**Minutes of West & East Putford Parish Council Meeting held on Wednesday, 18 November 2020 at 7.30pm by Zoom.**

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| **Chaired by: Councillor Mrs P Geen** | | | **Clerked by: Sue Squire** | |
| **Present: Councillors**  **S Carter**  **M Cornish from Minute No.**  **Mrs L Drake**  **Mrs P Geen**  **T Hancock**  **N Moulder**  **D Smith**  **J Wooldridge from Minute No. 36.3**  **District Councillor P Pennington until Minute No. 36.4** | | | **Agenda: -**  Items raised by members of the public  Apologies  Declarations of Interest  Approval of the Minutes of the meeting held on 16  September 2020  Reports  Finance  Planning  Items to discuss  Items to Note  Date of next meeting | |
|  | The Chairman welcomed Councillor Tom Hancock as a co-opted Member of the Council. | | | **Action:** |
| 32. | **Items raised by members of the public.** No items had been raised. | | |  |
| 33. | **Apologies.** Councillors M Thomas and Mrs N Williams, County Councillor B Parsons, Holsworthy Police. | | |  |
| 34. | **Declarations of Interest.**  **Councillors Cornish, Mrs Drake and Moulder have a Dispensation for items relating to Common Moor.** | | |  |
| 35. | **Approval of the Minutes of the meeting held on 16 September 2020.**  **Approved and signed as a correct record.**  **Proposed by Councillor Smith, seconded by Councillor Moulder and unanimously agreed.** | | |  |
| 36. | **Reports.**  **36.1 Police.** A Report for September/October 2020 had been circulated to Councillors.  No crimes were recorded for West and East Putford.  Councillors had been circulated with details from the Police highlighting that theft of fuel and batteries were common at this time of year.  Councillor Smith spoke about incidents of Cyber crime and suggested that some items are put on the Putford Facebook page.  **36.2 County Councillor B Parsons.** Various Members emails and the latest update had been circulated to Councillors.  A communication regarding the road repair programme shows that Happilands and Silworthy Cross have been marked for attention. These are areas that have been highlighted by the Parish Council for a considerable time.  **36.3 District Councillor P Pennington.** Written Report circulated.  As with everyone, Torridge is in a second period of lockdown.  Main issues:  **FREE PARKING**: The council finally agreed to have some free parking in our town centres. This was to enable local shops to recover from the effects of the first lockdown. With the run up to Xmas there is a feeling that further innovative ways of supporting town centre businesses in this important trading time.  **PLANNING WHITE PAPER:** Torridge has made a collective response which had to completed by Oct 29th. There are many unanswered questions on how proposals will impact on the district. A copy of the response should be available on TDC’s website.  **STRATEGIC PLAN UP TO 2023**: Full Council agreed a final draft and will be available shortly.  **KIVELLS AGRI-CENTRE:** TDC invested in a new market at Holsworthy and is leased by Kivells. A dispute arose over the dirty water system. After a Court judgement TDC were left with some considerable costs. Under a question, asked at Full Council, the total costs against TDC was £1,281,695.20 A sad outcome to what still is a flagship development.  **LEISURE FACILITIES:** Due to the way central government support worked it has been difficult to come an agreement 1610, the provider of services at the Northam, Torrington and Holsworthy sites. Due to difficulties at Torrington and Holsworthy it is not possible to open up in the near future. It was planned the Northam facility be opened as soon as possible. However, on the announcement of the second lockdown this has now been put on hold. Please email with an queries.  **36.4 Councillor M Thomas – Common Moor.** Written Report circulated from Phoebe Miller, Land Agent, Kivells.  Following the payment of the 2019 Revenue Payment this summer, followed by the additional Implementation Plan payment, it is anticipated that the 2020 Revenue Payment should be paid in a more timely manner.  The payment window opens on 1 December but because stewardship agreements on Commons are processed manually, it is unlikely to be paid that quickly. However, now everything is up and running, it should be paid much sooner than the 2019 payment.  When all of this Autumn’s scrub clearance work has been completed, the capital claim can be submitted. The contractor’s invoice must be paid in full, and then 80% of the cost can be reclaimed as the capital claim payment.  The contract tender has commenced advertising. This is through the usual Kivells circulation, and is scheduled to appear as an advert in the Cornish and Devon Post in order to ensure that the coverage reaches the maximum potential audience. A tender pack has been sent to Heil Holding an I have already taken phone calls from 7 interested parties who I have sent the pack to, having launched the advert on Friday, 13 November.  The closing date for the tender is Tuesday, 8 December and I will report back all submitted tenders to Myles and Sue in order to discuss.  In January, the swaling will need revisiting in order to confirm what will be done in 2021 following the combination of poor weather and coronavirus preventing the 2020 swaling from taking place. Discussions will be required with Rob Dixon of Natural England in order to assess and confirm the areas to swale. Rob Dixon is aware this discussion is required. | | |  |
| 37. | **Finance.**  **Balances: Lloyds Bank Treasurers Account as at 16/11/20: £20,818.39**  **Budgetary figures to the end of October had been circulated to Councillors for noting.**  **A schedule of income and expenditure solely relating to Common Moor had not been provided as there was no change from the last meeting.**  **37.1 The following payments were approved and authorised:**  **Proposed by Councillor Moulder.**  **Seconded by Councillor Mrs Drake and unanimously agreed.**  **Mrs S Squire**  Redacted under the Data Protection Act. Councillors had been shown the details  **HMRC** PAYE **£44.60**  **37.2 To set the 2021/22 Budget and Precept.**  This included a review of the Clerk’s salary and the Clerk, who was hosting the meeting, turned the sound down on her computer effectively ‘leaving the room’ while the item was discussed.  **Proposed by Councillor Moulder that the Precept should remain unaltered at £3,000.**  **Seconded by Councillor Wooldridge and unanimously agreed.**  **Proposed by Councillor Smith to agree the 2021/22 budget, subject to figures being checked with Councillor Thomas in relation to Common Moor.**  **Seconded by Councillor Mrs Drake and unanimously agreed.**  **37.3 It was noted that the second tranche of the 2020/21 Precept was received on 24/9/20 amounting to £1,246.95.** | | | Clerk  Ch.No. 401  Ch.No. 402  Clerk to complete and return form to TDC when received |
| 38. | **Planning.**  **38.1 The following Applications were considered:**   * **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 had negotiated with the planning officer that a delayed response is in order, by 19/11/20.  **Proposed by Councillor Smith to respond as follows: In light of additional information given locally, the Parish Council does not wish to object but is concerned about the retrospective nature of this and have made the comment before.**  **Seconded by Councillor Carter and unanimously agreed.**   * **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.  **Proposed by Councillor Wooldridge to recommend approval.**  **Seconded by Councillor Moulder and unanimously agreed.**  **38.2 Planning Correspondence.** The following TDC Approval Decision Notices were noted:   * 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. * Approval for 1/0478/2020/FUL – Demolition of agricultural building and erection of domestic outbuilding/garage at The Old Dairy, West Putford. | | | Clerk |
| 39. | **Items to discuss.**  **39.1 Devon Air Ambulance Night Landing Site.**  The Clerk advised that the Planning Application details had been submitted to the Devon Air Ambulance Trust representative to follow up. No further information was known at this time and Councillors were advised that TDC Planning Department were experiencing delays in validating Applications.  The Acceptance of Grant form had been completed and returned to DAA.  **39.2 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 had been sent the details separately for studying ahead of the meeting with a view to approving   There was no change to the Standing Orders and Financial Regulations in place, and just needed to be reviewed.  The following were considered / reviewed:  **Subject Access Review** New document to consider  **Lone Working Policy** New document to consider  **Safeguarding Policy** To review the Policy currently in place  **Grant Giving Policy**, To review the Policy currently in place  **Data Protection Policy** Updated version from the one currently in place to be reviewed  **Data Privacy Policy**  New document to consider  **Equal Opportunities Policy** Updated version from the one currently in place to be reviewed  **Proposed by Councillor Carter to approve and adopt en bloc**  **Seconded by Councillor Mrs Drake and unanimously agreed.** | | | Clerk to update documents with the review date |
| 40. | **Items to note:**  **40.1 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.  **40.2 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 the resident immediately to ascertain that since the email was sent, if the water level had receded and there was no risk to the property being flooded that night and this was confirmed.  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.  Thanks were expressed to the Clerk for dealing with this promptly at the weekend.  **40.3 Snow Warden.** It was noted that Councillor Cornish had been asked if he would be willing to take on this role but he did not wish to do this.  Councillor Mrs Geen will ask Mr D Pomeroy if he would be willing to continue in the role.  **40.4 Fly Tipping.** It was noted that TDC had been asked for assistance for this recurring issue at the layby between Stibb Cross and Powlers Piece.  The Clerk to obtain the call out number.  **40.5 Information Commissioner’s Office (ICO).** It was noted that the direct debit form had 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.  **40.6 Vacancy on the Parish Council.** It was noted that details had been publicized but as yet, there have been no letters requesting to be co-opted.  **40.7 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.  Thanks were expressed to the Clerk, County Councillor Parsons and District Councillor Pennington for making the arrangements. It transpired that DCC Highways are not responsible for the removal of leaf litter – this is done by TDC.  **40.8 Clerk’s Christmas Leave.** Thursday, 24 December 2020 to Sunday, 3 January 2021. | | | PG  Clerk |
| 41. | **Date of next meeting. Wednesday, 20 January 2021 at 7.30pm by Zoom.**  The meeting ended at 9.16pm | | |  |
| **Summary of Decisions:**   * **Minutes of the Parish Council Meeting held on 16 September 2020 by Zoom** * **Payments** * **2021/22 Precept to remain unaltered at £3,000** * **2021/22 Budget subject to the figures being checked with Councillor Thomas** * **Planning** * **Review and agreement of Standing Orders** * **Review and agreement of Financial Regulations** * **Approval of new document ‘Subject Access Review’** * **Approval of new document ‘Lone Working Policy’** * **Review and agreement of Safeguarding Policy** * **Review and agreement of Grant Giving Policy** * **Approval of updated Data Protection Policy** * **Approval of new document ‘Data Privacy Policy’** * **Approval of updated Equal Opportunities Policy** | | | | |
| **These Minutes are agreed by those present as being a true record.** | | | | |
| Signed:  Chair of West and East Putford Parish Council. | | Date: | | |