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| **WEST AND EAST PUTFORD PARISH COUNCIL**  PARISH CLERK: MRS SUE SQUIRE, HAXLEA, 2 THREEWAYS, BRATTON FLEMING, BARNSTAPLE, DEVON. EX31 4TG.  TEL: 01598 710526. E-MAIL: sue@suesquire.com  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 July 2020 at 7.30pm by teleconference.**  The Agenda is detailed below.  Sue Squire, Parish Clerk. 10 July 2020 | | |
| **No.** | **Item** | Mins. |
| 1. | **To consider a letter of request to be co-opted from Mr T Hancock, Mambury Farm, to fill the remaining seat on the Parish Council.** | 2 |
| 2. | **Items raised by members of the public.** Members of the public are requested to send representations direct to the Clerk due to the time restriction of the meeting. | 3 |
| 3. | **Apologies.** | 2 |
| 4. | **Declarations of Interest.**  **Councillors Cornish, Mrs Drake, Moulder and Pomeroy have a Dispensation for items relating to Common Moor.** | 2 |
| 5. | **Approval of the Minutes of the meetings held on 20 May 2020.**  The paper copy will be signed when physical meetings are being held again. | 5 |
| 6. | **Reports.** Would those listed below please submit a written Report ahead of the meeting to be circulated to Councillors.  **6.1 Police.** A Report for April, May and June has been circulated to Councillors. No crimes reported for Putford.  **6.2 County Councillor B Parsons.** Various Members emails circulated to Councillors.  **6.3 District Councillors R Hicks and P Pennington**  **6.4 Councillor M Thomas – Common Moor**  At the time of preparing the Agenda, the payment from the Rural Payments Agency has not been received.  Please see Item 7.1 below.  **6.5 Councillor S Carter – Newsletter** | 10 |
| 7. | **Finance.**  **Balances will be tabled. Budgetary figures to the end of May will be circulated to Councillors for noting.**  **7.1 To approve the following payments:**  **Mrs S Squire**  Redacted under the Data Protection Act. Councillors will be shown the details  **HMRC** PAYE **£44.60**  **Councillor S Carter** Reimbursement for expenses in connection with pre-lockdown  Newsletter and post-lockdown Newsletter **£213.26**  This amount will be deducted from the funding provided to the Parish Council from TDC (£466.31) to assist Parishes give community help to the vulnerable and elderly. Balance in hand £253.05.  **Kivells** Invoice in connection with Kivells management of Common Moor Higher Tier  Stewardship from 2018 – 2020 **£6,364.50**  £1,060.75 of this is VAT for which a reclaim has been submitted to HMRC.  The Clerk is in dialogue with Kivells regarding staged payments.  The Clerk and Kivells Land Agent have been in dialogue with the RPA regarding the first payment of £15,000 which is expected to be credited to the Parish Council’s bank account shortly.  **7.2 To approve the accounts for the year ended 31 March 2020.**  **7.3 2019/20 Audit**  **7.3.1 To approve Section 1 of the Annual Return – Annual Governance Statement**  **7.3.2 To approve Section 2 of the Annual Return – Accounting Statement**  **7.3.3 To approve the Certificate of Exemption.** West & East Putford Parish Council is eligible to do this as the income / expenditure for 2019/20 did not exceed £25,000.  **7.4.4 To approve the 2019/20 Statement of Internal Control.**  **7.4 Insurance.** To note that the insurance has been renewed and documents received acknowledging this and the fact that a 3 year Long Term Agreement has been taken out. | 10 |
| 8. | **Planning.**  **8.1** At the time of preparing the Agenda, there were no Planning Applications to consider.  **The following items are for noting at this point in the meeting.**  **8.2 Planning Application considered between meetings:**  **Application 1/0304/2020/FULM – Erection of agricultural building for livestock – Mambury Farm, East Putford.** The deadline date for the Parish Council’s response was 25 June 2020, nearly three weeks before the next scheduled meeting.  Councillors had been circulated with the details and each had the opportunity to comment. The following reply, agreed by Councillors, had been submitted to TDC Planning Department on 8 June 2020:  **The proposed development is sizeable and would be clearly visible from the properties to the north (Briery Fields & Middlehills) although at some distance and also other properties in the area.**  **The plans include a proposal to re-route an existing drain which feeds into a stream to the East of the property.  The site borders an SSSI – Stowford Moor, and there are concerns about the potential for contamination from cattle waste.  The environmental protection response makes no mention of this.**  **West and East Putford Parish Council support the Application provided the potential environmental impacts are addressed.**  **8.3 Planning Correspondence.** To note the following TDC Decision Notices:  **APPROVALS:**   * **Application 1/0267/2020?FULM –** Solar park & ancillary development (on 14.6 hectares of land) (variation of condition 6 (L) and (n) of planning permission 1/1177/2015/FULM to amend HGV access route and frequency of road survey) – land at Bulkworthy. * **Application 1/0290/2020/FUH –** Proposed extension to form sitting room or guest bedroom – Littlecot, Putford.   **8.4 Planning Committee Terms of Reference.** The document had been updated to reflect that Councillor Smith had been added to the Committee which now comprised Councillors Carter, Headdon, Smith and Thomas. The Membership also included the Parish Council Chairman and a quorum consisted of three Members. | 3 |
| 9. | **Items to discuss:**  **9.1 Very poor state of the road from Happilands almost to Silworthy Cross.** To note that this was reported to DCC Highways and the reference number ENQ201333432 given.  A reply received on 2 June 2020 from the Neighbourhood Highways Manager advised “I can confirm that this area of carriageway is on a list to be resurfaced under Scheme 194235890. Unfortunately this list is extensive and funding falls short of what would be required to complete these works.  In the meantime I have arranged for the triage team to attend and fill in the safety defects”.  These details were circulated to Councillors.  **9.2 Devon Air Ambulance Night Landing Site.** A financial statement will be circulated to Councillors giving details of the cost, Devon Air Ambulance grant and other grants pledged / requested.  The Parish Council has been made aware that the Putford Post are minded to give a donation towards this project, subject to full financial details, confirmation of timescale and assurances around what would happen if there is a future change in ownership of the land.  **9.3 Councillor Advocate Scheme Registration – Office of the Police and Crime Commissioner.**  Councillors were forwarded the details on 9 June 2020. Councillor Carter has indicated that he would be interested in following this up.  To approve the nomination.  **9.4 Local Government Association Model Member Code of Conduct Consultation Draft.**  Councillors were forwarded the details on 17 June 2020. The consultation ends on 17 August.  To consider a response from the Parish Council / individual replies. | 15 |
| 10. | **Items to note:**  **10.1 Clerk’s Leave.** The Clerk will advise that she will be on leave from 21 – 31 August 2020 inclusive. | 1 |
| 11. | **Date of next meeting. Wednesday, 16 September 2020 at 7.30pm by teleconference.**  **There will be a short discussion regarding future meetings being held remotely or physically.** | 5  Total 57 mins |