**Minutes of West & East Putford Parish Council Meeting held on Wednesday, 15 July 2020 at 7.30pm by teleconference.**

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| **Chaired by: Councillor Mrs P Geen** | **Clerked by: Sue Squire** |
| **Present: Councillors****S Carter****M Cornish****Mrs L Drake****Mrs P Geen****N Moulder****M Thomas****Mrs N Williams****J Wooldridge/ from Minute No. 14****County Councillor B Parsons until Minute No. 16.2****District Councillor P Pennington until Minute No. 16.3** | **Agenda: -**To consider a letter of request to be co-opted from Mr T HancockItems raised by members of the publicApologiesDeclarations of InterestApproval of the Minutes of the meeting held on 20 May 2020ReportFinancePlanningItems to discussItems to noteDate of next meeting  |
|   |  |  **Action:** |
| 11. | **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.****Proposed by Councillor Moulder****Seconded by Councillor Carter and unanimously agreed.**  | Clerk to advise Cllr Hancock & TDC |
| 12. | **Items raised by members of the public.** None. |  |
| 13. | **Apologies.** Councillor Smith,Holsworthy Police. Mr D Pomeroy had tendered his resignation as a Parish Councillor.The Clerk had informed TDC Elections Department who are preparing a notice of vacancy giving members of the public the opportunity to request a by election. If no such request is made by 10 people giving a valid reason, within 3 weeks, the Parish Council will be able to take steps to invite people to request being co-opted.The Chairman acknowledged Mr Pomeroy’s incredible contribution as a Councillor for at least 20 years including a period as Chairman. |  |
| 14. | **Declarations of Interest.****Councillors Cornish, Mrs Drake and Moulder have a Dispensation for items relating to Common Moor.****Councillor Carter declared a Prejudicial Interest in Minute No. 17.1, Finance. Reimbursement of newsletter expenses.****Councillor Thomas declared a Personal Interest in Minute No. 19.2, possible Putford Post donation towards the Devon Air Ambulance Night Landing Site.** |  |
| 15. | **Approval of the Minutes of the meeting held on 20 May 2020.****Approved as a correct record.**The paper copy will be signed when physical meetings are being held again. |  |
| 16. | **Reports.** **16.1 Police.** A Report for April, May and June had been circulated to Councillors. No crimes reported for Putford.**16.2 County Councillor B Parsons.** Various Members emails circulated to Councillors. Councillor Parsons advised that the focus was around the current pandemic. He was happy to attend remote meetings, and had attended the first Team Devon Meeting with a view to managing and containing the pandemic where the collaboration was excellent.Tourism was likely to increase the number of cases. Last week, there had been 11 positive tests throughout all of Devon. The positivity test rate is .3% for Devon, and the County is 149th out of 150 Councils throughout England, which was encouraging.The advice from the Public Director of Health is to contact the GP if anyone is ill. Councillor Parsons sits on the Strategic Digital Strategy Board with a Health and Well Being Board meeting the following day.The outcomes Report for Torridge shows housing and fuel poverty, dwellings with category one hazards, the suicide rate is quite high and people need to be mindful. He spoke about additional money from the government for Highways and was hoping that some of this could be directed towards the road at Happilands and Silworthy Cross where this Council had sent representations regarding the very poor state of the road. **16.3 District Councillor P Pennington – email Report as follows:****1) Bin for top of Common Moor** (co-ordinates 50 56' 07.49"  n 4   18'   37.45 w)  Have requested it to be looked at.  However at present TDC is carrying out essential services - but will follow up.  There is a view that it should be remain the responsibility of every individual to clear their own rubbish.   Have noted in the last few days, with the influx of tourists that where bins are provided they are overflowing.  One particular problem has been disposable BBQ's -- is there a fire risk to Common Moor?.Councillor Carter felt there did need to be a bin – at present local people clear litter and some of this had been identified which was followed up and action taken against a delivery driver.It was difficult to keep on top of all the litter left there and Councillor Mrs Williams supported Councillor Carter’s suggestion of a ‘Please take your litter home’ sign. Councillor Moulder advised that he had recently collected three bags of rubbish and a gross smelling carpet which he arranged to be taken by TDC on their normal collection day. Councillor Pennington will ask TDC again. **2) Torridge DC staff** are at present working from home due to the pandemic.   **3) Budgets** are being greatly affected due to loss of income - particularly parking.  Councillors debated a motion to offer free parking in town centres  - estimated loss of income about £192k, i.e 4.25% on Council Tax to cover the costs.  Very narrowly defeated.**4) Economy** - Covid has not appreciably affected agriculture -- tourism is hoping for a good season.  Ironic the best spring weather in years coincided with lock down.**16.4 Councillor M Thomas – Common Moor**The payment from the Rural Payments Agency had not been received. Minute No. 17.1 refers. The actual amount will be slightly less than expected due to less land involved. **16.5 Councillor S Carter – Newsletter.** The next newsletter is planned for the end of September / beginning of October.  | District Cllr PP |
| 17. | **Finance.** **Balances: Lloyds Bank Treasurers Account as at 16 June 2020: £6,855.37****Budgetary figures to the end of May had been circulated to Councillors for noting.****17.1 The following payments were approved and authorised.****Proposed by Councillor Mrs Drake****Seconded by Councillor Moulder and unanimously agreed.** **Mrs S Squire**  Redacted under the Data Protection Act. Councillors had been 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.**Councillor Carter declared a Prejudicial Interest.****At a physical meeting, he would have left the room while the payment was agreed, and Councillors were at ease with him remaining in the teleconference while the payment was authorised.****Kivells** Invoice in connection with Kivells management of Common Moor Higher TierStewardship from 2018 – 2020 **£6,364.50**£1,060.75 of this is VAT for which a reclaim has been submitted to HMRC.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. Cheque to be made out and then released when RPA has been received.**17.2 Approval of the accounts for the year ended 31 March 2020.****Proposed by Councillor Mrs Drake****Seconded by Councillor Thomas and unanimously agreed****17.3 2019/20 Audit****17.3.1 Approval of Section 1 of the Annual Return – Annual Governance Statement****Proposed by Councillor Wooldridge****Seconded by Councillor Mrs Drake and unanimously agreed****17.3.2 Approval of Section 2 of the Annual Return – Accounting Statement****Proposed by Councillor Mrs Drake****Seconded by Councillor Thomas and unanimously agreed** **17.3.3 Approval of 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.**Proposed by Councillor Thomas****Seconded by Councillor Mrs Drake and unanimously agreed****17.4.4 Approval of the 2019/20 Statement of Internal Control.****Proposed by Councillor Mrs Drake****Seconded by Councillor Wooldridge and unanimously agreed**The Asset Register to be updated to include the Parish Council laptop and bag, and litter picking equipment. **17.4 Insurance.** It was noted that the insurance had been renewed and documents received acknowledging this and the fact that a 3 year Long Term Agreement has been taken out.  | ClerkCh.No.392Ch.No.393Ch.No.394Ch.No.395Clerk |
| 18. | **Planning.** **18.1** There were no Planning Applications to consider.**The following items were noted at this point in the meeting.****18.2 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.****18.3 Planning Correspondence.** The following TDC Decision Notices were noted:**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.

**18.4 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 consists of three Members.  |  |
| 19. | **Items to discuss:****19.1 Very poor state of the road from Happilands almost to Silworthy Cross.** 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.**19.2 Devon Air Ambulance Night Landing Site.** A financial statement had been circulated to Councillors giving details of the cost, Devon Air Ambulance grant and other grants pledged / requested.The Parish Council had been made aware that the Putford Post are minded to give a donation towards this project as the group are looking to wind up activities, 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.Councillor Moulder advised that should he move, he would make assurances regarding the landing site so that it could remain in situ following any sale. The lighting agreement would be between the Moulder family and the Parish.The Parish Council would accept the Putford Post money if they are happy to donate it but it is not able to confirm all the details they requested in the current climate. **Councillor Thomas declared a Personal Interest having a connection with the Putford Post.** **Proposed by Councillor Carter to use Parish funds for the surplus required to pay for the project.****Seconded by Councillor Mrs Drake and unanimously agreed.** **19.3 Councillor Advocate Scheme Registration – Office of the Police and Crime Commissioner.**Councillors were forwarded the details on 9 June 2020. Councillor Carter had indicated that he would be interested in following this up.**Proposed by Councillor Mrs Williams to nominate Councillor Carter.****Seconded by Councillor Mrs Drake and unanimously agreed.** **19.4 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. Councillors decided to wait until a draft is available before commenting.  | Clerk to advise DAAClerk |
| 20. | **Items to note:****20.1 Clerk’s Leave.** The Clerk advised that she will be on leave from 21 – 31 August 2020 inclusive. |  |
| 21. | **Date of next meeting. Wednesday, 16 September 2020 at 7.30pm by teleconference.****There was short discussion regarding future meetings being held remotely or physically.**Enquiries to be made for the September meeting to be held in Bradworthy Village Hall, subject to government guidance on social distancing and the number of people who are allowed to meet.The Clerk advised that the Village Hall would need to carry out a Risk Assessment before opening and that the Parish Council would also need to do so, by two Parish Councillors.**Councillors Mrs Williams and Carter volunteered to do this.** **The meeting ended at 8.30pm** | ClerkNW / SC |
| **Summary of Decisions:** * **Co-option of Councillor T Hancock**
* **Minutes of the Parish Council Meeting held on 20 May 2020**
* **Payments**
* **Accounts for the year ended 31 March 2020**
* **2019/20 – Annual Governance and Accountability Return, Sections 1 & 2 and the Certificate of Exemption**
* **2019/20 Statement of Internal Control**
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| **These Minutes are agreed by those present as being a true record.** |
| Signed:Chair of West and East Putford Parish Council.  | Date: |