**Minutes of West & East Putford Parish Council Meeting held on Wednesday, 20 November 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**  **N Moulder**  **D Pomeroy**  **D Smith**  **M Thomas**  **Mrs N Williams**  **No Members of the public**  **Mr M Seamer (British Ornithology Society)** | | | **Agenda: -**  Talk by Mr M Seamer (British Ornithology Society)  Items raised by members of the public  Co-option of Parish Councillors to fill the 1 vacant  seat on the Parish Council  Apologies  Declarations of Interest  Approval of the Minutes of the Parish Council Meeting  held on 18 September 2019  Reports  Common Moor  Broadband  Matters Arising  Planning & Planning Correspondence  Finance  Correspondence/Notices & Publications Received  Matters raised by Councillors/Clerk  Training  Date of next meeting | |
|  |  | | | **Action:** |
| **50.** | **Talk by Mr Mark Seamer, Volunteer for the British Ornithology Society.**  A general overview of Common Moor was given in relation to the habitat for various animals and birds. It had been noticed that since work had been done on the Moor and the conditions were showing signs of improvement, this had encouraged various species to use it.  A question and answer session followed:  **Q: Is there anything that should not be done on Common Moor?**  **A: It is appreciated that burning is a large part of the Culm Grassland Management but care should be taken when to burn and the area. Scrub offers space for animals.** | | | MT to provide details of the swailing timetable |
| **51.** | **Items raised by members of the public.** None present. | | |  |
| **52.** | **Co-option of Parish Councillors to fill the 1 vacant seat on the Parish Council.**  No letters of application had been received. | | |  |
| **53.** | **Apologies.** Councillor J Wooldridge, County Councillor B Parsons, District Councillor P Pennington.  Since the last meeting, former Councillor and Vice Chairman Allen Bewes had passed away. His contribution to the Council was remembered with gratitude.  Councillors stood for a minute’s silence to the memory of Councillor Bewes. | | |  |
| **54.** | **Declarations of Interest.**  **Councillors Cornish, Mrs Drake, Moulder and Pomeroy have a Dispensation for items relating**  **to Common Moor.**  **Councillor Cornish declared a Personal Interest in Minute No. 63.2.** | | |  |
| **55.** | **Approval of the Minutes of the Parish Council Meeting held on 18 September 2019.**  **Approved and signed as a correct record after some amendments to the Common Moor Section were made which would take the form of being inserted into the final set of Minutes and reprinted to sign at the January meeting.** | | |  |
| **56.** | **Reports:**  **56.1 Police.** The Newsletter for September/October has been received and circulated.  **56.2 County Councillor B Parsons.** Update Newsletter received and circulated.  Councillors spoke about potholes in various locations and the fact that after reporting no follow up had been received.  Councillor Mrs Drake advised of her conversation with Highway workers which left her feeling very frustrated and angry, not with the workers but the system of authorizing the repair of larger potholes but smaller potholes had to be left which also leaves the Team feeling demotivated.  Councillor Carter advised he had reported a pothole a year ago and had received no response.  It was generally felt that the planning and mis-management of time was poor and the potholes were not being repaired quickly enough despite going through the system.  **56.3 District Councillors P Pennington / R Hicks.**  Litter Bin. The Clerk had advised Cllr Pennington that Cllrs Smith and Pomeroy were willing to meet him on site.    **56.4 Meetings attended by Councillors / Clerk.** None.  **56.5 Councillor Carter – Communication with parishioners.** There was nothing to report. | | | Clerk to invite Police to a meeting to talk about some of the trends for anti social behaviour  DS to follow up |
| **57.** | **Common Moor.** MT to lead.   * **Kivells Update.**   Mrs Miller will produce an invoice for her work done to date prior to her leaving the employ of Kivells. It would not be necessary for the invoice to be paid at this stage and a new person will be appointed for the responsibility of the Countryside Stewardship Application.  Since the last Parish Council meeting:   * All the firebreaks have been cut by DWT (03.10.19) with the exception of the long firebreak along the Forestry Commission land as the flail broke down. As this break is a ‘minor’ break and the east block is not due to be swaled next year, this will be cut in the next cutting window. * DWT have been appointed as the swaling and firebreak cutting contractor for the next four years and have agreed to delayed payment due to RPA change of payment dates. * Lisabeth Miller is due to leave Kivells’ employment at the end of November. Tom Rattray (Kivells director and based in Launceston) will be taking on the agent’s role.   Work to be done:   * Tom Rattray will need authorising as agent online via the RPA portal (Sue Squire has the access/log in) * Once annual revenue received later in the year, DWT are to be paid £1,100 for the management plan. Kivells will then need to submit a claim to NE to recoup the £1,100. This must be done before July 2020 when the Implementation plan claim period expires. DWT have agreed to the delay in payment. * DWT will next be at the moor to cut the firebreaks again in January/February 2020. * DWT will need to swale next block before 15th March 2020 * **Communications with Commoners and Update for Commoners.** The approved letter had been sent. * **General discussion.** Councillor Thomas will liase with the contractor before the next swailing and send a reduced version of the plan to show which areas will be swailed over the next 9 years.   **Public Liability Insurance Limit of Indemnity.** It was noted that the Clerk had arranged for the insurance to be extended to £5 million. The effective date is 28/10/19 and the additional premium is £24.36. | | |  |
| **58.** | **Broadband. (MT)** This item is to be removed from the Agenda for the time being. | | |  |
| **60.** | **Matters Arising**.  **60.1 Highway Matters.**  Councillor Mrs Drake and the Parish Clerk had been in contact with County Councillor Parsons regarding some potholes that have been repaired but not others close by.  Councillor Parsons had replied that he is doing all he can to change such ways of working.  **60.2 Parish Church.** Councillor Carter advised 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. It had been confirmed that no Parish Council input was required at this stage.  **60.3 Devon and Somerset Fire and Rescue Service Consultation.** It was noted that the Clerk submitted this Parish’s response and an acknowledgement had been received. Extended consultation.  **60.4 Repair of Signposts.** The Clerk to obtain prices for replacement signposts at the following locations:   * By Putford Bridge * Common Moor Cross   **60.5 Community Emergency Planning.** The Clerk had prepared a template document for West and East Putford for consideration / adjustment.  Councillors Mrs Drake, Headdon and Cornish to meet, discuss and bring recommendations to the next meeting.  **60.6 TDC Area Advisory Group.** This will be held on Monday, 2 December 2019 at 7pm. Venue to be advised. Councillor Carter would attend to represent this Council.  **60.7 Devon Air Ambulance Night Landing Site.** Councillor Moulder advised that a second site meeting had been held and the matter was progressing. | | | Clerk  LD / JH / MC  SC |
| **61.** | **Planning and Planning Correspondence.** There was no Planning Applications or planning correspondence to considered. | | |  |
| **62.** | **Finance.**  **62.1 Balances.** **Lloyds Bank Treasurers Account as at 9 October 2019: £5,576.65**  Budgetary figures to the end of October 2019 were tabled.  **62.2 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.  **Proposed by Councillor Pomeroy not to give a donation. Seconded by Councillor Moulder, Unanimously agreed.**  **62.3 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**  **DALC** Being a Good Councillor course for 3 Councillors **£108.00**  **PSP Insurance Solutions** Increase in Public Liability Limit of Indemnity to £5 million  Additional premium **£24.36**  **Mr M Seamer** Travelling expenses No invoice received  **62.4 To set the 2020/21 Budget and Precept.**  The meeting went into Part II Confidential and the Clerk left the room while her salary was reviewed.  **Proposed by Councillor Moulder that the Precept should remain at £3,000. Seconded by Councillor Mrs Williams. Unanimously agreed.**  **Proposed by Councillor Pomeroy to agree the 2020/21 Budget. Seconded by Councillor Mrs Drake. Unanimously agreed.**  **62.5 NS&I Account.** The Clerk to obtain a list of signatories.  **62.6 2019 Audit.** It was noted that this had been satisfactorily completed with no issues raised. | | | Clerk to advise  Clerk  Ch.No. 377  Ch.No. 378  Ch.No. 379  Ch.No. 380 |
| **63.** | **Correspondence / Notices & Publications Received and placed on the table to see and read.**  **63.1 DCC.** Two emails regarding Devon Climate Emergency which had been circulated to Councillors.  **63.2 Environment Agency.** Email – Water Challenges and Choices consultation is now live, which had been circulated to Councillors. | | |  |
| **64.** | **Matters raised by Councillors / Clerk.**  **64.1 Dates of 2020 Meetings.** The following was agreed: All on Wednesdays:  15 January; 18 March; 20 May (Annual Meetings); July 15; September 16; November 18.  **64.2 Snow Warden – Councillor Pomeroy** will deliver bags of grit salt as and when required.  No other items had been raised by Councillors. | | | Clerk to book School |
| **65.** | **Training.**  Councillors Carter, Smith and Mrs Williams attended a ‘Being a Good Councillor Short Course’ on 15 October. | | |  |
| **66.** | **Date of next Meeting:**  Wednesday, 15 January 2020 in Bradworthy Primary Academy at 7.30pm.  The meeting ended at 9.18pm. | | |  |
| **Summary of Decisions:** | | | | |
| **These Minutes are agreed by those present as being a true record.** | | | | |
| Signed:  Chair of West & East Putford Parish Council: | | Date: | | |