**Minutes of West & East Putford Parish Council Meeting held on Wednesday, 16 September 2020 at 7.30pm by Zoom.**

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| **Chaired by: Councillor Mrs P Geen** | **Clerked by: Sue Squire** |
| **Present: Councillors****Mrs L Drake (problems with connection and not present for the whole meeting)****Mrs P Geen****N Moulder****D Smith****M Thomas****Mrs N Williams****J Wooldridge from Minute No. 27****County Councillor B Parsons at Minute No. 26.4****District Councillor P Pennington** | **Agenda: -**Items raised by members of the publicApologiesDeclarations of InterestApproval of the Minutes of the meeting held on 15 July 2020 and to note the Minutes of the Planning Committee Meeting held on 19 August 2020ReportsFinancePlanningItems to discussItems to noteDate of next meeting |
|   |  |  **Action:** |
| 22. | **Items raised by members of the public.** None.  |  |
| 23. | **Apologies.** Councillors S Carter and M Cornish.The Clerk to advise co-opted Councillor Hancock that when it is not possible to attend, apologies should be sent so that these can be recorded, otherwise there is the risk of being disqualified if no apologies are sent over a 6 month period. | Clerk |
| 24. | **Declarations of Interest.****Councillors Mrs Drake and Moulder have a Dispensation for items relating to Common Moor.** |  |
| 25. | **Approval of the Minutes of the meeting held on 15 July 2020.****Approved and signed as a correct record.****Proposed by Councillor Moulder****Seconded by Councillor Mrs Williams** 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 suggested that approved Minutes are sent to the Chairman for signing, it not being known when a physical meeting will be possible and this was agreed.**The Minutes of the Planning Committee Meeting held on 19 August 2020 were noted.** | Clerk / PG |
| 26. | **Reports.** **26.1 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

**26.2 County Councillor B Parsons.** Various Members emails and his September 2020 update had been circulated to Councillors. Councillor Parsons expanded on these and mentioned that 90% of children were back at school.There were concerns over Covid-19 testing and Care Homes were waiting for kits.Care Home infection control is good. Deer Park Care Home at Holsworthy test regularly and on the day of this meeting a resident had tested positive and the Home is shut to visitors. Councillor Parsons asked how the Parish Council was coping with remote meetings and in response Councillor Thomas spoke about poor broadband connection and this was acknowledged by Councillor Parsons who suggested that when physical meetings are being held again, a presentation is arranged.Councillor Mrs Geen advised that teleconferences are shorter but in some instances, it was necessary to have a longer meeting. * Councillor Thomas was thanked for his update on Common Moor
* Saxworthy Lane. This had been inspected at a site visit by County Councillor Parsons and the Neighbourhood Highways Manager, as a result of a letter written by Councillor Mrs Drake. The Neighbourhood Highways Manager agreed that it was in a very poor condition, but there are 25% of unclassified roads that do not receive the attention that more strategic routes get. Apologies were expressed for not being able to do anything more than safety issues this year.

County Councillor Parsons advised that he will be putting an issue before DCC in connection with Black Lives Matters as equality and diversity is part of his Cabinet Portfolio and he would welcome feelings and views. There was a discussion about a litter bin in the layby between Stibb Cross and Powlers Piece.The layby is subject to regular fly tipping which is a TDC matter and signage is a DCC matter. It would be necessary to take Highways advice on approved signage which, if approved, he was willing to fund.There was no evidence that signage makes a difference. TDC to be asked for help with the fly tipping issues. **26.3 District Councillor P Pennington.** Written Report circulated as follows:Strategic Plan : Out for public consultation until 23rd Sept. See TDC website – consultations – have your say. Comments welcome.Swimming and Leisure Facilities. 1610 – sites at Northam, Torrington and Holsworthy. Officers working very hard to get this back into operation jointly with 1610 – the provider organisation. Working with their provider it is estimated it will cost £5million to bring back into use. Given Cornwall has a population of 450K – roughly £11 per head – about £25 per household. Cost of staffing and social distancing are costlySupport for Culture and Arts. Plough - £25k grant agreed. Burton Art Gallery 5 year plan adopted from April 2021. Represents a 17% drop in previous funding. The Community and Resources unanimously approved on Monday 7th Sept. This decision has been “called in “ to the Internal Overview and Scrutiny Committee – awaiting outcome.Budget: Some favourable figures , alongside central government support appears to indicate previous concerns have been deferred for the time being. Planning: Despite Covid the department has been very busy – some delays in getting responses.Westward Ho Beach Clean up – 19th Sept 1pm – see TDC website for details.TDC had advised it would not support a litter bin and fly tipping should be reported through Enforcement.Councillor Moulder advised that he picked up a lot of the items to be recycled with his own refuse.Councillors again discussed the viability of a bin and the general thought was there should be a sign rather than a bin. Councillor Mrs Geen spoke about the Strategic Plan and thought the main themes and priorities were encouraging.Two issues could be strengthened: focus on young people and their opportunities – the Plan talks about promoting growth and quality jobs but young people in the locality should have the focus on them and training in the area. In reply, District Councillor Pennington spoke about the three big industries in the TDC area, agricultural, tourism and care of the elderly. The average wage is low and many are a minimum wage industry. It was good news about Appledore Shipyard opening again. Young people were a huge issue. There are two groups – of those who go to University 8% return.There is a good group of youngsters with good building skills, the unskilled others are badly hit wit Covid ramifications and low paid jobs. The second issue raised by Councillor Mrs Geen was health who felt that the Plan should set some context within Torridge.District Councillor Pennington again stressed that the low wage economy has a knock on effect but life expectancy was not as poor as in some other areas.  **26.4 Councillor M Thomas – Common Moor.*** A finance summary had been circulated and a separate spread sheet for each meeting will be provided so that the details are clear to everyone
* The spread sheet provided for this meeting was fully explained to Councillors
* The sum of £1,100 had been received in advance of the Parish Council paying Devon Wildlife Trust for the Management Plan
* Kivells invoice had been paid
* Future payments will involve £3,000 for barrow scrub clearance and £9,500 for general scrub clearance, swailing and fire breaks. Cash flow will be a problem in Year 2 next year but Parish Council reserves are adequate to cover this after which the reserves will start to increase.
* Contracts. Devon Wildlife Trust is contracted under Year 5 to carry out fire breaks and swailing. There is no contract for scrub clearance for Year 3. He had spoken to the Land Agent at Kivells about organizing this for 3 years so the scrub clearance work will end at the same time as the Devon Wildlife Trust contract, which will help the finances. Councillors were in favour of continuing in this way.
 | Clerk |
| 27. | **Finance. Lloyds Bank Treasurers Account: £20,159.57** **Budgetary figures to the end of August had been circulated to Councillors for noting.****A schedule of income and expenditure solely relating to Common Moor had been provided.****27.1 The following payments were approved and authorised.****Proposed by Councillor Thomas****Seconded by Councillor Mrs Williams and unanimously agreed.** **Mrs S Squire**  Redacted under the Data Protection Act. Councillors had been 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 receivedfrom the RPA in reimbursement) **£1,100.00****(Subject to invoice being received)****27.2 Kivells Invoice of £6,364.50 for the Land Management of Common Moor.** It was noted this had 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.**27.3 2019/20 Audit.**It was noted that the internal audit had been completed and Councillors had been forwarded with details of the Report. Items to address were:* VAT reclaim for 2019/20
* Standing Orders, Financial Regulations, General Risk Assessment and other Policies to be reviewed

It was noted that the Certificate of Exemption had been submitted to the external auditor by the deadline date.The Clerk wanted to ensure that Councillors were satisfied that the Fidelity Guarantee Limit was sufficient, given the additional funds that will be coming into the Account, and it was considered that the current sum of £25,000 and a £100 excess was in order. Thanks were expressed to the Clerk for her work. **27.4 Information Commissioners Office.** The Data Protection Registration Certificate expires on 28/1/21.The Clerk suggested 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 were 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. **Proposed by Councillor Wooldridge****Seconded by Councillor Thomas and unanimously agreed.** **27.5 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. This was noted.**27.6 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 had been sent. | ClerkCh.No.397Ch.No.398Ch.No.399Ch.No.400Clerk / next AgendaClerk |
| 28. | **Planning.** **28.1 The following Application was considered:****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.****Proposed by Councillor Wooldridge to recommend approval.****Seconded by Councillor Moulder and unanimously agreed.** **28.2 Planning Correspondence.** The following TDC Approval Decision Notice was noted:* 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.

**28.3 Planning Reforms – Changes to the Current Planning System.** Email circulated to Councillors on 2/9/20. This was noted.  | Clerk |
| 29. | **Items to discuss.****29.1 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 as was the case for Saxworthy Lane. **29.2 Devon Air Ambulance Night Landing Site.** The Agreement had been received for signature which the Clerk will progress, and also the Planning Application. **29.3 Snow Warden / Grit Salt.** Former Councillor D Pomeroy is the current Snow Warden who did not wish to continue.Councilllor Cornish to be asked if he would consider taking on the role.**29.4 Devon Association of Local Councils – ballot in connection with the DALC Board of Directors.** This item was not discussed as no further information had been received. **29.5 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 had 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.The Clerk to prepare posters and email to Councillor Thomas for the website and Facebook page. **29.6**  **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. Councillors decided not to comment. Councillor Mrs Geen had referenced this as minuted on page 2 regarding the need for greater focus on young people and health within the Plan.**29.7 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.Councillors decided not to comment there being minimal impact in the Parish.  | ClerkClerkClerk / MT |
| 30. | **Items to note:****9.1 Councillor Advocate Scheme Registration – Office of the Police and Crime Commissioner.**It was noted that the Parish Council’s nomination of Councillor Carter had been submitted.It is understood that he has been / will be contacted direct. **30.2 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. **30.3 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.

**30.4 Clerk’s Autumn Leave.** The Clerk will be on leave from Thursday 8 October to Monday 12 October 2020. |  |
| 31. | **Date of next meeting. Wednesday, 18 November 2020 at 7.30pm by Zoom**Part of this meeting will set the 2021/22 Budget and Precept.The meeting ended at 8.47pmThe Clerk to check if there is a phone charge if people dial in.  | Clerk |
| **Summary of Decisions:** * **Minutes of the Parish Council Meeting held on 15 July 2020**
* **Payments**
* **The Data Protection Registration Fee to be paid in future by direct debit**
* **Planning**
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| **These Minutes are agreed by those present as being a true record.** |
| Signed:Chair of West & East Putford Parish Council. | Date: |