

**WEST AND EAST PUTFORD PARISH COUNCIL**

PARISH CLERK: MRS SUE SQUIRE, HAXLEA, 2 THREEWAYS, BRATTON  
FLEMING, BARNSTAPLE, DEVON. EX31 4TG.

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CHAIRMAN: COUNCILLOR D SMITH

**TO ALL COUNCILLORS:**

You are hereby summoned to a Parish Council Meeting on Wednesday, 17 November 2021 at 7.30pm in Bradworthy Memorial Hall. The Agenda and joining details are below.

Sue Squire, Parish Clerk. 11 November 2021

No.	Item	Mins
1.	<b>Co-option of a Parish Councillor to fill one vacancy on the Parish Council.</b> TDC had confirmed that no request for an election had been received. Co-option details were appearing on the notice boards and in the Community News pages of the North Devon Journal. At the time of preparing the Agenda, no letters of application had been received.	3
2.	<b>Items raised by members of the public.</b> <i>It should be noted that representations by members of the public are permitted for a maximum of 3 minutes.</i>  <b>2.1 Representations from a resident at West Putford requesting bags of grit salt are placed by the bridge for use to prevent problems on the hill, as has been previously experienced involving a bus.</b> To facilitate this item, the Clerk, in a group email sent on 3/11/21 requested the Snow Warden, Councillor Hancock, to arrange for this to be organised. Councillors were asked to check if any salt is needed in the grit bins around the Parish. The Clerk advised that there is a different way of ordering salt from DCC in future and was willing to do this if necessary.	3
3.	<b>Apologies.</b> Councillor Mrs L Drake.	1
4.	<b>Declarations of Interest.</b>	1
5.	<b>Approval of the Minutes of the Parish Council Meeting held on 15 September 2021 and ratification of the Minutes of 21 July 2021 approved at the last meeting by Zoom.</b>	3

6.	<p><b>Reports:</b> Written Reports requested - to note at this point in the meeting.</p> <p><b>6.1 Police.</b> The Rural Policing Update for the period 1/9/21 – 31/10/21 had been circulated together with a leaflet on poaching which is a problem in the area at present.</p> <p><b>6.2 County Councillor J Morrish.</b></p> <p><b>6.3 District Councillors R Hicks and P Pennington.</b> Councillor Pennington will give an update on his conversation with the operations manager at TDC Waste &amp; Recycling regarding items collected continuing to fly out of the lorries due to the doors being left open.</p> <p><b>6.4 Common Moor.</b> Councillor Thomas. There has been communication between Councillors Thomas &amp; Smith and the Clerk regarding lack of communication from the Land Agent which has been satisfactorily resolved.</p> <p>Report from Phoebe Miller, Land Agent at Kivells, attached.</p> <p><b>6.5 State of the roads / Roadmap update.</b></p> <ul style="list-style-type: none"> <li>▪ Road Warden Scheme. Councillor Mrs Drake has expressed her interest in being involved</li> <li>▪ Councillor Moulder to confirm his interest or otherwise in being involved, as a result of the Clerk making the enquiry as instructed at the last meeting</li> <li>▪ Situation regarding a pothole outside the field leading to the Devon Air Ambulance Night Landing Site</li> <li>▪ Councillor Carter to confirm he has reported potholes in West Putford</li> <li>▪ Councillor Smith to confirm that a link to the DCC website has been put on the website</li> </ul>	15
7.	<p><b>Items to Discuss.</b></p> <p><b>7.1 Land at West Putford for benefit of Parish.</b> Councillor Carter to advise on any further information he has obtained.</p> <p><b>7.2 Maintenance of hedges and trees in the Parish.</b> Councillor Cornish to advise on his conversation with a landowner.</p> <p><b>7.3 Parish Website.</b></p> <ul style="list-style-type: none"> <li>▪ Councillor Smith will advise that he and the Clerk have liaised in connection with Data Privacy and will give further details on the hosting</li> </ul> <p><b>7.4 Devon Air Ambulance Night Landing Site.</b> The Clerk submitted a Locality Grant Application form to County Councillor Morrish in the sum of £450.00 as agreed for improvements to the access of the night landing site field.</p> <p>When nothing was heard, the Clerk made enquiries of DCC Grants Department as to when the application was likely to be processed and was advised of a new system for submitting applications online, about which she was unaware.</p> <p>This was immediately actioned and confirmation has been received that the grant has been processed and awarded.</p> <p>The Clerk has advised Councillor Headdon that he can proceed with the work.</p> <p><b>7.5 The Queen's Green Canopy marking the Platinum Jubilee together with recent details regarding arrangements for a beacon / bonfire on 2 June 2022 at 9.15pm.</b> Councillor Thomas to advise on Natural England's reply regarding planting a tree on Common Moor. Should this be negative, Councillors to consider and identify another site.</p> <p><b>7.6 To approve the Disciplinary Policy circulated separately to Councillors.</b></p>	20

8.	<p><b>Planning and Planning Correspondence.</b>  <b>At the time of preparing the Agenda, there were no Planning Applications to consider.</b></p> <p><b>8.1 To note the following TDC Decision Notices:</b>  <b>APPROVAL for</b></p> <ul style="list-style-type: none"> <li>▪ <b>1/0862/2021/FUL</b> – Demolition of existing garage premises, erection of one dwelling with garage, access and drainage arrangements – Powlers Piece Garage, Putford.</li> <li>▪ <b>1/0925/2021/FUL</b> – Conversion of existing store to form residential unit for holiday letting purposes (Variation of condition 2 of application 1443/2004/COU (holiday occupancy)) – The Old Piggery, East Sessacott Farm, Putford.</li> </ul> <p><b>8.2 Planning Application 1/1007/2021/FUL – Erection of a replacement dwelling following certificate of lawful use approval – The Stud Barn Caravan 2, West Putford.</b>  This Application arrived on the day of the September Parish Council meeting and could not be considered at that time due to not all Councillors having seen the details.  The response on ‘No comment’ was dealt with under the Scheme of Delegation.</p> <p><b>8.3 Letter to TDC regarding Parish Council responses to Planning Applications.</b>  A reply has been received from TDC confirming that an officer is willing to give some guidance on the planning process.  It was requested that the Parish Council elaborate on any applications to which the representations refer with examples given.  The Clerk contacted Councillor Mrs Drake who raised this issue and input has been received from her.  The Clerk has researched planning applications spanning the last year and has replied to TDC giving the details, the Parish Council’s response and TDC’s decision if received, requesting that further clarification is given to help Councillors better understand the reason for the decision being made, appreciating that planning officers are governed by the North Devon and Torridge Local Plan.</p>	5
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9.	<p><b>Finance.</b></p> <p><b>9.1 Balances. Lloyds Bank Treasurers Account as at 11/11/21: £19,499.90.</b> Budgetary figures to the end of October will be forwarded to Councillors ahead of the meeting.</p> <p><b>9.2 To consider a letter of request for a donation towards the upkeep of the North Devon Record Office from South West Heritage Trust.</b> A letter requesting a donation together with a letter of support from Barnstaple Town Council will be forwarded separately to Councillors.</p> <p><b>9.3 To authorise the following payments:</b></p> <p><b>Mrs S Squire</b> Redacted under the Data Protection Act. Councillors will be shown the details</p> <p><b>HMRC</b> PAYE <b>£45.20</b></p> <p><b>PKF Littlejohn LLP</b> External Auditor's fee 2020/21 <b>£288.00</b></p> <p><b>Bradworthy Memorial Hall</b> Hire of Hall for meeting on 17/11/21 <b>£24.00</b></p> <p><b>Kivells</b> Management of Stewardship at Common Moor <b>£1,104.00</b></p> <p><b>Cllr J Headdon</b> Reimbursement for materials to improve the field access to the Night Landing Site <b>£TBA</b></p> <p><b>South West Heritage Trust</b> Grant for supporting the North Devon Record Office <b>Subject to 9.2 above</b></p> <p><b>9.4 Contract Renewal for internal auditor.</b> Message from Mrs J Snooks. The original reply to the Parish Council's enquiry as to whether there would be a reduction if a 3 year contract was: This Parish is on my minimum charge of £50, which actually doesn't really cover my time, so the answer is no. I think the knowledge and experience I offer is invaluable, but if the Parish wish to find another internal auditor, I will quite understand.</p> <p>A second reply has been received advising that a mistake had been made with the first reply. The audit charges are based on the work carried out in the previous year. In the case of West &amp; East Putford, the additional work carried out by me for the increased expenditure and income has already been carried out, which included writing a full Audit Report letter. The fee on the scale of charges would be not be £50 next year, but £225 (2020/21 receipts £39k, payments £25k).</p> <p>In view of the incorrect response, the internal auditor would discount the audit fee by £100.</p> <p><b>9.5 Bank Account.</b> The Clerk will give more information on internet banking. <del>To discuss and agree as necessary revised signatories on the account and arrangements to</del></p>	30
10.	<p><b>Correspondence.</b></p> <p><b>10.1 Environment Agency – have your say about the flood and water environment.</b> Councillor Thomas will explain what River Basin Management Plans are in connection with the two consultations currently running:</p> <ul style="list-style-type: none"> <li>- Draft Flood Risk Management Plans ) Details will be sent separately to Councillors</li> <li>- Draft River Basin Management Plans )</li> </ul> <p><b>10.2 Letter of resignation from the Parish Clerk who will be leaving the Council on 12 December 2021.</b> To discuss arrangements for advertising the vacancy.</p>	15

11.	<p><b>Items raised by Councillors / Clerk.</b></p> <p><b>11.1 Dates of 2022 Meetings.</b> The following will be suggested: 19 January; 16 March – also the Annual Parish Meeting; 18 May – Annual Parish Council Meeting (AGM); 20 July; 21 September; 16 November (2023/24 Budget setting and Precept).</p>	5
12.	<p><b>Date of next Meeting: Wednesday, 19 January 2022 at 7.30pm in Bradworthy Memorial Hall subject to Covid infection rates.</b></p>	<p>Total Mins 101</p>