**Minutes of West and East Putford Parish Council Meeting held on Wednesday, 18 September 2019 in Bradworthy Primary Academy at 7.30pm.**

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| **Chaired by: Councillor Mrs P Geen**  | **Clerked by: Sue Squire** |
| **Present: Councillors****S Carter****M Cornish****Mrs L Drake****Mrs P Geen****J Headdon from Minute No. 36****D Pomeroy from Minute No. 36****D Smith****M Thomas** | **Agenda: -**Items raised by members of the publicCo-option of Parish Councillors to fill the 3 vacant  seats on the Parish CouncilApologiesDeclarations of InterestApproval of the Minutes of the Parish Council Meeting held on 17 July 2019 ReportsCommon MoorBroadbandMatters ArisingPlanning & Planning CorrespondenceFinanceCorrespondence/Notices & Publications ReceivedMatters raised by Councillors/ClerkTrainingDate of next meeting |
|   |  |  **Action:** |
| **35.** | **Items raised by members of the public.** None present. |  |
| **36.** | **Co-option of Parish Councillors to fill the 3 vacant seats on the Parish Council.**A letter requesting co-option had been received and since the publication of the Agenda, a further letter expressing an interest to be co-opted had been received.**Proposed by Councillor Mrs Drake to co-opt Mr D Pomeroy. Seconded by Councillor Thomas. Unanimously agreed.****Proposed by Councillor Smith to co-opt Mr J Headdon. Seconded by Councillor Mrs Drake. Unanimously agreed.** Newly co-opted Councillors Pomeroy and Headdon joined other Councillors around the table and completed the necessary co-option paperwork and was handed a folder of Parish Council compliance by the Clerk.  | Clerk to advise TDC and return forms. Details of Cllrs to be updated and included on P C website |
| **37.** | **Apologies.** Councillors N Moulder, Mrs N Williams, J Wooldridge, County Councillor B Parsons, District Councillor P Pennington, PCSOs M James and A Brown. |  |
| **38.** | **Declarations of Interest.** **Councillor Thomas declared a Prejudicial Interest in Minute No. 45.2, Finance. Reimbursement to him in connection with website expenses.****Councillor Carter declared a Prejudicial Interest in Minute No. 45.2, Finance. Reimbursement to him in connection with newsletter expenses.****Councillor Pomeroy requested a Dispensation in connection with items relating to Common Moor, which was granted by the Clerk.**  |  |
| **39.** | **Approval of the Minutes of the Parish Council Meeting held on 17 July 2019.****Approved and signed as a correct record.** |  |
| **40.** | **Reports:** **40.1 Police.** The Newsletter for July/August has been received which note 3 incidents in Bradworthy, an unusual occurrence.**40.2 County Councillor B Parsons.** The Clerk had asked Councillor Parsons to follow up efforts to contact Matt Barrow of DCC regarding a report on the current broadband situation and as a result, Mr Barrow had been in touch to advise that he hoped to give details shortly.The Clerk had followed up the poor condition of the road surface at Saxworthy and a reply had been received from Highways advising ‘we are aware this road is in poor condition, however we do not have the money to do anything beyond repair potholes. Last time the Highways Officer visited no potholes met the criteria. If it is believed that potholes do meet the criteria, it will be quickest to report them online’.The Clerk had followed up the drainage scheme and the following reply received:I am unsure what drainage scheme is being referred to. The only scheme I (the Highways Officer) has done is at the bottom of the Saxworthy road. Here we cleared the ditch using the material to build up the verge as the ditches outlet into the field was buried. We then jetted the culverts and gullies leading to the ditch to hopefully take water from the road into the ditch as intended. Hopefully this will solve the problem of the pooling water on the highway. The contractors should have compacted the material down enough to prevent it from being washed back into the ditch.The Highway Officer is keeping an eye on the situation during upcoming wet periods.To be monitored.County Councillor’s Update dated September 2019 has been received and circulated. This focused on the following:* Blue Badge Scheme
* Ash Dieback – SC will report back.
* Highways
* Funding for Village Halls

**40.3 District Councillors P Pennington.** When sending his apologies, the following report was given. It’s been a quiet summer. The August full Council was cancelled due to lack of business. The Council met again 2 days ago, a light Agenda which only took 55 minutes.Contracts have been exchanged on the Brunswick Wharf site subject to planning permission (eastern end of the old bridge in Bideford).Climate change is driving much of the Agenda. TDC have adopted a carbon neutral position by 2030.Litter bin is covered under Minute No. 41.**40.4 Meetings attended by Councillors / Clerk.**  None.**40.5 Councillor Carter – Communication with parishioners.** A newsletter had recently been published and delivered. A communication from the Church was also included inviting feedback regarding the possibility that it will become a Festival Church. Councillor Carter will ask the Vicar if input from the Parish Council is required.  | CllrsSC |
| **41.** | **Common Moor.** * **Opening swaling Tender(s)**

One Tender had been received, from Devon Wildlife Trust (DWT) which was opened at this point in the meeting.Budget is £5,000 for swailing for next 4 years (2020 – 2023) The annual cost for fire breaks is £720 per annum. For the four years this amounts to  £2,880.  The annual cost for controlled burning swailing is £4,240 per annum. For the four years this amounts to £16,960. These figures comes within budget. DWT will honour the prices for the remainder of the agreement to 2023.**Councillor Thomas proposed acceptance of the Tender. Seconded by Councillor Carter. Unanimously agreed.** * **Kivell’s Report.** Put in details. Costs £3,500.
* **Change to RPA payments and agreement on how to proceed.** Changes have been made by the Rural Payments Agency as to how the payments are made, which are not when we expected to get them.

75% had been expected in the last quarter of this year and the remaining 25% in the first quarter of next year. The RFA have said that the payment will be made sometime in 2020 and this will affect the cashflow, notably the fact that the Parish Council was going to pay Kivells invoice, the Management Plan (£1,100) and the first half of the swailing costs. This will inevitably make things difficult for the Parish Council to pay invoices which were expected to be received but will not have the RPA money in place. MT said about 3 key options. Councillor Thomas pointed out that Councillors need to bear in mind of the certainty that it is going to be paid. He had sought advice from natural England and Kivells and from their experience, both had said the changes of the money not being received were miniscule.Lisabeth Miller, as Land Agent at Kivells had completed the forms and submitted them on time and the general view of Natural England and Kivells that it is a very low risk for the Parish Council. **Q: What about other costs – Kivells and the Management plan? Is there a limit of when the Parish Council pull out?** **A: Experience is that the RPA have always paid and it is not thought the Kivells would charge interest.** **It was confirmed that Natural England, Kivells and DWT were all aware of the reason for the delay in payment.** The maximum debt is £7,000 and the RPA payment was expected to be £15,000. **Councillor Pomeroy proposed option 3 to defer. Seconded by Councillor Thomas. Unanimously agreed.** Councillor Thomas will speak to Kivells for confirmation that they are prepared to defer the payment to them in settlement of their invoice, in writing.He will also ask Kivells to ascertain from DWT if they are prepared to wait until the Parish Council receives the RPA payment. This also applies to the Management Plan. The Clerk to express the Parish Council’s thanks acknowledging Kivells help. Councillor Thomas advised he had received an email from Mr Mark Seameur of the British Trust for Ornithology advising that the organization was pleased to report that marsh harriers and hen harriers had been seen over Common Moor, which was rare and they were very pleased about this.He had offered to give more information and this was welcomed by the Parish Council. * **Litter Bin.** District Councillor Pennington was unsure of the exact location this was required. He had walked the site 300 metres east of Vole House Farm to the river. TDC inform that as it is a lay by, DCC would need to be consulted. Councillor Pennington’s concern is there are many places where the public should be responsible for their own litter. He saw no evidence of a litter problem, however there was a dog waste bag hanging off the fence inside the gate. If the Parish Council wish to have the bin, he would support the decision.

The meeting noted that the location for the proposed bin was Common Moor Cross and Councillors Smith and Pomeroy were willing to meet him on site.When in contact with Councillor Pennington, the Clerk to advise that members of the parish regular clear the area and other areas * **Public Liability.** The Clerk advised that PSP Group had quoted as follows:

To increase the limit to £10 million the additional premium would be £265.07 (as at 12/8/19, so there would be a slight reduction in the actual figure with 5 weeks less cover provided up to the renewal date).To increase the indemnity to £5 million would be £41.89 (as at 26/7/19, so this would also be slightly reduced).**Councillor Carter proposed that the cover was increased to £5 million, seconded by Councillor Thomas and unanimously agreed, subject to referring back to the internal auditor’s comments if a higher figure was suggested.**  Councillor Carter suggested a tour of Common Moor to show the public what has been  achieved so far.  | MT / ClerkMTMTClerkMTNext MeetingClerk / DS / DPClerk |
| **42.1** | **Broadband. (MT)** Councillor Thomas advised that Airband and 4G had good signals but Openreach was poor.  |  |
| **43.2** | **Matters Arising**.**43.1 Devon and Somerset Fire and Rescue Service Consultation.** Councillors considered submitting a response from this Council regarding the proposals and the following to be sent:**We are against their proposals in total due to the fact it will increase the risk and response times.** **43.2 TDC Area Advisory Group.** It was noted that the Clerk had sent the items listed for inclusion on the Agenda.After making further enquiries, she had ascertained that the September meeting was postponed due to a possible general election and a date in November is now being considered.**43.3 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.**43.4 Devon Air Ambulance Night Landing Site.** Councillor Moulder had advised the Clerk that a site meeting has been held between the Air Ambulance Representative and himself with a follow up meeting to confirm the arrangements that a site on his farm has been identified on 19 September.**43.5 Parish Council Laptop.** It was noted that arrangements have been made for parishioners to be aware of this on the Facebook site.  | ClerkClerk |
| **44.3** | **Planning and Planning Correspondence.** There were no Planning Applications to consider.**44.1 The following TDC Decision Notice was noted:****APPROVAL** for Application 1/0223/2019/FUL – Erection of an agricultural workers dwelling at Ley Farm, Putford. |  |
| **45.4** | **Finance.****45.1 Balances.** **Lloyds Bank Treasurers Account as at 14 August 2019: £4,492.34**Budgetary figures to the end of August 2019 were tabled. **45.2 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****Cllr M Thomas** Reimbursement for website expenses over the last financial year **£72.00****Cllr Thomas declared a Prejudicial Interest, left the room and took no part in the decision or voting for this item.** **Cllr S Carter** Reimbursement for postage and paper in connection with the latest Newsletter **£9.83****Cllr Carter declared a Prejudicial Interest, left the room and took no part in the decision or voting for this item.****45.3 NS&I Account.** Councillors considered completing a form to withdraw some funds in the account.The current balance was £2,106.77. When previous enquiries had been made about withdrawing funds, NS&I had advised it could be withdrawn by completing a form. It is a Parish Hall fund and no legal responsibilities were known.The Clerk to make more enquiries about withdrawing money before any decision is made.  | ClerkCh.No. 373Ch.No. 374Ch.No. 375Ch.No. 376Clerk |
| **46.5** | **Correspondence / Notices & Publications Received – were placed on the table to see and read.****46.1 Climate Emergency Network.** Two documents received which had been forwarded to Councillors. *Noted.***46.2 Community Emergency Planning.** Email from Devon Communities Together which had been forwarded to Councillors. To be an item on the November Agenda and in the meantime, Councillors to be forwarded with a template document prepared by the Clerk tailored for West and East Putford.  | November Agenda / Clerk |
| **47.6** | **Matters raised by Councillors /Clerk.** **47.1 Hospital Services in northern Devon – engagement update.** Councillor Mrs Geen had requested this item with a view to the Parish Council responding. Details of the Survey had been circulated to Councillors to study so that a balanced responses could be agreed and submitted based on individual completion. Councillor Carter to include it on Facebook to gain maximum publicity.  |  |
| **48.7** | **Training.**Councillors Carter, Smith and Mrs Williams had been booked to attend a ‘Being a Good Councillor Short Course’ on 15 October. |  |
| **49.** | **Date of next Meeting:** Wednesday, 20 November 2019 in Bradworthy Primary Academy at 7.30pm.The meeting ended at 9.29pm. |  |
| **Summary of Decisions:** * **Co-option of Councillors Pomeroy and Headdon**
* **Minutes of 17 July 2019**
* **DWT awarded the Common Moor contract for swailing and fire breaks over the next 4 years**
* **Option 3 chosen by Councillors in connection with Common Moor**
* **Public Liability increased to £5 million under the Policy covering Common Moor**
* **Payments**
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| **These Minutes are agreed by those present as being a true record.** |
| Signed:Chair of West & East Putford Parish Council: | Date: |