and recycling collections with the introduction of fortnightly black bag collections. At the same time the Council extended and improved kerbside recycling collections, including food waste from all households, and the extension of an optional green garden waste collection service made available to all properties for the first time. A year on and the figures speak for themselves with recycling rates in the district soaring to 51% from the 41% achieved previously. The Council's figures show that around 3,600 tonnes of black bag waste has been diverted from landfill which equates to around 360 lorry loads that are now being recycled and the same reduction in lorry movements that those trips would normally entail. Residents have also helped in being prepared to sort their recycling prior to collection, which has allowed the Council to operate more efficiently on rounds and to keep the cost of collection down from the 2.5 million household collections and 8 million receptacles emptied each year. People's efforts have also contributed to the high quality of materials collected with low levels of contamination. Demand for this type of "cleaner" waste is high and as a result the Council have been able to work exclusively with UK companies meaning the material has less far to travel before it is reused and reprocessed. Aluminium to new cans, cardboard to cartons, plastic pots trays and bottles to garden furniture, wheelie bins, food packaging and plastic milk bottles are just a few examples of how this waste has been reused. Councillor Chris Leather - Lead Member for Waste said: "Many people will forget that back in 2018 we were one of the last Councils to move to a fortnightly black bag collection in the Country. At the time, and maybe even now, this was opposed by some in our community. However while the costs of maintaining a weekly collection was a factor in our decision making our main goal, to encourage more recycling and less waste ending up in land-fill, was absolutely the right thing to do for the environment and for future generations. In real terms the jump in recycling represents an amazing 25% improvement from where we were just a year ago with an emphatic reverse in the decline we were previously seeing year on year. This would not have been possible without people embracing the new service and it is perhaps no coincidence that this is now also being championed by our younger generations concerned about plastic pollution and climate change.

We can still do more, and our focus will now be on areas of the district where participation has been harder to improve. We will also look to find ways to introduce further materials that we can collect. But in the meantime I would like to thank all of our residents who have participated in this success and try to encourage others to take up the challenge and reduce our landfill figures even further from the 2 million bags we still bury in the ground each year." Food Waste and Garden Waste is processed locally as below. Much of the remainder is sorted locally e.g. Exeter and then recycled as follows:

Food Waste: Holsworthy and is turned into fertiliser and fuel gas.

Clerk to follow up with BP

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	<p>Garden Waste: Open windrow compost site where it is turned into high quality compost. Paper: Norfolk where it is recycled into both regional and national newspapers. Cardboard: Kent recycled into carton manufacturing. Aluminium: Cheshire - melted down into aluminium ingots which are used to manufacture new cans. Steel Cans: Wales where they are recycled into new steel products. Plastic pots: Leeds where it is used to manufacture large plastic items such as: garden furniture, plastic pallets and wheelie bins. 'Tough and squeezey' Plastic - Essex - recycled and reused to make plastic milk bottles. Plastic drink bottles: Lincolnshire - where it is recycled into plastic pellets used to produce food grade packaging. ===== Other News 1) Climate change issues becoming dominant. Devon CC voted to be carbon neutral (CN) by 2050. Torridge voted to CN by 2030. Torridge has a good record with many natural advantages to achieve these aims 2) Electric vehicular charging points coming on line in various public points across the district 3) Smarter Parking meters now installed. Savings in the region £100k</p> <p>27.4 Meetings attended by Councillors / Clerk. None.</p>	
<p>28.</p>	<p>Common Moor. 28.1 Kivells update. The following details had been circulated to Councillors and was read by the Clerk at the meeting. Since the last Parish Council meeting:</p> <ul style="list-style-type: none"> • Tom Parsons of DWT has been contacted and asked to produce an up-to-date Common Moor Management plan ready to submit to Natural England before October 2019 • Sue Squire has been contacted regarding the tender for a swaling contractor to check Parish Council regulations that need to be adhered to. <p>Work to be done:</p> <ul style="list-style-type: none"> • Natural England are due to release the first management payment in July. They will need to be chased/payment will need to be fast tracked if it doesn't arrive on time. • 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 early August with a view to get tenders in before 18 September 2019. A four year tender would be preferable but needs to be discussed. <p>Proposed by Councillor Moulder that Land Agent Lisabeth Miller of Kivells obtain tenders for the swaling to cover four years, to take the arrangements up to the 5 year break clause in the Agreement. Seconded by Councillor Smith. Unanimously agreed.</p> <p>28.2 Roles and Responsibilities/Ways of working. Councillor Thomas had prepared the above document which had been circulated to Councillors. (Attached to these Minutes).</p> <p>Proposed by Councillor Mrs Williams to accept and approve. Seconded by Councillor Moulder. Unanimously agreed.</p> <p>28.3 Natural England Press Release. The document giving details about rare butterflies and orchids on abandoned wildlife site boosted by Natural England funding had been circulated to Councillors who noted and welcomed this significant information.</p> <p>28.4 Litter Bin at lay-by adjacent to Common Moor. Mrs Squire had checked the situation with District Councillor Pennington who still had to make a visit to look at the lay-by where the bin is to be sited.</p>	<p>Clerk to advise Kivells</p> <p>Sept Agenda</p>

	<p>A TDC officer had been copied into the email for his consideration in placing a bin at the location.</p> <p>28.5 The Clerk has a diary note to include obtaining a firm price for future work by Kivells No invoice had been received this item to be included on the September Agenda.</p>	Sept Agenda
29.	<p>Broadband. Due to Councillor Thomas not being present, and no communication from Mr M Barrow, this item was deferred to the September meeting.</p>	Sept Agenda
30.	<p>Matters Arising.</p> <p>30.1 Welcome Pack for new residents. (Cllr Moulder) The Clerk advised that TDC had confirmed that they are happy for her to release the addresses to Parish Councillors when the monthly Electoral Roll Register update is received, as long as they only use the information for Council business.</p> <p>Councillor Moulder discussed with Councillors what should be included in the Welcome Pack. It was felt that services in Bradworthy, Parkham and Woosery should be included and people/traders to be asked to give all the opportunity of being included.</p> <p>30.2 Dead Sheep in the river at Venn Bridge. Various enquiries had been made with Agencies with one passing it to another with no real answer being received.</p> <p>County Councillor Parsons had advised as follows: 'I have been in communication with the Assistant Director/Consultant in Public Health at DCC) and also the Senior Officer of Public Health at DCC in relation to the issue of the dead sheep. The Senior Officer thought any environmental impacts would need to be advised on by the Environmental Health team at Torridge, but the removal of the sheep's ears sounds as though it might be a criminal matter and asked if the Police had been informed.</p> <p>The Assistant Director/Consultant in Public Health at DCC indicated that Environmental Health will know the powers regarding removal of the carcass and that individuals involved will have removed ears for the identification tags which is not right but difficult to trace the source. It is understood that this is a Trading Standards matter as it deals with animal movements. The officer planned to speak to other DCC officers to make contact with Environment Health in order to best try to find out how to progress the matter and to date, nothing more had been heard to date.</p> <p>In District Councillor Pennington's Report, he advised that he had contacted the NFU who viewed this as a crime. District Council and Trading Standards appear to have the view that it is an Environment Agency issue and hence the problem remains with the land owner. Therefore at present, should any incident happen like this again, the issue is stuck in a difficult place and leaves the matter unresolved.</p> <p>Councillor Mrs Williams advised she had tried to contact the Police by telephone, which was not answered. She emailed and received a slow reply advising there was nothing to report as the issue had been raised with the relevant authorities.</p> <p>Councillor Mrs Williams pointed out that should this have been, for example, a foot and mouth case, the whole area would have been contaminated resulting in a major health scare. She had posted two notices about the issue, and this case was the second such incident in 5 months.</p> <p>30.3 Roads requiring attention. It was noted that these had been identified and the details sent to County Councillor Parsons whose reply was advised under his Report given earlier in the meeting.</p> <p>30.2 Communication with parishioners. Councillor Carter had prepared a draft which included the following:</p> <ul style="list-style-type: none"> • TDC letter 'Connecting Actively to Nature' • List of Councillors • Update on the Parish Council election • County Councillor Parsons' article on roads • District Councillor Pennington's Report from the last meeting 	NM
		SC / Clerk

31.	<p>Planning and Planning Correspondence. There were no Planning Applications to consider.</p> <p>31.1 The following TDC Decision Notice was noted: APPROVAL for Application 1/0307/2019/FUH – single storey extension to the front elevation at Langs, Colscott.</p>																					
32.	<p>Finance.</p> <p>32.1 Balances. Lloyds Bank Treasurers Account as at 13 June 2019: £5,099.78</p> <p>Budgetary figures to the end of June 2019 were tabled.</p> <p>32.2 The following payments were approved and authorised:</p> <table border="0" data-bbox="215 548 1300 817"> <tr> <td>Mrs S Squire</td> <td>Redacted under the Data Protection Act. Councillors were shown the details</td> <td></td> <td></td> </tr> <tr> <td>HMRC</td> <td>PAYE</td> <td>£43.00</td> <td></td> </tr> <tr> <td>Mrs J Snooks</td> <td>Fee for 2019 internal audit</td> <td>£50.00</td> <td></td> </tr> <tr> <td>Devon Association of Local Councils.</td> <td>2 copies of the Good Councillors Guide</td> <td>£7.60</td> <td></td> </tr> <tr> <td>Kivells</td> <td>1st payment in respect of services</td> <td></td> <td>No invoice received</td> </tr> </table> <p>32.3 2019 Audit. This has been completed and the Certificate of Exemption sent to external auditors P K F Littlejohn who have acknowledged the exempt status. The internal auditor had found the accounts to be in order and highlighted just two items:</p> <ul style="list-style-type: none"> • Public Liability insurance for Common Moor is £2 million. It was felt this should be increased. Councillors were receptive to this and the Clerk to obtain quotations for £5 million and £10 million Public Liability cover • There is different treatment of out of date cheques to be used in future by deducting from expenditure. In the previous accounting year, the external auditor required these to be written back into income, but this year require them to be deducted from expenditure, although they did not inform Parishes of this change. <p>32.4 Bank Mandate. Councillors who wished to be cheque signatories completed forms for the Clerk to progress this online.</p>	Mrs S Squire	Redacted under the Data Protection Act. Councillors were shown the details			HMRC	PAYE	£43.00		Mrs J Snooks	Fee for 2019 internal audit	£50.00		Devon Association of Local Councils.	2 copies of the Good Councillors Guide	£7.60		Kivells	1 st payment in respect of services		No invoice received	<p>Clerk</p> <p>Ch.No.369</p> <p>Ch.No.370</p> <p>Ch.No.371</p> <p>Ch.No.372</p> <hr/> <p>Clerk</p>
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	<p>Correspondence / Notices & Publications Received – were placed on the table to see and read.</p> <p>32.1 Devon and Somerset Fire and Rescue Service. Letter regarding the proposed closure of some fire stations. The details had been circulated to Councillors. There is a 3 month consultation running from 1 July. Councillor Carter to include the details in the Parish Council Newsletter.</p> <p>32.2 Northern Devon NHS Trust. Letter regarding hospital services in northern Devon. The details had been circulated to Councillors.</p> <p>32.3 Wessex Resolutions. 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. <i>Noted.</i></p> <p>32.4 TDC. 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 who would attend if possible. The following items to be sent for inclusion on the Agenda:</p> <ul style="list-style-type: none"> • Fly tipping • Waste and recycling • Dead livestock in watercourses 	<p>SC</p> <p>Clerk</p>																				

	<p>32.5 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.</p> <p><u>Received on the day of the meeting</u></p> <p>32.6 DCC - Details of bids for projects. Previous bids have been for staff training, equipment, fingerpost (repair / replacement), grass cutting. The link is: https://www.devon.gov.uk/communities/highway-maintenance-community-enhancement-fund</p> <p>The following signage was identified:</p> <ul style="list-style-type: none"> • Signpost by Common Moor layby. • Signpost at East Putford Hill, broken by hedge cutter <p>32.7 Devon Air Ambulance Night Landing Site. The Clerk to ask the representative to contact Councillor Moulder, who had previously expressed an interest which had not been followed up.</p>	<p>Clerk</p> <p>Clerk</p>
<p>33.</p>	<p>Matters raised by Councillors /Clerk.</p> <p>33.1 Mrs S Squire, Parish Clerk. It was noted that she would be on annual leave from 8 – 18 August 2019 inclusive.</p> <p>33.2 Councillor Thomas had requested that it was highlighted that the Parish Council has a laptop for use by residents. This information would be included in the Newsletter and the Welcome Pack.</p>	<p>SC / NM</p>
<p>34.</p>	<p>Date of next Meeting: Wednesday, 18 September 2019 in Bradworthy Primary Academy at 7.30pm.</p> <p>The meeting ended at 9.01pm.</p> <p>Apologies for the meeting were received in advance from Councillors Moulder and Mrs Williams.</p>	
<p>Summary of Decisions:</p> <ul style="list-style-type: none"> ➤ Co-option of Councillor M Cornish ➤ Minutes of the Annual Parish Council Meeting held on 22 May 2019 ➤ Mrs L Miller, Land Agent at Kivells to proceed to obtain tenders for swaling on Common Moor for the next 4 years ➤ Approval of Roles and Responsibilities / Ways of Working document prepared by Councillor Thomas ➤ Payments 		
<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>	