

## **WEST AND EAST PUTFORD PARISH COUNCIL**

PARISH CLERK: David Smith, 1, Mambury Cottages, East Putford, Holsworthy EX22 7UH

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The Annual Parish Meeting was held on Wednesday, 18th May 2022 at 7:30pm in Bradworthy Memorial Hall.  
The minutes are detailed below.

David Smith  
**Parish Clerk**  
24th May 2022

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1. **Apologies - None**
2. **To approve the Minutes of the Annual Parish Meeting held on 3rd May 2021. - Approved**
3. **Chairman's Report - Taken as read**
4. **Financial Report and Accounts of the Parish Council - Taken as read**
5. **Common Moor Report from Land Agent - Taken as read**
6. **Public Participation - No members of public present**

## **West & East Putford Parish Council**

### **Chairman's Report**

**May 2022**

I am pleased to present my Chairman's report for 2021/22.

It was with some trepidation that I agreed to undertake the Chairman's role last May and I would like to place on record my thanks to my fellow councillors and our former Parish Clerk for their continued support and guidance throughout my year in office.

I am pleased to report the Parish Council has continued to discharge its statutory duties throughout the past 12 months and despite the continued Covid 19 pandemic. We have held the majority of our meetings remotely but the success of the vaccination programme has enabled the return to face to face meetings. We have received good support from both our District Councillor Phil Pennington and County Councillor James Morrish and I would like to thank them for their contribution.

The Devon Air Ambulance Night Landing Site was formally commissioned at the start of my Chairman's year and thanks for again to Cllr & Mrs Moulder for their continued support for this site. It is pleasing to know that we have not had to use this site this year but a great comfort to know it is there if required.

Crime rates with the parish remain very low and we continue to benefit from the support of our local PSCOs who keep us regularly updated on rural crime matters and advice on prevention.

My thanks should also go to Cllr Thomas and to Thomas Rattray at Kivells for their work in managing/co-ordinating the stewardship agreement for Common Moor. The improvement in the state of the moor is now plain for all to see and the grant system is now providing the council with a good source of funds which will benefit the wider parish.

During the year we welcomed the co-option for Cllr Nick Hancock to the council, but on a more disappointing note, the council has lost the services of 2 councillors during the year (Councillors Headdon & Williams). Our Parish Clerk of many years, Mrs Sue Squire has also moved onto pastures new and we have been unable to recruit a replacement. This is a problem being experienced by a number of councils and as a result means that I will now undertake the clerk's role which creates a further vacancy for a councillor.

Finally, it is pleasing to note that we have two initiatives beginning which could be of real benefit to the parish. The clearance of scrub from Common Moor lay-by to reduce fly tipping and improve access to the moor and the possible refurbishment of the Skittles Alley using Torridge District Council funding which could enable its use a wider community asset.

I have been proud to serve the council as your chairman and look forward to continuing to support you as Parish Clerk in the coming years.

## **West & East Putford Parish Council**

### **Financial Report from the Parish Clerk 2021/22**

The Parish Council has continued to meet during the past 12 months via a mixture of remote Zoom meetings and face to face meetings in Bradworthy Hall and, as a result, has continued to discharge all of its statutory functions.

The accounts for the year ended 31st March 2021 were approved and both the internal and external audits were completed satisfactorily. A budget and precept for the 2022/23 financial year have been agreed and the Council has fulfilled all of the required financial reporting requirements.

The Stewardship Agreement regarding Common Moor continues to be closely managed and the funding available means that the Parish Council has been able to increase its financial reserves.

WEST AND EAST PUTFORD PARISH COUNCIL									
ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022.									
		RECEIPTS AND PAYMENTS ACCOUNT.							
RECEIPTS				PAYMENTS					
2020/21		2021/22							
£									
3,000.00	TDC Precept	3000.00		101.01	DALC & ICO Subscription			101.00	
9.48	NSI Interest	0.01		165.07	Insurance			165.07	
3,906.49	HMRC VAT reclaim	3017.59		0.00	Room Hire			24.00	
0.00	Devon County Council	450.00		50.00	Audit			290.00	
31,043.00	Rural Payment Agency (Common Moor)	26270.23		0.00	Donations				
1,086.66	Donation - Putford Post - DAA NLS			3906.49	VAT			4093.19	
213.26	TDC Grant (Covid)			188.44	Administration			168.68	
	Devon Air Ambulance	2,688.32		267.80	PAYE			288.00	
				1,071.42	Clerk's Salary			1100.70	
				0.00	Training			64.00	
				0.00	Section 137				
				20541.00	Common Moor Exps			15052.21	
				165.21	Devon Air Ambulance NLS			5467.06	
				0.00	Website			102.59	
				213.26	Newsletter				
<b>£39,258.89</b>		<b>£35,426.15</b>		<b>£26,669.70</b>				<b>£26,916.50</b>	
<b>2020/21</b>				<b>2021/22</b>					
Opening Balance	7,178.05			20984.24					
Expenditure over Income	0.00								
Income over Expenditure	13,806.19			8509.65					
	<b>£20,984.24</b>			<b>29493.89</b>					
Current Account	21,109.33			35863.28					
NSI Account	133.10			133.11					
Unpresented cheques	-258.10			-6502.50					
	<b>£20,984.24</b>			<b>29493.89</b>					

## **Common Moor – management update ahead of PC meeting 18<sup>th</sup> May 2022**

I provide a short synopsis, to act as both quarterly update and annual review.

Please note the following points concluded of late;

1. Thomas Rattray is now leading matters as agent, being the primary contact at Kivells in connection with Common Moor.
2. Neil Holding of Rural Services has completed the latest tranche of clearance, February 2022. This was parcel number E5 (0.41 hectares) on the PC's Stewardship agreement. The PC have been invoiced for this work by Neil Holding.
4. Devon Wildlife Trust have completed the two firebreak cuts and the necessary swaling. DWT advise that only a single firebreak cut will probably be required in future, but they will keep an eye on the situation and undertake two cuts if required.
3. Kivells have completed the Annual Revenue claim to the Rural Payments Agency. This encapsulates the 2022 payments for options for "Management of Lowland Heath" and "Bracken Control Supplement". A copy of the 2022 revenue claim is available if required. Kivells' invoice has been submitted for this work.

Looking forward we report as follows;

4. The next scrub clearance will be Autumn 2022 and will be parcel W2 on the PC's Stewardship agreement, amounting to 0.62 hectares. As this compartment will be more challenging than the other pieces, Kivells will be advising Neil Holding to do this in early September (driest point outside of the bird breeding season).
5. Whilst no action presently required, Neil Holding's contract for providing services runs until December 2023. Kivells would however like to receive from the PC, as follow up to their AGM, confirmation of whether we go back to the market to source the next contractor in 2023, or whether we renew contracts with Neil Holding. Kivells have been very pleased with Neil Holding, and consider that if his price to renew another term is the same, or very similar, advise renewing with him without need to consult the wider marketplace.

We otherwise suggest very little change in management, nor stewardship circumstances, for the foreseeable.

Thomas Rattray

**Thomas Rattray | Director**

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