**Minutes of West and East Putford Parish Council Meeting held on Wednesday, 20 May 2020 at 7.30pm. by teleconference.**

**Ordinarily, this would be the Annual Parish Council Meeting.**

**Due to the coronavirus epidemic, Councillors resolved on 27 April 2020 to postpone this until May 2021 following advice that it was in order to do so from the National Association of Local Councils.**

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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**  **D Smith**  **M Thomas**  **Mrs N Williams**  **J Wooldridge from Minute No. 5** | | | **Agenda: -**  Items raised by members of the public  Apologies  Declarations of Interest  Approval of the Minutes of the meetings held on 18  March 2020 and 27 April 2020  Reports  Finance  Planning  Items to discuss  Items to note  Date of next meeting | |
|  |  | | | **Action:** |
| 1. | **Items raised by members of the public.**  **1.1 Email giving representations regarding the very poor condition of the road from Happilands almost to Silworthy Cross.** This item was further discussed under Minute No. 8.1 below.  **1.2 Further email giving representations about the road from Silworthy Cross to Wheelers Cross.** This item was further discussed under Minute No. 8.1 below. | | |  |
| 2. | **Apologies.** Councillors J Headdon, Moulder and Pomeroy, Holsworthy Police. | | |  |
| 3. | **Declarations of Interest.**  **Councillors Cornish and Mrs Drake have a Dispensation for items relating to Common Moor.** | | |  |
| 4. | **Approval of the Minutes of the meetings held on 18 March 2020 and 27 April 2020.**  **Proposed by Councillor Mrs Drake that both sets of Minutes were approved.**  **Seconded by Councillor Mrs Williams. Unanimously agreed.**  The paper copies will be signed when physical meetings are being held again. | | |  |
| 5. | **Reports.**  **5.1 Police.** Apologies sent.  **5.2 County Councillor B Parsons.** Various emails had been circulated to Councillors updating them on the activities of Devon County Council.  **5.3 District Councillors R Hicks and P Pennington.** Not present, no report received.  **5.4 Councillor M Thomas – Common Moor.**  Phoebe Millar as the new agent handling Common Moor has been successfully authorised on the Rural Payments online portal by Sue Squire, and the annual Revenue Claim has been submitted. The deadline for submission was extended from the 15th of May to the 15th of June due to the Coronavirus crisis, but the Common Moor claim was duly submitted on the 30th April.  The claim comprised a total of 55.02 hectares of ‘Management of Lowland Heathland’ and 0.18 hectares of ‘Bracken Control Supplement’. The 2020 payment should be approximately £15,100.  It has recently been announced that all outstanding 2019 revenue claims (very few people have received their annual money for last year) will receive 75% of their payment as a bridging payment by the end of May. It would be wise to treat this announcement with caution, particularly in respect of the timescale by the end of May, but it is promising news which should see the Parish Council receive at least some of the money that they are due soon.  The swaling of Common Moor was severely delayed by poor weather this year. It was finally scheduled to be completed on the 24th March. This late swale had been agreed with Rob Dixon of Natural England and various mitigation measures were to be taken, such as a pre-swale walk through to check for nesting birds. However, as lockdown came into effect on 23rd March, this activity was non-essential in terms of COVID restrictions and therefore did not take place.  The situation therefore resorts back to the fallback position discussed with Rob Dixon in early March of missing the swaling in 2020 and renegotiating the agreement. Rob suggested at that time it would include a greater area to be swaled in 2021. Obviously with the current circumstances this negotiation has not yet been embarked upon, but in the autumn when plans are starting to be made for next year this will be the time to discuss. Simon Tomasso of the Devon Wildlife Trust and Rob Dixon of Natural England are both very much committed to facilitating the management of Common Moor.  **Costs so far:**  Lisabeth Miller over the course of 2019 spent 14.1 hours on the management of Common Moor, which at £115/ hr amounted to £1621.50 which I understand she billed before her departure in Kivells.  Phoebe Millar so far in 2020 has spent 312 minutes on the management, amounting to just over 5 hours. For the purposes of billing, happy to call this 5 hours at £115/hr, resulting in an invoice to be raised of £575 plus VAT. It would appear that over the course of the year, it will result in time incurred slightly less than Lisabeth last year.  In 2018, Lisabeth Miller’s costs were £1,983.75. The total owed to Kivells is £4,180.25 for which an invoice is awaited. The previously estimated Kivells costs to the end of 2020 was £4,600.  **DWT Costs.**  These were expected to be £2,500 for the swaling and firebreak work at the beginning of the year, but should be less as the swaling was not able to be done due to the wet weather.  The Parish Council will also be paying DWT £1,200 for writing the Management Plan which will be reimbursed separately to the RPA annual payment.  **RPA Payment.**  75% now due by the end of the month, expected to be £11,250. It was currently unknown when the remaining 25% would be paid.  £11,250.00 income less approximately £6,500 current costs leaves in the region of £4,750 plus remaining £3,750 from the RPA, to cover scrub clearance, DWT work and Kivells costs at the end of the year.  When the RPA payment is received, the Clerk is to inform Councillor Thomas and the Sub Group will organize payment.  **5.5 Councillor S Carter – Newsletter.**  A newsletter is not planned unless there is a major change in lockdown arrangements.  He was continuing to collect prescriptions for residents and all local help was continuing, for which the Chairman expressed thanks to all.  Councillor Carter suggested that other people were considered should they have difficulties and he was willing to be the contact.  Councillor Carter would send the Clerk details of expenses incurred for the last newsletter and the one planned for the Autumn, to be paid at the next meeting. | | |  |
| 6. | **Finance. Lloyds Bank Treasurers Account as at 7 April 2020: £7,574.34**  **6.1 The following payments were approved and authorised. Proposed by Councillor Mrs Drake, seconded by Councillor Mrs Williams and unanimously agreed.**  **Mrs S Squire**  Redacted under the Data Protection Act. Councillors will be shown the details  **HMRC** PAYE **£44.60**  **Community First** Insurance renewal due 1 June 2020.  The renewal documents were not received until the afternoon of the meeting after the  Clerk had reminded the providers, and it was also noted that the documentation was  very late being received in 2019.  **£165.07**  The Clerk had requested an alternative quotation from BHIB Councils which although in their correspondence they said small Councils were catered for, the premium was more than £100.00 more than the premium quoted by Community First.  **Proposed by Councillor Wooldridge to accept the Community First quotation of £165.07 which was the amount if the Council chose to enter into a three year Long Term Agreement.**  **The single annual premium was £173.76.**  **Seconded by Councillor Cornish. Unanimously agreed.**  **6.2 Common Moor Combined Liability Insurance.** It was noted that the Policy had been renewed.  Due to the renewal premium cheque being received after the renewal date, because it had to be sent to Councillor Mrs Drake for signature, returned and then sent by the Clerk, the renewal date is now from 14 April 2020 which is the date the cheque cleared.  **6.3 2020/21 Precept.** It was noted that the sum of £1,966.31 had been received from Torridge District Council, being the first tranche of the Precept amounting to £1,500.00 and £466.31 in respect of additional funding to assist community groups in connection with the coronavirus epidemic. | | | Clerk  Ch.No.389  Ch.No. 390  Ch.No. 391 |
| 7. | **Planning.**  **7.1** The following Applications were considered: West & East Putford Parish Council is being consulted as an adjoining Parish to the first Application:   * **1/0328/2020/FULM – 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, Devon**   **Proposed by Councillor Mrs Drake to recommend approval. Seconded by Councillor Carter. Unanimously agreed.**   * **1/0290/2020/FUH – Proposed extension to form sitting room or guest bedroom – Littlecot, Putford.**   **Proposed by Councillor Smith to reply as follows: West and East Putford Parish Council notes this Application and has no objections. The Council note that the current boundary fence should be re-instated in the same position as the existing fence. Seconded by Councillor Wooldrige. Unanimously agreed.**  **7.2 Planning Correspondence.** The following TDC Decision Notice was noted:  **Approval for Application 1/0017/2020/FUL – conversion of redundant stable into residential dwelling - Wheelers Retreat, Bradworthy.**  **7.3 To adopt Planning Committee Terms of Reference.** A draft had been circulated to Councillors. **Proposed by Councillor Mrs Drake to approve, subject to the addition of Councillor Smith and the Chairman being Members of the Committee.**  **Seconded by Councillor Mrs Williams. Unanimously agreed.**  The additional Members were added as a result of it being noted that Councillor Headdon, a Member, may occasionally have a Prejudicial Interest in connection with his business which would render the Committee inquorate. | | | Clerk  Clerk |
| 8. | **Items to discuss:**  **8.1 Very poor state of the road from Happilands almost to Silworthy Cross.**  There was email correspondence about this in July 2019 when Highways had inspected the problem areas.  It was noted that there was more cyclists using the roads and lanes during the coronavirus lockdown and the poor surface could result in accidents / injuries to cyclists.  The Clerk to forward the representations to DCC Highways, copying in County Councillor B Parsons.  To consider making further representations to DCC Highways about the significant deterioration. | | | SC to take pictures and forward to Clerk |
| 9. | **Items to note:**  **9.1 Devon Air Ambulance Night Landing Site.** Councillor Moulder was not present to give an update on the present position. | | |  |
| 10. | **Date of next meeting. Wednesday, 15 July 2020 at 7.30pm by teleconference.**  The meeting ended at 8.23pm. | | |  |
| **Summary of Decisions:**   * **Minutes of 18 March 2020 and 27 April 2020** * **Payments** * **Renewal of insurance with Community First in a three year Long Term Agreement** * **Planning** * **Planning Committee Terms of Reference** | | | | |
| **These Minutes are agreed by those present as being a true record.** | | | | |
| Signed:  Chair of West & East Putford Parish Council. | | Date: | | |