

Minutes of West & East Putford Parish Council Meeting held on Wednesday, 21 July 2021 in Bradworthy Memorial Hall at 7.30pm.

A Covid-19 Risk Assessment had been carried out by the Parish Council and Memorial Hall Committee.

Chaired by: Councillor D Smith		Clerked by: Sue Squire
Present: Councillors S Carter M Cornish Mrs L Drake J Headdon N Moulder D Smith M Thomas Mrs N Williams County Councillor J Morrish		Agenda: - The Chairman will sign the Declaration of Acceptance of Office The Chairman will extend a welcome to County Councillor James Morrish, elected on 6 May 2021 Items raised by members of the public Apologies Declarations of Interest Approval of the Minutes of the Annual Parish Council Meeting held on 3 May 2021 by Zoom Reports Items to discuss Planning & Planning Correspondence Finance Compliance and Policies Items to note Date of next meeting
		<u>Action:</u>
19.	The Chairman signed the Declaration of Acceptance of Office, witnessed by a Parish Councillor.	
20.	The Chairman extended a welcome to County Councillor James Morrish, elected on 6 May 2021.	
21.	Items raised by members of the public. None.	
22.	Apologies. Councillors T Hancock (work commitments) and J Wooldridge (illness), District Councillor P Pennington (at a TDC meeting), Holsworthy Police.	
23.	Declarations of Interest. Councillors Cornish, Moulder and Mrs Drake have a Dispensation in items relating to Common Moor. Councillor Thomas – prejudicial interest in Finance, Minute No. 28.2, reimbursement for website expenses.	

<p>24.</p>	<p>Approval of the Minutes of the Annual Parish Council Meeting held on 3 May 2021 by Zoom. Approved and signed as a correct record after it was noted that Councillor Thomas was not present. Proposed by Councillor Carter, seconded by Councillor Cornish and unanimously agreed.</p> <p>It was also noted that Councillor Thomas is the Parish Councilor responsible for Common Moor.</p>	
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Reports:

25.1 Police. The May / June Newsletter had been circulated to Councillors. The theft of tractor devices was raised. Councillor Cornish advised that all were serial coded so of no use unless the thieves have the correct software.

25.2 County Councillor J Morrish.

He commenced his Report by thanking former County Councillor Barry Parsons for all his work as a County Councillor. He was pleased to have been elected and advised that his Great Grandfather farmed part of Common Moor, and his Grandfather is named on the First World War monument in Putford Parish Church.

Rural communities are important for him, having been born and bred in the area and lived on a farm all his life. He spoke about his working environment and separates work from Council work.

His Division is the largest in Devon, apart from one near Exmoor, extending from close to the Cornwall border at Launceston to Buckland Brewer to Sheepwash to Meddon. He has always stood as a Conservative candidate although does not consider himself a big political player.

The Conservatives are in charge at County Hall, where there are also good Councillors representing other parties.

County Councillor John Hart, Leader of Devon County Council, asked him to be the Chairman of Investments and Pensions where there is a £5bn investment.

He had become aware that potholes are a big problem, and it appeared to him that some rural areas, such as Putford, are forgotten as the County Council seems to base any work on car usage, but he felt all roads should be treated the same. This was welcomed by Councillors.

Road repairs are being carried out between Bubbacott towards Shebbear and Halwill Junction will receive attention the following week. The team are in the area all the time for the next 11 months.

Councillor Morrish stressed the importance of reporting potholes via DCC's interactive map.

A new firm had recently taken over road repairs from Skanska, who are employing the same people.

The Neighbourhood Highway Manager is in charge of decisions.

Other issues:

He is keen to make sure that the role of District Nurses is to look after people in their own home, especially the elderly and those living alone.

He has a budget of £40,000 over the next 4 years and is willing to support a project which the Parish Council has. If the Parish Council doesn't claim this year, he would welcome an application in 2022.

25.3 District Councillor P Pennington. Apologies given. A written Report had been circulated as follows:

Item 7.3 I would like to thank Mrs Geen for her work. When elected to the Monkleigh & Putford ward 2 years ago I received much support in getting to know the 2 Putford parishes.

1) Covid - Our Chairman of Council has tested positive. Others have been in contact. In the light of this Full Council for next Monday has been cancelled. The isolating procedures are having an effect on services and officers are working hard to try and cover the various service delivery areas as best they can.

2) TDC made a bid to the Levelling UP fund in respect of grant funding for Bideford Town centre. The bid was lodged on the 18th June = still awaiting an outcome.

3) 1610 Leisure facilities (swimming pools) are now open - Check the 1610 website for updates of public safety Covid rules.

4) TDC has adopted a Carbon & Environment Diversity Plan. This will be a basis of underpinning decisions within the TDC remit. On the TDC website.

<p>26.</p>	<p>Items to Discuss.</p> <p>26.1 Roadmap Newsletter from DCC. To discuss the Road Warden Scheme. Councillors Carter and Mrs Williams were interested in this. To be an item on the September Agenda after the full details have been re-read, particularly the insurance liability.</p> <p>26.2 Land at West Putford in Trust for benefit of Parish. Councillor Carter advised that the land is not in Trust. There are some trees which are leaning over the highway and he will check whether they are subject to a Tree Preservation Order. It is understood that the ownership of the land was transferred to a relative who lives abroad. Councillor Carter will speak to DCC to ascertain if the Authority has ownership of anything in the area.</p> <p>26.3 Maintenance of hedges and trees in the Parish. This item was deferred from the last meeting. There continued to be a problem and Councillor Cornish will speak to the landowner.</p> <p>26.4 Parish Website. Councillor Thomas has advised that he does not wish to continue with the administrative role and he was thanked for his contribution. Councillor Smith offered to take on the webmaster role for a trial of six months.</p> <p>26.5 Devon Air Ambulance Night Landing Site. It was noted 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. Plans for a celebratory event to mark this potential life saving facility in the Parish are currently on hold because of the pandemic. Councillor Headdon proposed improvements to the landing site gateway which is subject to boggy conditions after heavy rain, which could have an impact on the land ambulance getting close to the helicopter. The pipe and stone has been estimated at £330 + VAT. This included a discount of £2 per tonne for the stone. Labour would be donated as would hire of the machinery. If this is done, the Devon Area Ambulance will cover the cost of a turning area.</p> <p>Proposed by Councillor Mrs Williams to proceed, seconded by Councillor Thomas and unanimously agreed.</p> <p>26.6 The Queen's Green Canopy marking the Platinum Jubilee. To consider planting a tree or trees and the location. Councillor Thomas to contact Natural England regarding a possible site at Common Moor Cross.</p>	<p>Next Agenda / DS</p> <p>SC</p> <p>MC</p> <p>DS</p> <p>Clerk to complete and submit a Locality Grant Application form to Cty Cllr Morrish</p> <p>JH</p> <p>MT</p>
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<p>27.</p>	<p>Planning and Planning Correspondence. Details of material planning consideration had been forwarded to Councillors.</p> <p>27.1 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:</p> <ul style="list-style-type: none">▪ 1/1191/2020/FUL - Stud Barn. Granted permission.▪ 1/0539/2021/AGMB - Higher Chollaton. Granted permission <p>27.2 The following TDC Decision Notices were noted: APPROVALS for:</p> <ul style="list-style-type: none">▪ 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. <p>27.3 Email from Councillor Mrs Drake regarding the Parish Council’s response to Planning Applications. She feels that the Parish Council’s responses are not taken into account.</p> <p>Councillors were in agreement for the Clerk to draft a generic letter to TDC requesting clarity when representations are made by members of the public and Parish Councils because at times, these views do not seem to be taken into account.</p> <p>In addition, guidance to be requested as to how the completed work at the property conforms to the plans and constraints put on.</p>	<p>Clerk</p>
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<p>28.</p>	<p>Finance.</p> <p>28.1 Balances. Lloyds Bank Treasurers Account as at 15 June 2021: £7,863.41 This is before the £11,167.20 was credited. As at 21 July 2021, the balance was £18,775.74</p> <p>Budgetary figures to the end of June had been forwarded to Councillors ahead of the meeting.</p> <p>28.2 The following payments were approved and authorised: Proposed by Councillor Carter, seconded by Councillor Mrs Drake and agreed.</p> <p>Mrs S Squire Redacted under the Data Protection Act. Councillors had been shown the details This included overtime from January to May 2021.</p> <p>HMRC PAYE £130.80</p> <p>DALC Training £ 72.00</p> <p>Mrs J Snooks Internal Audit Fee £ 50.00</p> <p>R M Thomas Website expenses for the last year £102.59</p> <p>Councillor Thomas declared a Prejudicial Interest in this item He confirmed he is willing to continue paying for the website from his own account and being reimbursed until a direct debit is set up via internet banking.</p> <p>28.3 2020/21 Audit. To re-approve the accounts for the year ended 31/3/21 and the Annual Governance Accounting Return due to a minor amendment. Proposed by Councillor Thomas, seconded by Councillor Carter and unanimously agreed.</p> <p>28.4 Contract Renewal for internal auditor. Mrs J Snooks has offered a three year contract. Councillors to consider taking this offer up. Details had been supplied to Councillors to study.</p> <p>The Clerk to enquire her qualifications and whether a discount was applicable, on the basis that the bulk of the income and expenditure from the Rural Payments Agency was on an 'in and out' basis.</p> <p>28.5 Bank Account. The Clerk advised that it had not been possible for her to progress internet banking due to attendance of and actions resulting from Annual Parish Council meetings and the internal audit.</p> <p>28.6 Notice Boards. The Clerk had received details that the West Putford board requires varnishing and new door bolts. A resident is prepared to do the work with no charge for the labour. Proposed by Councillor Moulder to proceed, seconded by Councillor Cornish and unanimously agreed.</p> <p>Councillor Mrs Drake confirmed that the notice board at Colscott does not require any work.</p>	<p>Clerk</p> <p>Ch.No.41 8</p> <p>Ch.No.41 9</p> <p>Ch.No.42 0</p> <p>Ch.No.42 1</p> <p>Ch.No.42 2</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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<p>29.</p>	<p>Compliance and Policies. 29.1 Disciplinary Policy. This item was deferred to the next meeting. The Clerk to check with the DALC regarding certain wording which was not covered in the document, that those involved needed to know that an investigation is happening. 29.2 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. The Clerk had checked the situation with the DALC and read the reply. As a result, Councillor Thomas will check with the website provider, Fasthosts.</p>	<p>Next Agenda Clerk MT</p>
<p>30.</p>	<p>Items to note: 30.1 Clerk's Leave: Friday 13 – 30 August inclusive and 25 September to 3 October inclusive. 30.2 Airband Presentation. This will take place at the September Parish Council meeting. Some people have had unsolicited wayleave agreements sent. It was understood this was because they plan to use BT poles and additional poles. Councillor Carter to ask Airband that they provide the Parish Council with the route of the cabling they are intending to do.</p>	<p>SC</p>
<p>31.</p>	<p>Date of next Meeting: Wednesday, 15 September 2021 at 7.30pm in Bradworthy Memorial Hall. The meeting ended at 9.20pm.</p>	<p>Clerk to book</p>
<p>Summary of Decisions:</p> <ul style="list-style-type: none"> ➤ Minutes of the Annual Parish Council Meeting held on 3 May 2021 by Zoom ➤ Common Moor Scrub Clearance / Swailing arisings to be chipped subject to agreement by National England and Devon Wildlife Trust, and removed from the site ➤ The structure of the Parish Council, with 12 seats, to be remain unchanged ➤ Improvements to the Devon Air Ambulance Night Landing Site gateway for better access by a land ambulance ➤ Payments ➤ Re-approval of the accounts for the year ended 31 March 2021 and the Annual Governance Accounting Return ➤ Refurbishment of the West Putford notice board 		
<p>These Minutes are agreed by those present as being a true record.</p>		
<p>Signed: Chair of West & East Putford Parish Council</p>	<p>Date:</p>	