**Notes of West and East Putford Parish Council teleconference held on Wednesday, 18 March 2020 at 7.30pm.**

**This was in place of the scheduled Parish Council meeting due to the coronavirus epidemic and for the safety of Councillors, members of the public and the Clerk.**

**Present:**

Councillors Mrs P Geen (Chairman), S Carter, M Cornish, D Smith, M Thomas, Mrs N Williams and J Wooldridge.

**1. How the Parish Council can support parishioners.**

Councillors were in favour that the contact details of Councillors Carter, Smith and Mrs Williams, to cover both the West and East side of the Parish, would be on a leaflet to be delivered to parishioners.

Remaining Councillors would, as usual, continue to check the well being of residents in their area.

Councillor Carter advised that he was preparing the next Newsletter in which information regarding coronavirus (COVID-19) would be given.

The Newsletter would go onto the Facebook page and on the Parish website.

Action: Councillors Carter and Thomas.

It was noted that the Post Office had informed if a resident put a sign on their door indicating they were self isolating, the postman/woman would sign for any parcels / registered letters on the resident’s behalf.

**2. Apologies.** Councillors Moulder and Pomeroy.

Councillor Mrs Drake had been unable to access the Conference due to a mis-dial of numbers.

**3. Declarations of Interest.**

Councillor Smith declared a Prejudicial Interest in Item No. 5, Planning Application

1/1120/2019/FUL – Lane End Farm, Putford in connection with knowing the Planning Agent.

**4. Business Continuity Plan.**

This had been prepared by the Clerk and circulated to Councillors for the sole reason that the Parish Council can continue to function, specifically during the Coronavirus epidemic.

**Proposed by Councillor Mrs Williams to approve and adopt. Seconded by Councillor Wooldridge. Unanimously agreed.**

Pages 3 and 4 of the document to be circulated to the public, giving details of Councillors and contact details of organisations to contact in an emergency.

**5. Planning.**

* **1/0017/2020/FUL – Conversion of redundant stable into residential dwelling – Wheelers Retreat, Bradworthy**

Councillors Carter, Headdon and Mrs Williams, Members of the Planning Committee elect, to view the property and advise the Clerk of their recommendations.

Action: Councillors Carter, Headdon and Mrs Williams.

Action: In future, the Clerk to circulate Planning Applications when received to these three Councillors to progress a recommendation.

Action: Clerk to submit the Parish Council’s response to both Applications to TDC.

* **1/1120/2019/FUL – Retrospective application for erection of storage, workshop and office space buildings – land at Lane End Farm, Putford**

**Councillor Smith declared a Prejudicial Interest in this Application and did not take part in the discussion, decision or voting thereon.**

Councillors noted that this was another Retrospective Application which was not welcome.

In the reply to TDC, the question to be asked how the Authority plan to prevent further Retrospective Applications happening.

Councillor Carter had expressed concern that it should be ensured hard surfaces within the site and exits are suitable for the volume of traffic to prevent mud and contaminants being carried onto the road and that then the site drainage is adequate to prevent flooding and increased water flow to road ditches.

Councillors were in agreement for the Clerk to respond on this basis.

**6. Finance.**

**Proposed by Councillor Smith that the following payments were approved and agreed:**

**Mrs S Squire**  Redacted under the Data Protection Act.

**HMRC** PAYE **£43.00**

**PSP Group** Combined Liability Insurance Renewal (Common Moor) **£392.80**

**TDC** Planning Application in respect of the Devon Air Ambulance

Night Landing Site

The Parish Council is eligible for a 50% reduction in the fee **£See below**

A response from TDC regarding the fee was awaited.

**Seconded by Councillor Carter. Unanimously agreed.**

Action: Clerk to arrange for cheques to be signed and posted.

**Proposed by Councillor Carter that the Clerk was given delegated powers to issue a cheque up to a maximum of £150.00 to TDC in respect of the Planning Application fee for the Devon Air Ambulance Night Landing Site, subject to the Clerk advising Councillors if the amount exceeded this.**

**Seconded by Councillor Wooldridge. Unanimously agreed.**

Action: Clerk

**6. Other Matters.**

Councillor Carter went through other items that would be included in the Newsletter.

Councillor Thomas referred Councillors to the update on Common Moor which had been circulated and advised there was a new contact at Kivells who would be the Land Agent.

**7. Devon Air Ambulance Night Landing Site.**

Councillors noted that this project had previously been agreed and the Clerk to advise the Devon Air Ambulance representative.

Action: Clerk

**Signed as a correct record of the teleconference \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Chairman**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Date**