

## WEST AND EAST PUTFORD PARISH COUNCIL

PARISH CLERK: MRS SUE SQUIRE, HAXLEA, 2 THREEWAYS, BRATTON FLEMING,  
BARNSTAPLE, DEVON. EX31 4TG.

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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, 15 January 2020 in Bradworthy Primary Academy at 7.30pm.**

The Agenda is detailed below.

*Sue Squire*, Parish Clerk. 10 January 2020

No.	Item	Mins.
1.	<b>Items raised by members of the public.</b> <i>It should be noted that representations by members of the public are permitted for a maximum of 3 minutes.</i>	3
2.	<b>Co-option of Parish Councillors to fill the 1 vacant seat on the Parish Council.</b> At the time of preparing the Agenda, no letters of application had been received.	2
3.	<b>Apologies.</b>	1
4.	<b>Declarations of Interest.</b> <b>Councillors Cornish, Mrs Drake, Moulder and Pomeroy have a Dispensation for items relating to Common Moor.</b>	1
5.	<b>Approval of the Minutes of the Parish Council Meeting held on 18 September 2019 and 20 November 2019.</b> <b>The Part II Confidential Minutes of 20 November 2019 will be circulated at the meeting.</b>	5
6.	<b>Reports:</b> <b>6.1 Police.</b> The Newsletter for November/December has been received and circulated. <b>6.2 County Councillor B Parsons.</b> <b>6.3 District Councillors P Pennington / R Hicks.</b> Litter Bin. Councillor Smith has liaised with Councillor Pennington about this who is now fully aware of the precise location of where we are requesting the bin and is to speak with his contacts at TDC to progress. <b>6.4 Meetings attended by Councillors / Clerk.</b> <b>Councillor Carter – TDC Area Advisory Group.</b> <b>6.5 Councillor Carter – Communication with parishioners</b>	15
7.	<b>Common Moor.</b> Councillor Thomas to give an update on the current position.	10
8.	<b>Matters Arising.</b> <b>8.1 Highway Matters.</b> Councillor Mrs Drake will speak about a letter received from Highways regarding Saxworthy Lane.  Councillor Smith has contacted DCC regarding the two potholes he reported early in November. He has been advised that repairs have been approved and the details passed to the contractors. <b>8.2 Repair of Signposts.</b> The Clerk will have prices available. To consider proceeding with new signs. <b>8.3 Community Emergency Planning.</b> Councillors Mrs Drake, Headdon and Cornish have studied the document which the Clerk has updated and sent separately to Councillors for approval. <b>8.4 Devon Air Ambulance Night Landing Site.</b> An email has been received from the DAA representative together with a quotation for the lighting and details of the DAA grant available, which has been circulated	15

	separately to Councillors. To consider proceeding with the project.										
9.	<p><b>Planning and Planning Correspondence.</b> Details were sent to Councillors regarding Application 1/1095/2019/FUL – stable block with space for hay/straw &amp; fodder storage at Cresta, West Putford. The deadline date for comments was 29/12/19 but the Application has not yet been determined. To consider a response.</p> <p>At the time of preparing the Agenda there was no Planning Correspondence to consider.</p>	5									
10.	<p><b>Finance.</b> <b>10.1 Balances.</b> To be tabled at the Meeting. Budgetary figures to the end of December 2019 will be tabled.</p> <p><b>10.2 To authorise the following payments:</b> <b>Mrs S Squire</b> Redacted under the Data Protection Act. Councillors will be shown the details</p> <table border="0"> <tr> <td><b>HMRC</b></td> <td><b>PAYE</b></td> <td><b>£43.00</b></td> </tr> <tr> <td><b>Information Commissioners Office</b></td> <td>Fee for renewal of data protection due to expire on 28/1/20</td> <td><b>£40.00</b></td> </tr> <tr> <td><b>Cllr D Smith</b></td> <td>Mileage for attending New Councillors Course at Cheriton Bishop</td> <td><b>£33.30</b></td> </tr> </table> <p><b>10.3 NS&amp;I Account.</b> The Clerk will advise on her conversation with the organization regarding signatories.</p>	<b>HMRC</b>	<b>PAYE</b>	<b>£43.00</b>	<b>Information Commissioners Office</b>	Fee for renewal of data protection due to expire on 28/1/20	<b>£40.00</b>	<b>Cllr D Smith</b>	Mileage for attending New Councillors Course at Cheriton Bishop	<b>£33.30</b>	10
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11.	<p><b>Correspondence / Notices &amp; Publications Received – will be placed on the table to see and read.</b> <b>11.1 Invitation to nominate a past Chairman to attend a Buckingham Palace Garden Party on 27/5/20.</b> To comply with data protection legislation, each individual's consent is required to process their personal data for the purpose of nominating them to attend a Garden Party.</p> <p><b>11.2 Office of the Police and Crime Commissioner.</b> The Communications and Engagement Officer at the OPCC is available to attend Town and Parish Council meetings to deliver short presentations and take questions and answers about the work of the OPCC. A brief update was given by the Officer at the recent Area Advisory Group meeting. To consider inviting him to speak at a Parish Council meeting.</p> <p><b>11.3 TDC.</b> Polling District and Polling Places Review. The closing date for submissions is 16/1/20.</p> <p><b>11.4 Devon Wildlife Trust.</b> Torridge River Restoration Project.</p>	10									
12.	<p><b>Matters raised by Councillors / Clerk.</b> <b>12.1 Risk Assessment for the Clerk working from home.</b> A draft Home Working Policy will be circulated.</p> <p><b>12.2 TDC Community Governance Review.</b> A reply from the Monitoring Officer will be advised.</p> <p><b>12.3 North Devon Record Office – storage of Parish Council documents.</b> The Clerk will give more details.</p> <p>No other items have been raised by Councillors.</p>	15									
13.	<p><b>Date of next Meeting:</b> Wednesday, 25 March 2020 in Bradworthy Primary Academy at 7.30pm.</p>	92 Mins									