

**DRAFT Minutes of West & East Putford Parish Wednesday, 16th March 2022 at 7.30pm in Bradworthy Memorial Hall**

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<b>Chaired by: Councillor D Smith</b>		
<b>Present: Councillors</b>  <b>Mrs L Drake</b> <b>S Carter</b> <b>M Cornish</b> <b>D Smith</b> <b>M Thomas</b> <b>N Hancock</b>  <b>District Councillor P Pennington until Minute No. 76</b>	<b>Agenda: -</b> Items raised by members of the public Resignation of Parish Councillors Apologies Declarations of Interest Approval of the Minutes of the Parish Council Meeting held on 19th January 2022 Reports Items to discuss Planning & Planning Correspondence Finance Correspondence Register of Business Interest Forms Date of next meeting	
<b>68.</b>	<b>Items raised by members of the public.</b>  None.	
<b>69</b>	<b>Resignation of Parish Councillors.</b>  Cllrs J Headdon & Mrs N Williams have both resigned from the Parish Council due to other commitments.  Cllr Smith will contact TDC to place the statutory notices of vacancies	<b>DS</b>
<b>70</b>	<b>Apologies.</b>  Apologies were received from Cllrs T Hancock, N Moulder & J Wooldridge.	
<b>71</b>	<b>Declarations of Interest.</b>  Councillors Cornish, & Drake have a Dispensation for items relating to Common Moor.	
<b>72.</b>	<b>Approval of the Minutes of the Parish Council Meeting held on 19th January 2022.</b>  Corrections made to minute No 57 - Cllr N Hancock duly appointed and Minute 60 - Cllr Drake also has Dispensation for items related to Common Moor.  <b>Subject to those amendments approved as a correct record.</b> <b>Proposed by Councillor Thomas, seconded by Councillor Mrs Drake and unanimously agreed.</b>  <b>Minutes of all Zoom based meetings have now been signed.</b>	

<p><b>73.</b></p>	<p><b>Reports:</b></p> <p><b>73.1 Police.</b> The Rural Policing Update for the period 1/1/22 - 28/2/22 had been circulated.</p> <p><b>73.2 County Councillor J Morrish.</b> No Report received.</p> <p><b>Cllr Smith to ask for written report and circulate</b></p> <p><b>73.3 District Councillor P Pennington.</b> Cllr Pennington drew the Council's attention to an article in North Devon Journal concerning recycled rubbish escaping from bins and bin lorries in other areas in North Devon. The Council advised Cllr Pennington that the problem was still happening and was being primarily caused by the flaps on the lorries not being shut when the lorries were travelling between groups of properties. Cllr Carter had further photographic evidence.</p> <p><b>Cllr Pennington agreed to approach the Operations Manager at TDC Waste &amp; Recycling Dept</b></p> <p>Cllr Pennington confirmed that the swimming pools in Northam, Torrington &amp; Holsworthy had now been brought back under Council Control and that a separate Management Board was being created to manage them. The Council expected to incur additional costs of £250k and this may lead to some closures. Current opening times may also be affected by Covid outbreaks.</p> <p>TDC has recently agreed a Council Tax increase of 2.9% which is the maximum allowed without requiring a referendum.</p> <p>The Chair confirmed that the Parish Council had not received any contact from TDC Planning regarding the PC's concerns regarding the planning process. Cllr Pennington advised that the Area Advisory Groups were being re-started and these will include items on planning policy as a number of Parish Councils had raised similar concerns.</p> <p><b>73.4 Common Moor.</b> Councillor Thomas</p> <p>Report from Thomas Rattray, Director at Kivells, had been circulated to Councillors.</p> <p>Following our representations to Kivells, Mr Rattray has now taken over responsibility as our contact and the report now contained the information required.</p> <p>In addition to the items in the report Cllr Thomas confirmed that the scheduled swaling had now completed and all agreed that the swaling was making a significant improvement to the state of the moor.</p> <p>Cllr Thomas had been approached by a person who wished to collect the chippings left in the recent scrub clearance. Cllrs felt that in their current state the chipping would take some time to rot down and whilst will be used commercially but in future they would be removed at the same time as the scrub clearance.</p> <p><b>Proposed by Councillor Thomas, seconded by Councillor Mrs Drake and unanimously agreed.</b></p> <p><b>73.5 State of the roads / Roadmap update.</b></p> <p>Cllr Carter has liaised with Kieran Stanbury in DCC Highways Dept. DCC has funding available for Regulatory Signs, some funding for directional signs (to get to main routes) and limited funding for repairing finger posts .</p> <p>Cllr Carter will review the list prepared by Cllr Williams and categorise our signposts in line with these classifications so that the council can prioritise its requirement</p>	<p>DS</p> <p>PP</p> <p>SC</p>
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<p><b>74.</b></p>	<p><b>Items to Discuss.</b></p> <p><b>74.1 Devon Air Ambulance Night Landing Site.</b> Carried forward due to absence of Cllr Moulder.</p> <p><b>74.2 Recruitment of Parish Clerk</b> - Cllr Smith confirmed that an adverts had been placed in the Holsworthy Post and via DALC. In addition he had contacted parish clerks in several other local councils to enquire whether they would be interested in taking on additional responsibilities but none were willing to do so.</p> <p>Cllr Smith advised that he could not continue to undertake both roles (Chair &amp; Parish Clerk) as this was proving to be quite difficult and was against local authority guidelines. The next few months were going to be very busy with end of year reporting and audit requirements.</p> <p>Cllr Smith advised that he was willing to take on the role of parish clerk but this would mean relinquishing his position on the Parish Council. Cllrs reluctantly felt this was a possible solution on a temporary basis. Cllrs Drake &amp; Carter offered to take on the roles of Chair &amp; Vice Chair respectively. This will be formally proposed at the Annual Parish Council Meeting</p> <p><b>74.3. Fly Tipping at Common. Moor Cross</b> - Cllr Thomas advised that he had received a response from Natural England (NE) that “they would not object to a proposal if it does not damage the interest feature of the SSSI and so works that would prevent littering would be encouraged”.</p> <p>Cllrs agreed that the project would require input from a specialised landscape architect and that Devon Wildlife Trust, DCC and the Environment Agency should be contacted to request assistance and or recommendations for a suitable person/firm who could undertake this task.</p> <p><b>Proposed by Cllr Thomas, seconded by Cllr Carter and unanimously agreed.</b></p> <p><b>74.4 Parish Council Notice Boards</b> - Cllr Smith advised that the notice board at Colscott was in a very poor state of repair. Cllr Carter will enquire whether the resident intending to repair this is still planning to do so.</p>	<p>MT</p> <p>SC</p>
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<b>75</b>	<p><b>Planning and Planning Correspondence.</b></p> <p><b>75.1 Renovations and modifications to 3 existing window frames - Putford Methodist Chapel Ref No 1/0077/2022/LBC.</b></p> <p>Application approved by TDC.</p> <p><b>75.2 Solar park and ancillary development (on 14.6 hectares of land) (Variation of condition 2 of planning permission 1/1177/2015/FULM &amp; 1/0274/2020/NMAT) Land At Bulkworthy Devon.</b></p> <p>Initially, there was confusion around which condition 2 was being varied by this request but it was confirmed and agreed that the relates to the layout of the proposed panels and does not seek to amend the requirement to return the land to its original state at the end of the contract.</p> <p>Cllrs Carter proposed that the PC response should be that the council agrees to the request but that all other conditions relating to the application must not be affected.</p> <p><a href="#">Proposed by Cllr Carter, seconded by Cllr Thomas and unanimously agreed</a></p> <p><b>75.3 Siting of a holiday rental shepherds hut Land At Grid Reference 237010 118388 Powlers Piece Putford Devon Ref. No: 1/0186/2022/FUL</b></p> <p>Application withdrawn.</p> <p><b>75.4 Planning Application 1/1023/2020/AGMB Demolition of agricultural building and erection of 3no. dwellinghouses with associated works in lieu of Class Q permission. Building at High Chollaton, West Putford Devon,</b></p> <p>Awaiting Decision.</p>	
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<p><b>76.</b></p>	<p><b>Finance.</b></p> <p><b>76.1 Balances. Lloyds Bank Treasurers Account estimated balance as at 15.3.22: £35949.47Cr.</b></p> <p>This includes a payment of £15103.03 from Rural Payments agency in respect of Common Moor and a payment from HMRC of £3017.39 in respect of reclaimed VAT.</p> <p><b>65.3 The following payments were approved and authorised: Proposed by Councillor Mrs Drake, seconded by Councillor Carter and unanimously agreed.</b></p> <table border="0"> <tr> <td><b>ICO</b></td> <td style="text-align: right;"><b>£35.00</b></td> </tr> <tr> <td><b>Rural Services re Common Moor Scrub Clearance</b></td> <td style="text-align: right;"><b>£6453.60</b></td> </tr> <tr> <td><b>Cllr Smith - Tindle Newspapers re Holsworthy News Advert</b></td> <td style="text-align: right;"><b>£72.00</b></td> </tr> </table> <p><b>76.2 Bank Account.</b> The new bank mandate submitted in January was rejected by Lloyds Bank as it had not been authorised by existing signatories in their records. A new mandate was competed and signed by former Cllr D Pomeroy and Cllr Mrs Drake. This was submitted to Lloyds on 2nd March 2022 but has still not been processed by them. Cllr Smith has raised a formal complaint with Lloyds regarding this situation. The new mandate has the following authorised signatories :-</p> <p>Any two from</p> <p>David Smith Lorraine Drake Steve Carter Myles Thomas</p> <p><b>76.3 Queens Silver Jubilee Celebrations.</b> Cllr Carter informed the PC that the Friends of Putford Church were proposing a celebration be held on 4th June and associated activities including wildflower planting on local verges. The council were being asked if they could support these activities and have agreed to allocate funds in the region of £500 if required.</p> <p><b>Proposed by Cllr Thomas, seconded by Cllr Cornish and unanimously agreed.</b></p>	<b>ICO</b>	<b>£35.00</b>	<b>Rural Services re Common Moor Scrub Clearance</b>	<b>£6453.60</b>	<b>Cllr Smith - Tindle Newspapers re Holsworthy News Advert</b>	<b>£72.00</b>	
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<p><b>77.</b></p>	<p><b>Correspondence.</b></p> <p><b>77.1 E-mail from Torridge District Council regarding a possible contribution towards “Combined Parks, Sports and Recreation Grounds of £8,730.04 plus maintenance of £1490.91 could be allocated within the parish”.</b></p> <p>Councillors agreed that, if possible, these funds should be allocated to the proposed improvements to the area behind the lay-by at Common Moor Cross and to support both the Skittles and Football teams within the parish.</p> <p><b>Cllr Smith to advise TDC accordingly.</b></p> <p><b>77.2 E-mail from Julie Snook re Annual Return &amp; Audit.</b> Mrs Snook writes to advise that the timetable for the end of year reporting and Annual Audit will be published shortly and confirmed that she was willing to undertake this work.</p>	<p><b>DS</b></p>						

78	<p><b>Register of Business Interest Forms.</b> Cllr Smith advised that the Councillors Register of Business Interest Forms now required updating and that he would circulate forms to all Councillors for completion and return by the next meeting</p> <p>DS to circulate forms</p>	DS
79	<p><b>Date of next Meeting : Wednesday 18th May 2022 at 7:30 in Bradworthy Memorial Hall. This meeting will incorporate both the Annual Parish Meeting and the Annual Parish Council Meeting.</b></p> <p>The meeting ended at 9:10pm</p>	
<p><b>Summary of Decisions:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Minutes of 19th January were agreed.</b></li> <li>➤ <b>Wood chippings to be removed from Common Moor.</b></li> <li>➤ <b>David Smith to be appointed Parish Clerk on a temporary basis with Cllr Mrs Drake and Cllr Carter undertaking the Chair and Vice Chair roles respectively from the Annual Parish Council Meeting.</b></li> <li>➤ <b>Parish Council to identify suitable landscape architect to assist with Common Moor Lay-by improvements.</b></li> <li>➤ <b>Payments.</b></li> <li>➤ <b>Parish Council will provide financial support for Queen's Jubilee Celebrations.</b></li> </ul>		
<p><b>These Minutes are agreed by those present as being a true record.</b></p>		
<p>Signed: _____ Date: _____</p> <p>Chair of West &amp; East Putford Parish Council</p>		