**Minutes West and East Putford Parish Council Meeting held on Wednesday, 15 January 2020 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** **Mrs L Drake** **Mrs P Geen** **J Headdon** **N Moulder** **D Smith from Minute No. 68****Mrs N Williams** **J Wooldridge** **No Members of the public**  | **Agenda: -**Items raised by members of the publicCo-option of Parish Councillor to fill the 1vacant seat  on the Parish Council ApologiesDeclarations of InterestApproval of the Parish council Meeting held on 18  September 2019 and 20 November 2019 ReportsCommon MoorMatters ArisingPlanning & Planning CorrespondenceMatters raised by Councillors / ClerkDate of next meeting |
|   |  |  **Action:** |
| 67. | **Items raised by members of the public.** **67.1 Email received regarding packs of Magazines found dumped in a layby near Common Moor.** The parishioner had taken up the matter with the publisher who had replied advising they were contacting the distribution company and asking for the driver to be sacked.More dumped publications had been found on the day of the meeting involving Primary School catalogues.This was noted by the Parish Council. Councillor Moulder advised that he cleans the Common Moor lay by the day before TDC refuse lorries are due so that he can include this with his rubbish. This is the reason why a sign is needed when the new litter bin is provided.  |  |
| 68. | **Co-option of Parish Councillors to fill the 1 vacant seat on the Parish Council.**No letters of application had been received. In view of the comments made by TDC recorded in Minute No. 75.2, this is no longer to be an Agenda item.  |  |
| 69. | **Apologies.** Councillors M Thomas, D Pomeroy, County Councillor B Parsons, District Councillor P Pennington and the Police. |  |
| 70. | **Declarations of Interest.****Councillors Mrs Drake and Moulder (present) have a Dispensation for items relating to Common Moor, as does Councillors Cornish and Pomeroy (not present).****Councillor Mrs Geen declared a Prejudicial Interest in Minute No. 75, Planning as Mr Geen is working for the applicant.****Councillor Smith declared a Prejudicial Interest in Minute No. 76.2, Finance. Reimbursement of mileage.** **Councillor Moulder declared a Personal Interest in Minute No. 74.4, Devon Air Ambulance Night Landing Site, being on his land.** |  |
| 71. | **Approval of the Minutes of the Parish Council Meeting held on 18 September 2019 and 20 November 2019.****Approved and signed as a correct record.****The Part II Confidential Minutes of 20 November 2019 will be approved at the March meeting.**  | Part II ConfidentialMinutes to be signed at the March meeting |
| 72. | **Reports:** **72.1 Police.** The Newsletter for November/December had been received and circulated. The Police hoped to attend the next meeting to talk about anti social behavior.**72.2 County Councillor B Parsons.** Comprehensive email regarding how Highways operate and the items DCC is responsible for. Councillor Parsons, and his colleagues, are continually lobbying DCC about the poor state of Devon’s roads and will continue to put pressure on to address the situation, although budgetary restrictions prohibit all the work that requires attention.**72.3 District Councillor P Pennington** had supplied an email regarding the activities of TDC regarding Holsworthy Agri-Business Centre, Refuse & Recycling, Climate and new Leader elected.Councillor Smith had liaised with Councillor Pennington about the litter bin at Common Moor who was now fully aware of the precise location of where we are requesting the bin and is speaking with his contacts at TDC to progress.**72.4 Meetings attended by Councillors / Clerk.** **Councillor Carter – TDC Area Advisory Group.**This was well attended, mainly by Council officers including the Head of Waste at TDC where representations were made about waste and recycling in Putford and specifically about recycling flying out of the collection lorries and causing a litter problem. Councillor Carter asked why a gang repairs potholes in Putford and then they are directed to similar work in another area of the County, involving a lot of travel.The reply was that Highways are intending to spend money on waterways and bridges and improved efficiency meant that far fewer people were working for DCC.Councillor Carter pointed out that once the potholes had been repaired, no checks were made on the quality of workmanship and Councillor Hart, Leader of DCC, said he would enquire about this from the Team. The potholes Councillor Smith reported in October had now just been repaired.It is Councillor Carter’s intention to hold him to this to ensure that an answer is received.As regards the collection of recycled items, the problem of it being scattered over the countryside was highlighted. TDC are not willing to consider a combing of waste collection and there was talk of bringing in more boxes for other types of recycling or non recyclable goods.The meeting heard that there was a gang who were putting white lines through puddles which was a complete waste of money while the road was under water.Councillor Carter had cause to complain about the Advisory Group Minutes of the meeting which did not include his questions, and a revised set had to be produced. **72.5 Councillor Carter – Communication with parishioners** Councillor Carter had made contact with the Torridge Catchment Project regarding an article they had sent in an email, circulated by the Clerk and this will be included in the next Newsletter.  | SC |
| 73. | **Common Moor.** When sending his apologies, Councillor Thomas advised that he had been in contact with Tom Rattray who is covering the former Land Agent’s work at Kivells. He and Councillor Thomas plan to meet with DWT (and possibly NE) when the swaling work starts in a few weeks. He doesn't seem concerned that the Parish Council has not received payment yet as many Stewardship payments have not been made (not to be confused with The Basic Payment Scheme payments which have).Councillor Mrs Geen had received a call from a parishioner regarding a scrub management event being arranged by Devon Wildlife Trust for the Torridge Headwaters Facilitation Group to be held on Common Moor on Monday 28 January, 9.30 – 11.30am starting in the layby. Parish Councillors may wish to attend. Councillor Carter will check with the Torridge Headwaters Group and has been in dialogue with Devon Wildlife Trust. Further details will be circulated. | SC |
| 74. | **Matters Arising**.**74.1 Highway Matters.** Councillor Mrs Drake spoke about a letter received from Highways regarding Saxworthy Lane (spelt Soxworthy Lane) as a result of her communication in connection with the potholes there, and advised that she had chased Highways again the previous day about this issue.Councillor Smith had contacted DCC regarding the two potholes he reported early in November. He had been advised that repairs had been approved and the details passed to the contractors.The work had been done before Christmas but one was breaking up already. **74.2 Repair of Signposts.** The Clerk had prices of the various types of signage that could be ordered from JAG Signs, as recommended by a former Neighbourhood Highways Manager. The following areas were identified:* Common Moor Lay By
* At the bottom of West Putford Hill going to The Barton
* Roseland Cross
* Worden Cross
* Middlehill

Councillor Wooldridge will ascertain who repaired the sign at Five Lanes Cross. Councillors Moulder and Smith will obtain a map and mark all the areas where signposts / fingers are missing together with photographic evidence.Councillor Carter will mention in the Newsletter that signs are being damaged by hedge trimming machinery and a request that local people organizing hedge trimming request that more care is taken.**74.3 Community Emergency Planning.** Councillors Mrs Drake, Headdon and Cornish had studied the document which the Clerk had updated and sent separately to Councillors for approval. Councillors agreed the contents.To be put on the notice boards, website and referenced in the Newsletter. **74.4 Devon Air Ambulance Night Landing Site.** An email had been received from the Devon Air Ambulance representative together with a quotation for the lighting and details of the DAA grant available, which had been circulated separately to Councillors.The total cost of the project was £5,467.06 + VAT.The Devon Air Ambulance Grant was £2,688.32 and the balance for the Parish Council to find was £2,778.74.County Councillor Parsons had pledged £500 from his Locality Grant and District Councillor Pennington had offered £450 from his Community Grant with a promise of more in the new financial year, should this be available again.The Clerk to approach the following:* DCC – Making the Connection
* East Youlstone Community Fund (may be outside the catchment area)
* The Balsdon Fund
* The Bridge Trust, Bideford

The Clerk to ask County Councillor Parsons if there was space capacity in his funding allocation to increase the amount he had pledged.The Clerk to submit a similar application for £450 from Councillor Hicks’ Community Grant.**Proposed by Councillor Mrs Williams to proceed. Seconded by Councillor Headdon. Unanimously agreed.**  | JWNM / DSSCClerk / LD MT / SCClerk to progress grant fundingClerkClerkClerk to advise DAA |
| 75. | **Planning and Planning Correspondence.** Details had been sent to Councillors regarding **Application 1/1095/2019/FUL – stable block with space for hay/straw & fodder storage at Cresta, West Putford.** The deadline date for comments was 29/12/19 but the Application had not yet been determined. **It was resolved to recommend approval.** **It was resolved that a Planning Sub Committee with Terms of Reference was formed, comprising Councillors Carter, Headdon and Mrs Williams.** There was no Planning Correspondence to consider. | ClerkClerk to prepare to approval at March meeting |
| 76. | **Finance.****76.1 Balances.** **Lloyds Bank Treasurers Account as at 11 December 2019: £5,542.46**Budgetary figures to the end of December 2019 were tabled. **Councillor Smith declared a Prejudicial Interest in the following item, left the room and did not take part in the discussion decision or voting thereon.****76.2 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 D Smith** Mileage for attending New Councillors Course at Cheriton Bishop **£33.30****Information Commissioners Office** Fee for renewal of data protection due to expire on  28/1/20 **£40.00****76.3 NS&I Account.** The Clerk advised that the Account is operated on a postal basis only and no information regarding cheque signatories could be given.She had a letter dated 25/10/16 requesting a number of signatories to be added and although confirmation of this had not been received, it was taken that the instructions had been carried out. **Proposed by Councillor Moulder to complete the withdrawal form brought to the meeting requesting the account is closed. Seconded by Councillor Mrs Williams. Unanimously agreed.**The Clerk to wait until the Statement giving the amount of annual interest accrued as at 1/1/20 is received for the up to date figure to be requested.  | ClerkCh.No.381Ch.No. 382Ch.No. 383Ch.No. 384Clerk |
| 77. | **Correspondence / Notices & Publications Received – were placed on the table to see and read.****77.1 Invitation to nominate a past Chairman to attend a Buckingham Palace Garden Party on 27/5/20.**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.**Councillor Moulder proposed former Councillor Mrs M Lewis. Seconded by Councillor Mrs Drake. Unanimously agreed.** **77.2 Office of the Police and Crime Commissioner.** 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. Councillor Carter advised that a brief update was given by the Officer at the recent Area Advisory Group meeting.Councillors decided not to extend an invitation for a talk.**77.3 TDC.** Polling District and Polling Places Review. The closing date for submissions is 16/1/20. *Noted.***77.4 Devon Wildlife Trust.** Torridge River Restoration Project. This would be publicized through the Newsletter. | LD to deliver formSC |
| 75. | **Matters raised by Councillors / Clerk.** **75.1 Risk Assessment for the Clerk working from home.** A draft Home Working Policy had been circulated to Councillors for consideration.The Clerk to complete the self assessment and bring to the next meeting for approval. **75.2 TDC Community Governance Review.** The Monitoring Officer had advised there were no plans to carry out a Community Governance Review.West and East Putford Parish Council had 12 seats, 11 of which were filled. This was considered to be perfectly adequate and acceptable and the advice was that efforts need not be taken to fill the remaining seat. **75.3 North Devon Record Office – storage of Parish Council documents.** The Clerk advised that the Record Office were willing to store documents and Councillors authorised her to proceed with the deposit of these, retaining those which was felt to be of benefit. **No other items had been raised by Councillors.** | ClerkClerk |
| 76. | **Date of next Meeting:**  Wednesday, 18 March 2020 in Bradworthy Primary Academy at 7.30pm.The meeting ended at 9.02pm. |  |
| **Summary of Decisions:** * **Minutes of 18 September 2019 and 20 November 2019**
* **Devon Air Ambulance Night Landing Site as a facility for West & East Putford**
* **Planning**
* **Formation of Planning Committee with Terms of Reference**
* **Payments**
* **Withdrawal of the funds, including interest up to 1/1/20 from the NS&I Account**
* **Former Chairman and Councillor Mrs M Lewis nominated to go into the draw for a chance of attending a Garden Party at Buckingham Palace**
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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: |