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| **WEST AND EAST PUTFORD PARISH COUNCIL**  PARISH CLERK: MRS SUE SQUIRE, HAXLEA, 2 THREEWAYS, BRATTON FLEMING, BARNSTAPLE, DEVON. EX31 4TG.  TEL: 01598 710526. E-MAIL: sue@suesquire.com  CHAIRMAN: COUNCILLOR D SMITH | |  |
| **TO ALL COUNCILLORS:**  You are hereby summoned to a Parish Council Meeting on Wednesday, 21 July 2021 in Bradworthy Memorial Hall at 7.30pm. The Agenda is detailed below.  Sue Squire, Parish Clerk. 16 July 2021  Please read the important information below so that the meeting is conducted in safety.   * This in-person Parish Council Meeting will be subject to the Parish Council’s Risk Assessment which will be displayed on the main door. * Hand sanitiser will be available and all attendees should use this before entering the Hall. * A Track and Trace System will be kept by the Clerk * Members of the public are required to wear face coverings. * As far as practicably possible, this will be a paperless meeting to promote safety of all present, to avoid numerous people touching various pieces of paper. * It should be noted that no spare Agendas, copies of Minutes will be available at the meeting. * Similarly, no copies of Planning Applications, if applicable, will be available to view or pass around. Councillors are requested to view the details online before the meeting to acquaint themselves with the details. * Entry will be via the main Hall door using a single entry system. * Members of the public are eligible to attend the meeting. It should be borne in mind that space is limited in the Hall when complying with social distancing. * It is requested that representations are sent to the Clerk before the meeting for Councillors to study to avoid members of the public having to speak at the meeting and bring notes with them. | |  |
| **No.** | **Item** | Mins |
| 1. | **The Chairman will sign the Declaration of Acceptance of Office, witnessed by a Parish Councillor.** | 1 |
| 2. | **The Chairman will extend a welcome to County Councillor James Morrish, elected on 6 May 2021** | 2 |
| 3. | **Items raised by members of the public.** *It should be noted that representations by members of the public are permitted for a maximum of 3 minutes.* | 3 |
| 4. | **Apologies.** | 1 |
| 5. | **Declarations of Interest.** | **1** |
| 6. | **Approval of the Minutes of the Annual Parish Council Meeting held on 3 May 2021 by Zoom.** | 3 |
| 7. | **Reports:** Written Reports requested - to note at this point in the meeting.  **7.1 Police.**  **7.2 County Councillor J Morrish.**  **7.3 District Councillors R Hicks and P Pennington.**    **7.4 Common Moor.**   * An email has been received from Rural Services, the contractor awarded to carry out scrub clearance / swailing, requesting that the arisings are chipped, using his own chipper in favour of burning. * To note that the sum of £11,167.20 has been received from the Rural Payments Agency in respect of the Countryside Steward Higher Tier Agreement.   **7.5 Training –** Councillor Thomas and the Clerk have attended remote training delivered by the DALC – Responding to Planning Applications.  **7.6 Parish Clerk – Vacancy on the Parish Council**  **Former Councillor Mrs P Geen.** To note that a letter of resignation as a Parish Councillor has been received.  The Clerk has informed TDC and a Notice of Vacancy has been displayed. If a request for a by-election has not been received by TDC by 22/7/21, the Parish Council will be able to co-opt.  A thank you card on behalf of the Parish Council has been sent to Mrs Geen for her work on the Parish Council, particularly in the role of Chairman.  **7.7. To review the number of seats on the Parish Council.** Should Councillors feel this should be requested, it will be necessary for this to be submitted to TDC for the relevant review to be carried out.  **7.8 State of the roads update.** | 10 |
| 8. | **Items to Discuss**.  **8.1 Roadmap Newsletter from DCC.** To discuss the Road Warden Scheme.  **8.2 Land at West Putford in Trust for benefit of Parish.** Councillor Carter to advise on any further information he has obtained.  **8.3 Maintenance of hedges and trees in the Parish.** This item was deferred from the last meeting.  **8.4 Parish Website.** Councillor Thomas has advised that he does not wish to continue with the administrative role. To discuss a replacement.  **8.5 Devon Air Ambulance Night Landing Site.** To note that the site is now live.  The Clerk sent the opening details for inclusion in the Community News pages of the North Devon Journal and to TDC who have circulated the details to Parishes.  To discuss plans for a celebratory event to mark this potential life saving facility in the Parish.  Councillor Headdon will propose improvements to the landing site gateway.  **8.6 The Queen’s Green Canopy marking the Platinum Jubilee.** To consider planting a tree or trees and the location. | 20 |
| 9. | **Planning and Planning Correspondence.** Details of material & non material consideration is being forwarded to Councillors.  **9.1 The following Planning Applications were received between meetings and a response was agreed under the Scheme of Delegation as follows, and submitted to TDC by the Clerk:**   * **1/1191/2020/FUL - Stud Barn.** Granted permission. * **1/0539/2021/AGMB - Higher Chollaton.** Granted permission   **9.2 To note the following TDC Decision Notice:**  **APPROVALS for:**   * **1/0097/2021/FUL –** Proposed wooden lodge for no. 1 holiday let with car parking and access track and creation of new garage & car port for existing dwelling – Raleigh, East Putford * **1/0544/2021/FUL –** Demolition of existing conservatory and replacement with new single storey extension, alterations to windows, doors, and external appearance, and retention of solar panels – Volehouse Farm, West Putford.   **9.3 Email from Councillor Mrs Drake regarding the Planning Application in respect of Raleigh.**  She feels that the Parish Council’s response was not taken into account. | 10 |
| 10. | **Finance.**  **10.1 Balances.** To be tabled at the Meeting.  Budgetary figures to the end of June will be forwarded to Councillors ahead of the meeting.  **10.2 To authorise the following payments:**  **Mrs S Squire**  Redacted under the Data Protection Act. Councillors will be shown the details  This will include overtime from January to May 2021.  **HMRC** PAYE **£130.80**  **DALC** Training **£ 72.00**  **Mrs J Snooks** Internal Audit Fee  **£ 50.00**  **R M Thomas** Website expenses for the last year **£102.59**  **10.3 2020/21 Audit. To re-approve the accounts for the year ended 31/3/21 and the Annual Governance Accounting Return.**  **10.4 Contract Renewal for internal auditor.** Mrs J Snooks has offered a three year contract.  Councillors to consider taking this offer up. Details will be supplied to Councillors to study.  **10.5 Bank Account.** The Clerk will advise on the progress of internet banking.  **10.6 Notice Boards.** To consider refurbishment. The West Putford board requires varnishing and new door bolts. | **10** |
| 11. | **Compliance and Policies.**  **11.1 Disciplinary Policy.** The Chairman will give his thoughts on the document.  **11.2 Data Privacy Policy.** This was not adopted at the Annual Parish Council Meeting and the Clerk will give details of the advice given by the Devon Association of Local Councils as a result of further enquiries being made, requested by the Chairman. | 10 |
| 12. | **Items to note:**  **12.1 Clerk’s Leave: Friday 13 – 30 August inclusive and 25 September to 3 October inclusive.**  **12.2 Airband Presentation.** To note this will take place at the September Parish Council meeting. | 2 |
| 13. | **Date of next Meeting: Wednesday, 15 September 2021 at 7.30pm in Bradworthy Memorial Hall.** | Total  73 mins |