**Minutes of West & East Putford Parish Council Meeting held on Wednesday, 20 January 2021 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**  **T Hancock**  **D Smith**  **M Thomas**  **Mrs N Williams**  **J Wooldridge from Minute No. 47.4**  **County Councillor B Parsons**  **Liza Oxford – Office for National Statistics/** | | | **Agenda: -**  Talk by Lisa Oxford on behalf of the Office for  National Statistics in connection with the 2021  Census  Items raised by members of the public  Apologies  Declarations of Interest  Approval of the Minutes of the meeting held on 18  November 2020  Reports  Finance  Planning  Items to discuss  Items to note  Date of next meeting | |
|  |  | | | **Action:** |
| 42. | **Talk by Liza Oxford on behalf of the Office for National Statistics in connection with the 2021 Census.**  Councillors were advised that the 2021 Census would be a snapshot in history for England and Wales and would take place on 21 March 2021.  People will receive their packs through the door at the beginning of March and can complete the Census details then, the day the information is about is on 21 March.  People will not be able to be identified from the information given.  Why have a Census? It shapes policy, allocates funding and resources and monitors equality.  Planning and development, public health and care, transport, libraries, waste collection are all a great benefit to a community.  By law people are expected to complete the census.  Liza Oxford’s job involves the hard to count group people who will struggle to take part. This year’s Census is a digital first and although paper questionnaires will be available, the Office for National Statistics want most people to complete it online.  The data and information will come out quicker to those who need it rather than if completed on paper and there is support for those who want to do it online.  Support centres will be dependent on the Covid pandemic.  Each household will receive a code to access questionnaire online in early March.  As Putford Councillors have a unique understanding of the area, they were asked for help in spreading the word via the community network – social media, newsletters parish magazine and resources can be downloaded from Census.gov.uk  Additionally, Ms Oxford can send ready made articles to copy and paste.  The Chairman thanked Ms Oxford for the background and her talk was meaningful for people to complete.  Councillor Carter planned to circulate a newsletter before the date and Councillor Thomas would put the details on Facebook and the website. | | | SC / MT |
| 43. | **Items raised by members of the public.** None | | |  |
| 44. | **Apologies.** Councillor N Moulder, Police.  Councillor J Headdon experienced connectivity problems. | | |  |
| 45. | **Declarations of Interest.**  **Councillors Cornish, Mrs Drake and Moulder have a Dispensation for items relating to Common Moor.**  **Councillor Wooldridge declared a Prejudicial Interest in Minute No. 49.1 – Planning - 1/1023/2020/AGMB – Prior notification for the change of use of agricultural building to 3 no. dwelling houses and associated building operations under Class Q – building at Higher Chollaton, West Putford**    **Councillor Mrs Geen declared a Prejudicial Interest in Minute No. 49.1 – Planning - 1/0028/2021/FUL – Change of use of land from agricultural to equestrian and creation of arena for private use – Cresta, West Putford** | | |  |
| 46. | **Approval of the Minutes of the meeting held on 18 November 2020.**  **Approved as a correct record.**  **Proposed by Councillor Carter, seconded by Councillor Cornish and unanimously agreed.** | | |  |
| 47. | **Reports.**  **47.1 Police.** The November / December Newsletter had been received and circulated to Councillors.  **47.2 County Councillor B Parsons.**  Various Members emails and the latest update had been circulated to Councillors.  Councillor Parsons further advised:   * There would be a 4.99% increase in Council Tax * Connecting Devon and Somerset (broadband) had achieved connections in the area * There were 47 Covid cases in the TDC area which had the lowest and best figures in Devon, and nationally * Holsworthy Medical Centre would be one of the first places to rollout the vaccination programme * GP Practices are prioritizing vaccinations for older persons care homes * County Councillor Parsons will not be standing again in the forthcoming DCC Election. He thanked the Parish Clerk for her help, support and efficiency during the time he had been a Councillor. The Chairman thanked County Councillor Parsons for being a fantastic ambassador for the Holsworthy Rural area.   **47.3 District Councillors R Hicks and P Pennington.** Not present and no Report received.  **47.4 Councillor M Thomas – Common Moor including the opening of Tenders received for work at Common Moor and the award of the Tender.**  Four Tenders had been received by the Clerk who opened the sealed envelopes at the meeting.  The details were as follows:  Tender 1. **Rural Services.** Years 1, 2 and 3 - £5,378.00 per year. **Total: £16,134 + VAT**  Tender 2. **Greenwood SW.** Year 1 £5,250; Year 2 £8,750; Year 3 £8,975. **Total: £22,975 + VAT**  Tender 3. **Wardagri.**  Year 1 £1,400; Year 2 £2,100; Year 3 £1,750. **Total: £5,250**  Tender 4. **A&B Contractors.** Year 1 £2,850; Year 2 £4,275; Year 3 £3,500. **Total £10,625 + VAT**  **Proposed by Councillor Mrs Geen that as there was such a wide range of figures, that the Sub Committee carries out further work outside of the meeting and make a recommendation to award the contract to full Council via email. Seconded by Councillor Smith and unanimously agreed.**  It was noted that Kivells Land Agent, working on behalf of West and East Putford Parish Council in connection with Common Moor, had inspected and photographed both sets of work completed and would be in a position to make the capital claim, which will be for a refund of 80% of the costs as soon as possible. This is expected to be received from Natural England in 4 – 8 weeks. | | | Common Moor Sub Cttee and then the Clerk to advise successful and un-successful contractors |
| 48. | **Finance.**  **Balances: Lloyds Bank Treasurers Account as at 31 December 2020: £12,837.02**  **Budgetary figures to the end of December 2020 had been circulated to Councillors for noting.**  **48.1 Councillors considered a request from Citizens Advice for a donation.**  A letter of request and copy of the latest set of accounts has been received to comply with criteria laid down for Parish Councils to follow.  Following a discussion, it was decided not to give a donation.  **48.2 The following payments were approved and authorised: Proposed by Councillor Mrs Williams, seconded by Councillor Wooldridge and unanimously agreed.**  **Mrs S Squire**  Redacted under the Data Protection Act. Councillors had been shown the details  **HMRC** PAYE **£44.60**  **Rural Services Second Invoice £7,782.90**  (£6,485.75 net, £1,297.15 reclaimable VAT)  **Kivells** Management of Common Moor Higher Tier Stewardship (1/7/20 – 31/12/20) **£1,398.90**  (Net £1,165.75, reclaimable VAT £233.15)  **Citizens Advice** Donation Not approved  **48.3 2021/22 Budget and Precept.**  The Budget had been set subject to the figures being checked in relation to Common Moor with Councillor Thomas.  To ratify the decision.  **Proposed by Councillor Smith, seconded by Councillor Mrs Williams and unanimously agreed.**  **48.4 It was noted that the Precept form had been received from TDC, completed with the figure of £3,000 agreed at the budget setting meeting in November 2020 and returned to TDC.** | | | Clerk  Ch.No. 404  Ch.No. 405  Ch.No. 406  Ch.No. 407 |
| 49. | **Planning.**  **49.1 The following Applications were considered:**   * **1/0028/2021/FUL – Change of use of land from agricultural to equestrian and creation of arena for private use – Cresta, West Putford**   **Councillor Mrs Geen declared a Prejudicial Interest, left the meeting and did not take part in the discussion, decision or voting thereon.**  **Councillor Mrs Drake chaired this part of the meeting.**  **Proposed by Councillor Thomas to recommend approval. Seconded by Councillor Mrs Williams and unanimously agreed.**   * **1/1023/2020/AGMB – Prior notification for the change of use of agricultural building to 3 no. dwelling houses and associated building operations under Class Q – building at Higher Chollaton, West Putford**   **Councillor Wooldridge declared a Prejudicial Interest, left the meeting and did not take part in the discussion, decision or voting thereon.**  **It was decided that the Planning Committee would consider this Application, to be submitted to TDC by the Clerk.**     * **1/0063/2021/FUL – Installation of landing lights to provide emergency lighting for the Devon Air Ambulance at Cudjamoor Farm, East Putford.**   **Proposed by Councillor Mrs Williams to fully support this Application, having been submitted by the Parish Clerk on behalf of the Parish Council. Seconded by Councillor Smith and unanimously agreed.**  It was noted that between meetings, Councillors considered Application 1/1106/2020/FUL – extension to agricultural building and creation of slurry pit – land at Mambury Farm, East Putford.  *Councillor Hancock declared a Prejudicial Interest and did not comment or vote.*  After consulting with Councillors under the Business Continuity Plan, a response of ‘no objections’ was submitted to TDC.  **49.2 Planning Correspondence.** The following TDC Approval Decision Notices were noted:   * **Approval for Application 1/0833/2020/FUL –** Replace existing utility room with utility and toilet/shower room at The Old School House, Putford. * **Approval for Application 1/0414/2020/FUL –** Relocation of existing farm entrance to provide safe visibility and access to incoming and outgoing vehicles – Field Irish Farm, Bradworthy. | | | Clerk  Planning Cttee / Clerk |
| 50. | **Items to discuss.**  **50.1 Snow Warden.** Councillor Mrs Geen advised that Mr D Pomeroy did not wish to continue in this role.  Councillor Hancock expressed an interest in this role. The Clerk to advise DCC Highways for the relevant training to be given. | | | Clerk |
| 51. | **Items to note:**  **51.1 Reviewed / adopted documents.** It was noted that the documents approved at the last meeting had been updated with the date and sent to Councillor Thomas for inclusion on the website.  **51.2 Fly Tipping at lay by between Stibb Cross and Powlers Piece.** It was noted that the Clerk had asked TDC for the call out number when fly tipping is noticed so that arrangements can be made for it to be collected.  TDC has been advised of the frequency of fly tipping at this site.  A reply had been received advising that the call out number is only hours after hours, answered by a standby officer after being transferred from the usual Council line of 01237 428700. Out of hours collection would only be considered if an item was classed as dangerous.  For fly tipping, the same number, option 3, can be called (Waste and Recycling Team) and TDC will arrange for someone who is available to attend. Alternatively, an email can be sent to recycle@torridge.gov.uk  **51.3 Devon Air Ambulance Night Landing Site.**  After the Agreement had been signed and sent to the Devon Air Ambulance, this was returned as the form had to be signed by the landowner to give consent.  This has been done and submitted again to the Devon Air Ambulance.  The Clerk to summarise and circulate the figures to Councillors.  **51.3 Newsletter.** Councillor Carter intended to prepare this imminently.  Communications to be an item on the next Agenda. | | | Clerk  SC / March Agenda |
| 52. | **Date of next meeting. Wednesday, 17 March 2021 at 7.30pm by Zoom.**  The meeting ended at 8.29pm. | | |  |
| **Summary of Decisions:**   * **Minutes of the Parish Council Meeting held on 18 November 2020 by Zoom** * **The Common Moor Sub Committee to meet and decide on the award of the contract for work on Common Moor** * **Payments** * **Ratification of the 2021/22 Budget and Precept** * **Planning** | | | | |
| **These Minutes are agreed by those present as being a true record.** | | | | |
| Signed:  Chair of West & East Putford Parish Council. | | Date: | | |