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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.com  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, 20 November 2019 in Bradworthy Primary Academy at 7.30pm.**  The Agenda is detailed below.  Sue Squire, Parish Clerk. 15 November 2019 | | |
| **No.** | **Item** | Mins. |
| 1. | **Talk by Mr Mark Seamer of the British Ornithology Society** | 15 |
| 2. | **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 |
| 3. | **Co-option of Parish Councillors to fill the 1 vacant seat on the Parish Council.**  At the time of preparing the Agenda, no letters of application had been received. | 2 |
| 4. | **Apologies.** | 1 |
| 5. | **Declarations of Interest.**  **Councillors Cornish, Mrs Drake, Moulder and Pomeroy have a Dispensation for items relating to Common Moor.** | 1 |
| 6. | **Approval of the Minutes of the Parish Council Meeting held on 18 September 2019.** | 2 |
| 7. | **Reports:**  **7.1 Police.** The Newsletter for September/October has been received and circulated.  **7.2 County Councillor B Parsons.**  **7.3 District Councillors P Pennington / R Hicks.**  Litter Bin. The Clerk has advised Cllr Pennington that Cllrs Smith and Pomeroy were willing to meet him on site.    **7.4 Meetings attended by Councillors / Clerk.**  **7.5 Councillor Carter – Communication with parishioners** | 15 |
| 8. | **Common Moor.** MT to lead.   * **Kivells Update** (5 minutes) * **Communications with Commoners and Update for Commoners** (5 minutes) * **General discussion** (5 minutes)   **Public Liability Insurance Limit of Indemnity.** To note that the Clerk has arranged for the insurance to be extended to £5 million. The effective date is 28/10/19 and the additional premium is £24.36. | 20 |
| 9. | **Broadband. (MT)** | 5 |
| 10. | **Matters Arising**.  **10.1 Highway Matters.** Councillors to advise following the monitoring of various roads in the Parish.  Councillor Mrs Drake and the Parish Clerk have been in contact with County Councillor Parsons regarding some potholes that have been repaired but not others close by.  Councillor Parsons has replied that he is doing all he can to change such ways of working.  **10.2 Parish Church.** Councillor Carter to advise on his conversation with the Vicar as to whether Parish Council input is required relating to the possibility of the building becoming a Festival Church.  **10.3 Devon and Somerset Fire and Rescue Service Consultation.** To note that the Clerk submitted this Parish’s response and an acknowledgement has been received.  **10.4 Repair of Signposts.** The current position will be advised.  **10.5 Community Emergency Planning.** The Clerk has prepared a template document for West and East  Putford for consideration / adjustment.  **10.6 TDC Area Advisory Group.** This will be held on Monday, 2 December 2019 at 7pm. Venue to be advised.  **10.7 Repair of signposts.** The Clerk is continuing to identify a company who can provide a quotation so that a bid can be made to the Highway Maintenance Community Enhancement Fund.  **10.8 Devon Air Ambulance Night Landing Site.** Councillor Moulder to advise on the up to date situation. | 15 |
| 11. | **Planning and Planning Correspondence.** At the time of preparing the Agenda, there were no Planning Applications or planning correspondence to consider. | 1 |
| 12. | **Finance.**  **12.1 Balances.** To be tabled at the Meeting.  Budgetary figures to the end of October 2019 will be tabled.  **12.2 To consider a request for a donation from Torridge, North, Mid & West Devon Citizens Advice.**  A copy of the latest set of accounts has been provided.  **12.3 To authorise the following payments:**  **Mrs S Squire**  Redacted under the Data Protection Act. Councillors will be shown the details  **HMRC** PAYE **£43.00**  **DALC** Being a Good Councillor course for 3 Councillors **£108.00**  **PSP Insurance Solutions** Increase in Public Liability Limit of Indemnity to £5 million Addl premium **£24.36**  **Mr M Seamer** Travelling expenses **£TBA**  **12.4 To set the 2020/21 Budget and Precept.**  **12.5 NS&I Account.**  **12.6 2019 Audit.** To note that this has been satisfactorily completed with no issues raised. | 20 |
| 13. | **Correspondence / Notices & Publications Received – will be placed on the table to see and read.**  **13.1 DCC.** Two emails regarding Devon Climate Emergency which has been circulated to Councillors.  **13.2 Environment Agency.** Email – Water Challenges and Choices consultation is now live, which has been circulated to Councillors. | 10 |
| 14. | **Matters raised by Councillors / Clerk.**  **14.1 Dates of 2020 Meetings.** The Clerk will suggest: All on Wednesdays:  15 January; 18 March; 20 May (Annual Meetings); July 15; September 16; November 18.  No other items have been raised by Councillors. | 5 |
| 15. | **Training.**  Councillors Carter, Smith and Mrs Williams attended a ‘Being a Good Councillor Short Course’ on 15 October. | 2 |
| 16. | **Date of next Meeting:**  Wednesday, 15 January 2020 in Bradworthy Primary Academy at 7.30pm subject to 14.1 above. | 117 Mins |