**Minutes of West & East Putford Parish Council Meeting held on Monday, 3 May 2021 at 7pm by Zoom.**

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| **Chaired by: Councillor Mrs P Geen until Minute No. 2 then Councillor D Smith** | **Clerked by: Sue Squire** |
| **Present: Councillors****S Carter****Mrs L Drake****Mrs P Geen until Minute No. 2****T Hancock****J Headdon****N Moulder****D Smith****M Thomas****Mrs N Williams** | **Agenda: -**Members Register of Business InterestsElection of ChairmanChairman’s Declaration of Acceptance of OfficeElection of Vice ChairmanElection of Parish Council RepresentativesTo agree that Minutes and other correspondence is sent by email to Councillors with that facilityItems raised by members of the publicApologiesDeclarations of InterestApproval of the Minutes of the Meetings held on 24/2/21 and 17/3/21 by ZoomReportsItems to discussPlanning & Planning CorrespondenceFinanceCompliance & PoliciesItems to noteScheme of DelegationDate of next meeting |
|   |  |  **Action:** |
| **1.** | **Members had completed their Register of Business Interest Forms for 2021/22 and returned them to the Clerk.**  |  |
| **2.** | **Election of Chairman.****Councillor Mrs Williams proposed Councillor Smith. Seconded by Councilor Mrs Geen.****There were no other nominations and Councillor Smith was willing to stand.****Unanimously agreed.** Councillor Smith gave a vote of thanks to Councillor Mrs Geen for the years that she had been a Councillor, and in particular, holding the role of Chairman.   |  |
| **3.** | **Chairman’s Declaration of Acceptance of Office.** **3.1 To agree that the Chairman will sign the Declaration of Acceptance of Office at the first physical meeting of the Parish Council****Proposed by Councillor Moulder, seconded by Councillor Mrs Williams and unanimously agreed.** **3.2 The Chairman read the Declaration of Acceptance of Office.**  | Next Agenda |
| **4.** | **Election of Vice Chairman.****Councillor Moulder proposed Councillor Mrs Drake. Seconded by Councillor Mrs Williams.****There were no other nominations and Councillor Mrs Drake was willing to stand.****Unanimously agreed.**  |  |
| **5.** | **Election Parish Council Representatives.** * Councillor Carter is the Parish Council’s representative at Torridge Area Advisory Committee Meetings.
* Councillor Mrs Williams assists the Chairman with personnel matters
* Councillor Hancock is the Parish Snow Warden
* Councillor Carter is the Parish Council’s Communications Councillor

**Proposed by Councillor Moulder, seconded by Councillor Mrs Drake and unanimously agreed.**  |  |
| **6.** | **To agree the Minutes and other correspondence is sent by email to Councillors with that facility.****Proposed by Councillor Mrs Williams, seconded by Councillor Mrs Drake and unanimously agreed.**  |  |
| **7.** | **Items raised by members of the public.** None. |  |
| **8.** | **Apologies.** Councillor Wooldridge due to connectivity problems, Councillor Thomas, Holsworthy Police.  |  |
| **9.** | **Declarations of Interest.** **Councillors Mrs Drake has a Dispensation in items relating to Common Moor.** |  |
| **10.** | **Approval of the Minutes of the Meetings held on 24 February 2021 and 17 March 2021, both by Zoom.****Approved as a correct record.** |  |
| **11.** | **Reports:** **11.1 Police.** Apologies given. Two monthly Report was received in March 2021.**11.2 County Councillor B Parsons.** DCC updates had been regularly received.County Councillor Parsons was not standing in the forthcoming DCC Election.**11.3 District Councillors R Hicks and P Pennington.** Regular reports received**.****11.4 Common Moor.** A Report had been noted at the Annual Parish Meeting and will have covered the items raised at the meeting on 17 March 2021.Councillors noted that the Report confirmed that the Moor was shown to be well managed and monies being received from the Rural Payments Agency. |  |
| **12.** | **Items to Discuss**.**12.1 Land at West Putford in Trust for benefit of Parish.** Councillor Carter advised that enquiries were ongoing and would provide a Report at the next meeting.He had been contacted regarding a potential liability regarding trees. **12.2 Maintenance of hedges and trees in the Parish.** This item, linked to Minute No. 12.1, was deferred from the last meeting. Councillor Carter will provide a plan and contact Councilor Wooldrdige for his knowledge and expertise.  | SCSC |
| **13.** | **Planning and Planning Correspondence.** There were no Planning Applications to consider or planning correspondence.It was noted that the Councillor Thomas and the Parish Clerk were booked onto a Devon Association of Local Council’s Webinar entitled ‘Responding to Planning Applications” on 24 May 2021. |  |
| **14.** | **Finance.****14.1 Balances.** **Lloyds Bank Treasurers Account as at 15 April 2021: £20,895.94****14.2 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. The Clerk advised that the pay documents had not been received from the pay practitioner and the details would be emailed to Councillors before the cheque was written out.**Councillor Moulder proposed that this would be acceptable.** **Seconded by Councillor Mrs Drake and unanimously agreed.** **HMRC** PAYE **£45.00****Devon Association of Local Councils** 2021/22 Subscription **£74.55****Devon Wildlife Trust** Invoice. Maintenance of 2 fire breaks – 2020 £864.00 Maintenance of 1 fire break – 2021 )Swailing carried out in accordance with the management plan ) £8,064.00 **£8,928.00**Reduced rate swailing carried out in 2020 area missed due to pandemic )(VAT of £1,488 is reclaimable)**MAT Electrics** Devon Air Ambulance Night Landing Site Installation **£6,560.47**To be withheld until the installation has been completed (different junction box required)**Community First Insurance** Renewal premium due on 1 June 2021 **£165.07****In respect of Minute Numbers 14.3, 14.4.1, 14.4.2 & 14.4.3, Councillors had been circulated with details to study before the meeting.** **14.3 To approve the accounts for the year ended 31 March 2021.****Proposed by Councillor Mrs Drake to approve. Seconded by Councillor Mrs Williams.****Unanimously agreed.** **14.4 2021 Annual Return.** **14.4.1 To approve Section 1 – Annual Governance Statement of the Annual Governance and Accounting Return.****Proposed by Councillor Moulder, seconded by Councillor Mrs Williams and unanimously agreed.** **14.4.2 To approve Section 2 – Accounting Statements of the Annual Governance and Accounting Return.****Proposed by Councillor Mrs Drake, seconded by Councillor Moulder and unanimously agreed.** **14.3 To approve the signature of the 2021 Statement of Internal Control.****Proposed by Councillor Moulder to approve, seconded by Councillor Mrs Drake and unanimously agreed.** **14.4 Bank Account.** To make a decision to remain with Lloyds Bank and move to internet banking for payments to be made by BACS or to open an account with Unity Trust Bank.Lloyds Bank had responded to the enquiry regarding a fee charged for managing the account online and had confirmed no charge was made.In any event, to nominate a Councillor to approve the payments after they have been approved at a full Parish Council meeting and to nominate a Councillor to authorize the Clerk to make the BACS payments.**Proposed by Councillor Mrs Williams that the account should remain with Lloyds Bank.****Proposed by Councillor Moulder that Councillor Mrs Drake is the nominated Councillor to approve the payments by BACS, after they have been approved at a full Council Meeting.****Seconded by Councillor Smith and unanimously agreed.** **Proposed by Councillor Mrs Williams that Councillor Smith is the nominated Councillor to authorize the Clerk to make the payments by BACS.****Seconded by Councillor Mrs Drake and unanimously agreed.** The Clerk to also arrange for the cheque signatories to be amended in accordance with the above arrangements, and a Variation Mandate to be completed accordingly.  | ClerkCh.No. 412Ch.No. 413Ch.No. 414Ch.No. 415Ch.No. 416Ch.No. 417Clerk to arrange for internal and external auditClerkClerk |
| **15.** | **Compliance and Policies.** To approve the following. Councillors had been circulated with the details to study throughout April. * Standing Orders – to be updated when internet banking has been arranged
* Financial Regulations – to be updated when internet banking has been arranged
* General Risk Assessment. Access to documents – to be updated when Cloud storage has been arranged
* Freedom of Information Publication Scheme
* Equal Opportunity Policy
* Complaints Procedure
* Grant Giving Policy
* Filming & Recording Protocol
* Safeguarding Policy
* Data Protection Policy
* Data Privacy Policy – name of Council to be corrected
* Disciplinary Policy – to be adopted when further information regarding the investigation side of the details had been agreed.
* Dignity at Work: Bullying / Harassment Policy
* Subject Access Requests Policy
* Retention of Documents Policy
* Internal Control Policy
* Grievance Policy
* Fixed Asset Policy

**Proposed by Councillor Moulder to approve, subject to the items in blue, seconded by Councillor Carter and unanimously agreed.**  | Clerk to update |
| **16.** | **Items to note:** **16.1 Devon Air Ambulance Night Landing Site.** The site had been installed on Friday, 30 April 2021.Councillor Moulder advised that the junction box has to be connected with the EE network, where the Devon Air Ambulance is changing contracts. Councillor Moulder suggested there was formal communication with the Parish and a celebration when Covid-19 restrictions are eased. | Next Agenda |
| **17.** | **Scheme of Delegation.** Details of the document had been previously discussed by Councillors at the Parish Council Meeting on 17 March 2021. At that time, it was not known if the government would extend the legislation to allow remotely held meetings to continue after 6 May 2021 and it had now been confirmed that the legislation will not be extended and remote meetings cannot continue after 6 May 2021. In light of the above, Councillors considered whether to adopt the Scheme of Delegation to allow Parish Council decisions to be made via email until such time as Councillors feel it is safe to hold face to face meetings (within 6 months of this meeting).**Proposed by Councillor Moulder to adopt the Scheme of Delegation.** **Seconded by Councillor Mrs Drake and unanimously agreed.** The Clerk advised that she would not be taking any decisions on behalf of the Parish Council without first informing and liaising with Parish Councillors, to ensure that they were fully advised of any situation and were in agreement with the action to be taken and that confirmation by email would be requested. |  |
| **18.** | **Date of next Meeting: Various venues were discussed and a decision to be made under the Scheme of Delegation.** **The suggested date was Wednesday, 21 July 2021 at 7.30pm.**  |  |
| **Summary of Decisions:** * **Election of Chairman**
* **Chairman to sign the Declaration of Acceptance of Office at the first physical meeting of the Parish Council**
* **Election of Vice Chairman**
* **Election of Parish Council Representatives**
* **Agreement for communications to be sent by email**
* **Minutes of the Parish Council Meetings held on 24 February 2021 and 17 March 2021 by Zoom**
* **Payments**
* **Clerk’s salary and expenses when the pay documents had been received from the pay practitioner**
* **Accounts for the year ended 31 March 2021**
* **Section 1 – Annual Governance Statement of the Annual Governance and Accountability Return 2020/21**
* **Section 2 – Accounting Statements of the Annual Governance and Accountability Return 2020/21**
* **2021 Statement of Internal Control**
* **The Parish Council’s Bank Account to remain with Lloyds Bank**
* **Councillor Mrs Drake to be the nominated Councillor to approve payments by BACS after being approved at a full Council meeting**
* **Councillor Smith to be the nominated Councillor to authorise the Clerk to make the payments by BACS**
* **Adoption of compliance and other documents, subject to the details in blue**
* **Scheme of Delegation**
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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: |