

Minutes of West & East Putford Parish Wednesday, 17 November 2021 by Zoom at 7.30pm, due to the very high Covid-19 infection rates in the Torridge District Council area and Bradworthy, in particular where the meeting was due to be held.

Chaired by: Councillor D Smith		Clerked by: Mrs Sue Squire
Present: Councillors		Agenda: -
S Carter		Co-option of a Parish Councillor to fill one vacancy on the Parish Council
M Cornish		Items raised by members of the public
T Hancock		Apologies
N Moulder		Declarations of Interest
D Smith		Approval of the Minutes of the Parish Council Meeting held on 15 September 2021 and ratification of Minutes of 21 July 2021 approved at the last meeting by Zoom
M Thomas		Reports
Mrs N Williams		Items to discuss
J Wooldridge		Planning & Planning Correspondence
District Councillor P Pennington		Finance
		Correspondence
		Items raised by Councillors / Clerk
		Date of next meeting
	The Chairman announced that the 2022/23 budget due to be considered under Finance will need to be ratified at a face to face meeting.	
45.	Co-option of a Parish Councillor to fill one vacancy on the Parish Council. 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. No letters of application had been received. Councillors were encouraged to ask parishioners to apply.	
46.	Items raised by members of the public. 46.1 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. 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. Councillor Hancock had not received the email and also advised that he had not received Snow Warden training. Councillor Smith had sent details of the Snow Warden scheme and had reported the grit bin by Putford Bridge which was one quarter empty and will be resolved by 15/12/21. Councillors had been asked to check if any salt is needed in the grit bins around the Parish: <ul style="list-style-type: none"> ▪ Bin at Calscott – Councillor Carter to check and order grit salt if necessary ▪ Bin at Sessacott – reported ▪ The Clerk to report back to the resident ▪ Councillor Hancock to report back about Snow Warden training at the January meeting 	Clerk to remind Highways that the Snow Warden training had not been done SC Clerk TH
47.	Apologies. Councillor Mrs L Drake, Holsworthy Police.	

48.	Declarations of Interest. Councillors Cornish and Moulder have a Dispensation for items relating to Common Moor.	
49.	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. As this meeting was being held on Zoom, the ratification could not take place. Approved and signed as a correct record in principle after a minor correction on Minute No. 38.4 - Website was noted. Councillor Thomas had suggested Fasthosts as a hosting provider and had advised there are other ways of presenting the website on Fasthosts that the Council may want to explore. Proposed by Councillor Mrs Williams, seconded by Councillor Moulder and unanimously agreed.	To be approved at the next face to face meeting

<p>50.</p>	<p>Reports:</p> <p>50.1 Police. 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>50.2 County Councillor J Morrish. Not present. No Report.</p> <p>50.3 District Councillor P Pennington. It had not been possible to have a conversation with the operations manager at TDC Waste and Recycling regarding items collected continuing to fly out of the lorries due to the doors being left open and would follow this up. When the vehicle is three quarters full, the material flies out on every bend.</p> <p>Councillors had noted that when operatives were tipping items into the lorry, some fell onto the ground which was not picked up.</p> <p>Councillor Carter pointed out that if a member of the public reported it, especially to VOSA, the Licence could be revoked.</p> <p>Councillor Pennington's written Report was as follows:</p> <p>1) Full Council 1st Nov a) Council considered the Housing Provision within the district. This arose out of members wanting address the needs of Torridge in the coming years. Please view on the TDC website the full content of the report</p> <p>2) Written Notice of Motion from Councillor Christie Given the recent IPCC Report on global warming it is proposed that Torridge supports the Climate and Ecological Emergency Bill. The Bill - a) requires that the UK plays its fair and proper role in reducing greenhouse gas emissions consistent with limiting global temperature increase to 1.5 degrees C above pre-industrial temperatures; b) ensures that all the UK's consumption emissions are accounted for; c) includes emissions from aviation and shipping; d) protects and restores biodiverse habitats along overseas supply chains; e) restores and regenerates the UK's depleted soils, wildlife habitats and species populations to healthy and robust states, maximising their capacity to absorb CO2 and their resistance to climate heating; f) sets up an independent Citizens' Assembly, representative of the UK's population, to engage with Parliament and Government and help develop the emergency strategy</p> <p>Councillor Peter Christie 8.10.2021</p> <p>Members were split with the motion being carried by one vote 17 to 16</p> <p>3) Planning decision Thursday 4th Nov Re 167 acre solar panel array at Pyworthy. Councillors voted to pass 5 to 4</p> <p>Separately, Councillor Pennington advised that the Planning Team have a heavy workload of Planning Applications to deal with. He asked the reason why this Council's query had been ignored and had been advised that a Planning Officer will attend a meeting if required. are struggling with many applications. Asked our query about being ignored comments. A planning officer will come and speak if required.</p> <p>Planning permission had been granted for 2,000 houses in the TDC area, many of which had not been started and it was the developer's responsibility to move things forward.</p>	<p>Clerk to resend as Cllrs had not received the details</p>
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<p>50.4 Common Moor. Councillor Thomas. There has been communication between Councillors Thomas & Smith and the Clerk regarding lack of communication from the Land Agent which has been satisfactorily resolved and all is on track.</p> <p>Report from Phoebe Miller, Land Agent at Kivells, had been circulated to Councillors.</p> <p>50.5 State of the roads / Roadmap update.</p> <ul style="list-style-type: none">▪ Road Warden Scheme. Councillor Mrs Drake had expressed her interest in being involved▪ Councillor Moulder confirmed his interest in being involved in the Road Warden Scheme, as had Councillor Cornish▪ The pothole outside the field leading to the Devon Air Ambulance Night Landing Site had been repaired.▪ Councillor Carter confirmed he had reported potholes at Churston Cross and on the Bideford road in West Putford. Been reported number of Churston Cross, the Bideford / Bradworthy Road and also a large number on bends approaching Sessacott from the Bradworthy direction, all in the repairable category.▪ Councillor Smith had also reported a pothole at the bottom of Putford Bridge.▪ Councillor Smith confirmed that a link to the DCC website has been put on the website.▪ Councillor Carter to give details of one signpost identified requiring repair with a view to approaching DCC for funding (Highway Maintenance Community Enhancement Fund). <p>There are two damaged signposts in West Putford because they stick out of the hedge, both side arms were missing at Rosemoor Cross and one pointing back to the Knome Reserve. He will do an audit of the signposts in East Putford.</p> <p>Councillor Mrs Williams advised that when the initial audit had been done, the ones that were missing had been damaged due to hedge trimming and large vehicles.</p> <p>Councillor Carter will speak to the Neighbourhood Highways Officer for advice and it was generally felt there was little point in repairing them only to be broken again in a short time.</p> <p>Councillor Smith advised that DCC had made £100,000 available for this sort of project including the repair of road signs.</p>	<p>DS to send Cllrs Moulder & Cornish details of the scheme</p> <p>SC to speak to Neighbourhood Highways Office</p>
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<p>51.</p>	<p>Items to Discuss.</p> <p>51.1 Land at West Putford for benefit of Parish. Councillor Carter advised there was no further information to give and the item to be removed from the Agenda until more information is known.</p> <p>51.2 Maintenance of hedges and trees in the Parish. Councillor Cornish advised that the landowner is experiencing difficulty getting a contractor to do the work and when it has been done, it will be necessary for the road to be swept to clear the debris. on his conversation with a landowner. Struggling to get a contractor to do it. When done, the road will need to be swept of debris.</p> <p>51.3 Parish Website.</p> <ul style="list-style-type: none">▪ Councillor Smith advised that he and the Clerk had liaised in connection with Data Privacy and was satisfied that the data privacy details on the website is compliant. The Clerk had sent a report on website accessibility and there is work to do to make the website accessible for people with sight disabilities. <p>51.4 Devon Air Ambulance Night Landing Site. 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 and he has confirmed that the materials have been ordered and he is waiting for a date when the digger is available. He will liaise with Councillor Moulder when all the arrangements have been made.</p> <p>51.5 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. Councillor Thomas advised that Natural England has not given permission for a tree to be planted on Common Moor as it is a Site of Special Scientific Interest (SSSi) and is dedicated in this way for a reason.</p> <p>51.6 To approve the Disciplinary Policy circulated separately to Councillors. Proposed by Councillor Moulder, seconded by Councillor Cornish and unanimously agreed.</p>	<p>DS</p> <p>JH / NM</p>
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<p>52.</p>	<p>Planning and Planning Correspondence. There were no Planning Applications to consider.</p> <p>52.1 The following TDC Decision Notices were noted: APPROVAL for</p> <ul style="list-style-type: none">▪ 1/0862/2021/FUL – Demolition of existing garage premises, erection of one dwelling with garage, access and drainage arrangements – Powlers Piece Garage, Putford.▪ 1/0925/2021/FUL – 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. <p>52.2 Planning Application 1/1007/2021/FUL – Erection of a replacement dwelling following certificate of lawful use approval – The Stud Barn Caravan 2, West Putford. 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 and had been subsequently approved by TDC.</p> <p>Councillor Carter suggested there is an Agenda item for a future meeting to agree standard comments for the Parish. Councillors were in agreement for a Planning Officer to attend a meeting and this to be followed up after a response had been received in respect of the next item.</p> <p>52.3 Letter to TDC regarding Parish Council responses to Planning Applications. 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. The request has been acknowledged and passed to a planning officer for comment.</p>	<p>Future Agenda</p> <p>Clerk to chase a reply</p>
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<p>53.</p>	<p>Finance.</p> <p>53.1 Balances. Lloyds Bank Treasurers Account as at 11/11/21: £19,499.90. Budgetary figures to the end of October had been forwarded to Councillors ahead of the meeting.</p> <p>53.2 Councillors considered a letter of request for a donation towards the upkeep of the North Devon Record Office from South West Heritage Trust. A letter requesting a donation together with a letter of support from Barnstaple Town Council had been forwarded separately to Councillors.</p> <p>Proposed by Councillor Mrs Williams that no donation should be given. Seconded by Councillor Moulder and unanimously agreed.</p> <p>53.3 The following payments were approved and authorised: Proposed by Councillor Carter, seconded by Councillor Mrs Williams and unanimously agreed.</p> <p>Mrs S Squire Redacted under the Data Protection Act. Councillors had been shown the details</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 15%;">HMRC</td> <td style="width: 60%;">PAYE</td> <td style="width: 25%; text-align: right;">£45.20</td> </tr> <tr> <td>PKF Littlejohn LLP</td> <td>External Auditor's fee 2020/21</td> <td style="text-align: right;">£288.00</td> </tr> <tr> <td>Bradworthy Memorial Hall</td> <td>Hire of Hall for meeting on 17/11/21</td> <td style="text-align: right;">N/A</td> </tr> <tr> <td>Kivells</td> <td>Management of Stewardship at Common Moor</td> <td style="text-align: right;">£1,104.00</td> </tr> <tr> <td>Cllr J Headdon</td> <td>Reimbursement for materials to improve the field access to the Night Landing Site Invoice not received</td> <td></td> </tr> <tr> <td>South West Heritage Trust</td> <td>Grant for supporting the North Devon Record Office</td> <td style="text-align: right;">£---</td> </tr> </table> <p>53.4 Contract Renewal for internal auditor. 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 & 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. <i>Noted.</i></p> <p>53.5 Bank Account. The Clerk gave information on internet banking and changing the signatories on the existing current account. Councillors Smith, Carter and Thomas to be added as signatories. Councillor Mrs Drake is already a signatory.</p> <p>53.6 Notice Board at West Putford. The Clerk advised that the notice board is to be removed for refurbishment by a parishioner who does not require payment for the work.</p> <p>53.7 To set the 2022/23 Budget and Precept. Proposed by Councillor Thomas to increase the 2022/23 Precept from £3,000.00 to £3,015.00. Seconded by Councillor Moulder and unanimously agreed.</p> <p>Proposed by Councillor Mrs Williams to agree the 2022/23 Budget. Seconded by Councillor Carter and unanimously agreed.</p> <p>53.8 Precept. It was noted that the second tranche of the 2021/22 Precept, amounting to £1,500.00 had been received from TDC.</p> <p>53.9 2020/21 Audit. Councillors had been given separate details of the Internal and External Auditor's Report which were noted and has been put on the website.</p>	HMRC	PAYE	£45.20	PKF Littlejohn LLP	External Auditor's fee 2020/21	£288.00	Bradworthy Memorial Hall	Hire of Hall for meeting on 17/11/21	N/A	Kivells	Management of Stewardship at Common Moor	£1,104.00	Cllr J Headdon	Reimbursement for materials to improve the field access to the Night Landing Site Invoice not received		South West Heritage Trust	Grant for supporting the North Devon Record Office	£---	
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		<p>Ch.No. 426</p> <p>Ch.No. 427</p> <p>Ch.No. 428</p> <p>Ch.No. 429</p> <p>Clerk</p>																		

<p>54.</p>	<p>Correspondence. 54.1 Environment Agency – have your say about the flood and water environment. The flood risk response was due by January and the river basin response by April.</p> <p>54.2 Letter of resignation from the Parish Clerk who will be leaving the Council on 12 December 2021. The resignation had been accepted with great regret. Mrs Squire was thanked for all her work over the years since 2013. She had held the Council together through thick and thin and particularly through the Covid-19 pandemic when remote meetings were held. She would be greatly missed.</p>	<p>Deferred to the January Meeting</p> <p>DS to place advert on the DALC website on on Putford Post</p>
<p>55.</p>	<p>Items raised by Councillors / Clerk. 55.1 Dates of 2022 Meetings. 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>	<p>Clerk to t</p>
<p>56.</p>	<p>Date of next Meeting: Wednesday, 19 January 2022 at 7.30pm in Bradworthy Memorial Hall subject to Covid infection rates.</p> <p>The meeting ended at 9.16pm.</p>	
<p>Summary of Decisions:</p> <ul style="list-style-type: none"> ➤ Minutes of 21 July 2021 and 15 September 2021 (by Zoom) were agreed in principle and will be ratified at the next face to face meeting ➤ Disciplinary Policy ➤ No donation to be given to the North Devon Record Office ➤ Payments ➤ 2022/23 Precept to be increased from £3,000.00 to £3,015.00 ➤ 2022/23 Budget 		
<p>These Minutes are agreed by those present as being a true record.</p>		
<p>Signed: _____ Date: _____</p> <p>Chair of West & East Putford Parish Council</p>		