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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 16 September 2020 at 7.30pm by Zoom.**  **The joining details are:**  Join Zoom Meeting  https://zoom.us/j/91764078621?pwd=Y3pra0grYUh3UlB1QkJNd0U2VUdsQT09  Meeting ID: 917 6407 8621  Passcode: 996705  Dial by your location            +44 330 088 5830 United Kingdom    Meeting ID: 917 6407 8621  Passcode: 996705  Find your local number: https://zoom.us/u/ahJN0UoNn  The Agenda is detailed below.  Sue Squire, Parish Clerk. 11 September 2020 | | |
| **No.** | **Item** | Mins. |
| 1. | **Items raised by members of the public.** At the time of preparing the Agenda, no items had been raised. | 3 |
| 2. | **Apologies.** Councillor S Carter. Councillor D Smith hopes to attend, subject to a suitable connection. | 2 |
| 3. | **Declarations of Interest.**  **Councillors Cornish, Mrs Drake and Moulder have a Dispensation for items relating to Common Moor.** | 2 |
| 4. | **Approval of the Minutes of the meeting held on 15 July 2020.**  In view of the latest government restrictions on social gatherings, it would appear that physical meetings will not be taking place for some time and the Clerk will suggest that approved Minutes are sent to the Chairman for signing, it not being known when a physical meeting will be possible.  **To note the Minutes of the Planning Committee Meeting held on 19 August 2020.** | 5 |
| 5. | **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 July & August has been circulated to Councillors which noted:   * East Putford – dog dangerously out of control * West Putford – theft from motor vehicle   **6.2 County Councillor B Parsons.** Various Members emails and his September 2020 update had been circulated to Councillors.  **6.3 District Councillors R Hicks and P Pennington.**  **6.4 Councillor M Thomas – Common Moor** | 10 |
| 6. | **Finance.**  **Balances will be tabled.**  **Budgetary figures to the end of August will be circulated to Councillors for noting.**  **A schedule of income and expenditure solely relating to Common Moor will be provided.**  **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**  **Mrs J Snooks** 2019/20 Internal Audit Fee **£50.00**  **Devon Wildlife Trust** Printing Management Plan (this amount has been received  from the RPA in reimbursement) **£1,100.00**  **(Subject to invoice being received)**  **7.2 Kivells Invoice of £6,364.50 for the Land Management of Common Moor.** To note this has been paid following the receipt of the RPA funds.  In addition, the Clerk has reclaimed the VAT of £1,060.75 on the Invoice from HMRC.  **7.3 2019/20 Audit.**  To note that the internal audit has been completed and Councillors will be forwarded with details of the Report.  To note that the Certificate of Exemption has been submitted to the external auditor by the deadline date.  **7.4 Information Commissioners Office.** The Data Protection Registration Certificate expires on 28/1/21.  The Clerk will suggest that future fees are paid by direct debit for two reasons:   1. There is a saving of £5 on the annual fee 2. The fee is collected automatically and there is no need for a cheque to be issued and sent in the post.   Councillors will be asked to approve this method of payment and for the relevant direct debit form to be completed, signed and sent to the Information Commissioners Office in preparation for the payment to be dealt with.  **7.5 Devon Association of Local Councils.** The Clerk will advise that salary scales have been produced giving a 2.75% pay rise back dated to 1/4/20.  At the budget setting meeting in November 2019, the Clerk’s salary was reviewed and an increase applied from 1/4/20.  Her salary is due to be reviewed at the budget setting meeting in November 2020 with any changes due to take effect from 1/4/21.  **7.6 INCOME.**  **Rural Payments Agency Common Moor Higher Tier Stewardship Agreement £14,839.98**  **Rural Payments Agency – separate claim for the capital expenditure incurred for the Management Plan - £1,100**  **Putford Post** Donation towards the Devon Air Ambulance Night Landing Site **£1,086.66**  A letter of thanks has been sent. | 10 |
| 7. | **Planning.**  **7.1 To consider the following Application:**  **Application 1/0478/2020/FUL – Demolition of agricultural building and erection of domestic outbuilding / garage – The Old Dairy, West Putford. Response required by 18 September.**  **7.2 Planning Correspondence.** To note the following TDC Approval Decision Notice:  Application 1/0328/2020/FULM – solar park and ancillary development (Variation of condition 2 of planning permission 1/1177/2015/FULM – alteration to layout and module row spacing, change in location of access track and reduction in number of transformers) – land at Bulkworthy.  **7.3 Planning Reforms – Changes to the Current Planning System.** Email circulated to Councillors on 2/9/20.  To consider a response to the Consultation which ends on 1/10/20. | 15 |
| 8. | **Items to discuss.**  **8.1 Very poor state of the road from Happilands almost to Silworthy Cross.**  County Councillor Parsons has visited the site, seen the surface and is in dialogue with DCC Highways.  **8.2 Devon Air Ambulance Night Landing Site.**  **8.3 Snow Warden / Grit Salt.** Former Councillor D Pomeroy is the current Snow Warden.  To ascertain if he is willing to continue in the role and if so, if a further supply of grit salt is required in preparation for the Winter.  **8.4 Devon Association of Local Councils – ballot in connection with the DALC Board of Directors.**  This item is subject to more information being received.  **8.5 Vacancy on the Parish Council.** TDC has advised that a by-election was not requested by members of the public as a result of the resignation of Mr D Pomeroy.  The Clerk has prepared a poster for the notice boards inviting people to apply to be co-opted and will also include the details in the Community News Pages of the North Devon Council.  To consider publicizing the vacancy via social media.  **8.6**  **To consider a response to TDC’s Strategic Plan 2020 – 2023.** Circulated to Councillors on 19/8/20. The Consultation ends on 23/9/20.  **8.7 DCC Public Consultation of the updated Local Flood Risk Management Strategy.**  The email dated 24/8/20 was forwarded to Councillors on 1/9/20 after the Clerk’s leave.  To consider making a response to the consultation which ends on 15/10/20. | 15 |
| 9. | **Items to note:**  **9.1 Councillor Advocate Scheme Registration – Office of the Police and Crime Commissioner.**  To note that the Parish Council’s nomination of Councillor Carter has been submitted.  It is understood that he has been / will be contacted direct.  **9.2 Bradworthy Village Hall.** Councillors had been informed that the Clerk had contacted the Bookings Secretary regarding the possible hire of the venue for meetings and had been advised that the Badminton Group had a booking immediately before the planned meeting and the Hall would not be available until 15 minutes before the meeting.  It was felt this did not leave sufficient time for cleaning in light of Covid-19 and since the enquiries had been made, the government had announced that gatherings of more than 6 people were banned which effectively ruled out any physical meeting for the time being.  **9.3 What3Words.** Email received highlighting this facility.   * What3Words is a geocode system for the communication of locations with a resolution of three metres. * What3Words encodes geographic coordinates into three dictionary words - the encoding is permanently fixed. * What3Words is an App that can be downloaded onto a phone and can easily identify precise locations which could be useful if anyone became lost or, more importantly, save a life. It is free for both iPhones and Android devices.   **9.4 Clerk’s Autumn Leave.** The Clerk will be on leave from Thursday 8 October to Monday 12 October 2020. | 10 |
| 10. | **Date of next meeting. Wednesday, 18 November 2020 at 7.30pm by teleconference.**  Part of this meeting will set the 2021/22 Budget and Precept. | 2  Total  74 mins |