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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 18 November 2020 at 7.30pm by Zoom.**   |  | | --- | | **The joining details are:**  **https://zoom.us/j/96478509333?pwd=RUIwKzkwdWp2a2ZwRlh6ZFRSYnN0Zz09**  **Meeting ID: 964 7850 9333**  **Passcode: 428906**  **Or dial by your location**  **0208 080 6591 United Kingdom**  **0208 080 6592 United Kingdom**  **0330 088 5830 United Kingdom**  **0131 460 1196 United Kingdom**  **0203 481 5237 United Kingdom**  **0203 481 5240 United Kingdom**  **0203 901 7895 United Kingdom**  **Meeting ID: 964 7850 9333**  **Passcode: 428906**  **Find your local number: https://zoom.us/u/aeaImbHr4J** |   The Agenda is detailed below.  Sue Squire, Parish Clerk. 13 November 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 Mrs N Williams. | 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 16 September 2020.** | 2 |
| 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 September/October 2020 has been circulated to Councillors.  No crimes were recorded for West and East Putford.  **6.2 County Councillor B Parsons.** Various Members emails and the latest update had been circulated to Councillors.  **6.3 District Councillors R Hicks and P Pennington.**  **6.4 Councillor M Thomas – Common Moor** | 15 |
| 6. | **Finance.**  **Balances will be tabled.**  **Budgetary figures to the end of October 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**  **7.2 To set the 2021/22 Budget and Precept.**  This will include a review of the Clerk’s salary and members of the public will be asked to leave the meeting for this Part II Confidential item.  The Clerk, who will be hosting the meeting, will turn the sound down on her computer effectively ‘leaving the room while the item is discussed’.  **7.3 To note that the second tranche of the 2020/21 Precept was received on 24/9/20 amounting to £1,246.95.** | 15 |
| 7. | **Planning.**  **7.1 To consider the following Applications:**   * **1/0414/2020/FUL – Relocation of existing farm entrance to provide safe visibility and access to incoming and outgoing vehicles – Field Irish Farm, Bradworthy.** The Parish Council’s response was required by 13/11/20 and the Clerk has negotiated with the planning officer that a delayed response is in order, by 19/11/20/ * **1/0833/2020/FUL – Replace existing utility room with utility and toilet/shower room, Old School House, Putford.** The deadline date for the Parish Council’s response is 20/11/20.   **7.2 Planning Correspondence.** To note the following TDC Approval Decision Notices:   * Approval for 1/0540/2020/FUL – conversion of existing garage into 1 no. dwelling – building at grid reference 237066 118445 near Powlers Piece, considered by the Planning Committee on 19/8/20.   A copy of the Decision and Delegated Report can be viewed  at [http ://www.torridge.gov.uk/planningonline](http://www.torridge.gov.uk/planningonline).   * Approval for 1/0478/2020/FUL – Demolition of agricultural building and erection of domestic outbuilding/garage at The Old Dairy, West Putford.   A copy of the Decision and the Delegated Report can be viewed at  [http ://www.torridge.gov.uk/planningonline](http://www.torridge.gov.uk/planningonline). | 15 |
| 8. | **Items to discuss.**  **8.1 Devon Air Ambulance Night Landing Site.** An update on the position will be given  **8.2 Items to address from the 2019/20 internal audit.**   * VAT reclaim for 2019/20 – in hand * Standing Orders, Financial Regulations, General Risk Assessment and other Policies to be reviewed. Councillors will be sent the details separately for studying ahead of the meeting with a view to approving | 15 |
| 9. | **Items to note:**  **9.1** Cyber Crime Insurance. Due to a number of scam emails being received purportedly from Chairmen of Parish Councils the Clerk checked with the Parish Council’s insurers to enquire if the Policy could be extended to include cyber crime insurance and has been advised that the Policy does not include it and the document cannot be extended to include it.  **9.2 Flooding at Happylands.** The Clerk received an email on the evening of Sunday 4 October from a resident whose property was at risk of flooding. She telephoned her immediately and ascertain that since the email was sent, the water level had receded and there was no risk to the property being flooded that night.  The Clerk sent an email to the DCC Neighbourhood Highways Manager with County Councillor Parsons and Councillor Mrs Geen copied in for information.  The Neighbourhood Highway Manager contacted the resident the following day and carried out a site visit.  On Wednesday, 11 November, the Clerk received an email from the resident who advised that the contractors had installed a new trench which will prevent water flowing towards their property and grateful thanks were expressed to everyone involved.  **9.3 Snow Warden.** To note that Councillor Cornish has been asked if he would be willing to take on this role.  **9.4 Fly Tipping.** To note that TDC has been asked for assistance for this recurring issue at the layby between Stibb Cross and Powlers Piece.  **9.5 Information Commissioner’s Office (ICO).** To note that the direct debit form has been sent to Councillor Mrs Drake for signing which the Clerk will countersign and forward to the ICO for the Data Protection Renewal Fee to be paid in this way for the future.  **9.6 Vacancy on the Parish Council.** To note that details have been publicized but as yet, there have been no letters requesting to be co-opted.  **9.7 Accumulation of leaves at West Putford Bridge.** As a result of representations from parishioners, the Clerk, with the assistance of County Councillor Parsons, District Councillor Pennington, DCC Neighbourhood Highways Manager and TDC made arrangements for these to be collected, thus reducing the risk of injury by slipping in wet weather, due to the volume which had accumulated, some of which had been removed by residents who were concerned about the situation.  **9.8 Clerk’s Christmas Leave.** Thursday, 24 December 2020 to Sunday, 3 January 2021. | 10 |
| 10. | **Date of next meeting. Wednesday, 20 January 2021 at 7.30pm by Zoom.** | 1  Total  80 mins |