

**Minutes of West & East Putford Annual Parish Council Meeting held on
Wednesday 18th May 2022 at Bradworthy Memorial Hall**

<p>Chaired by: Councillor D Smith until Minute No. 3 then Councillor Mrs L Drake</p>	<p>Clerked by: David Smith</p>
<p>Present: Parish Councillors:</p> <p>S Carter Mrs L Drake N Hancock T Hancock J Wooldridge N Moulder D Smith M Thomas M Cornish</p> <p>County Cllr P Pennington District Cllr J Morrish</p>	<p>Agenda: - Members Register of Business Interests Resignation of Cllr D Smith Election of Chairman Chairman's Declaration of Acceptance of Office Election of Vice Chairman Election of Parish Council Representatives Co-option of Parish Councillors Items raised by members of the public Apologies Declarations of Interest Approval of the Minutes of the Meetings held on 16th March 2022 Reports Items to discuss Planning & Planning Correspondence Finance Correspondence Training Date of next meeting</p>
	<p align="right"><u>Action:</u></p>
<p>1.</p>	<p>Members had completed their Register of Business Interest Forms for 2022/23 and returned them to the Clerk.</p>
<p>2</p>	<p>Cllr D Smith resigned as Chair & Parish Councillor so that he may undertake the Parish Clerk duties without any conflict of interest. This will be on a voluntary basis for 12 months to comply with Local Government legislation.</p>
<p>3</p>	<p>Election of Chairman. Councillor N Hancock proposed Councillor Mrs Drake. seconded by Cllr Moulder and unanimously agreed.</p>
<p>4</p>	<p>The Chairman read and signed the Declaration of Acceptance of Office.</p>
<p>5</p>	<p>Election of Vice Chairman. Councillor Thomas proposed Councillor Carter. Seconded by Councillor Cornish and inanimously agreed.</p>

6.	<p>Election Parish Council Representatives.</p> <ul style="list-style-type: none"> ▪ Councillor Carter is the Parish Council's representative at Torridge Area Advisory Committee Meetings. ▪ Councillor Thomas is the Common Moor representative ▪ Councillor Hancock is the Parish Snow Warden ▪ Councillor Carter is the Parish Council's Communications Councillor <p>Proposed by Councillor Moulder, seconded by Councillor Wooldridge and unanimously agreed.</p>	
7.	<p>Co-Option of Parish Councillors.</p> <p>Following the publication of statutory notices no-one had contacted Torridge District Council and the Parish Council may now co-opt additional councillors. It was reported that both David & Chris Pomeroy had expressed a willingness to serve and it was agreed that the Parish Clerk would invite them to apply and place a note on Putford Post facebook page to seek further volunteers as there are currently 4 vacancies.</p>	DS
8	<p>Items raised by members of the public. None.</p>	
9.	<p>Apologies. None.</p>	
10.	<p>Declarations of Interest.</p> <p>Councillors Mrs Drake, Moulder & Cornish have a Dispensation in items relating to Common Moor.</p> <p>Councillor Wooldridge has an interest in agenda item 13.4 as it relates to his son's planning application.</p>	
11.	<p>Approval of the Minutes of the Meetings held on 16th March 2022.</p> <p>Approved as a correct record.</p>	

12. Reports:

12.1 Police. No report and no apologies received.

12.2 County Councillor J Morrish.

Parking in Holsworthy is becoming safety issue and double yellow lines are to be placed in the area around the railway bridge.

The Link Project which helps those struggling with a range of personal problems was stopped due to COVID but will be re-opened shortly in the youth club building and will be funded for 5 years.

DCC have a budget of £1.1m to repair pot-holes but this is not enough. The council is doing its best and the public are asked to keep reporting pot-holes via the website so that they can be assessed and prioritised for repair.

DCC has spent £7m from reserves on various COVID initiatives and as a result reserves are now seriously depleted.

DCC has 92 farms totalling 8,000 acres and the rental income from these farms is now the biggest source of Council income.

Cllr Morrish has a grant budget of £8k and this is available for all his parish councils to access.

12.3 District Councillor P Pennington.

Leisure facilities & parks have now been brought back under direct control and the Council want to keep all facilities open but members of the public should check time-tables.

Discussions are ongoing within TDC regarding the proposed changes to the planning laws.

The council is also looking at issues around the availability of affordable housing and has received a record number of planning applications.

Abbotsham Parish Council have also expressed concern about the amount of recyclable waste escaping from council bin lorries. TDC claim this is due to windy weather. Cllr Carter disagreed and again asserted that this was due to the hatches not being closed when in transit. Cllr Carter will contact the CDEO of Torridge DC to raise his concerns.

SC

12.4 Common Moor. A Report had been noted at the Annual Parish Meeting.

12.5 State of Roads/Signpost Update

Cllr Carter has completed the review of signposts within the parish and has completed a spreadsheet. There is limited funding available from DCC.

Many have been damaged by roadside impact and some need cleaning or letters replaced.

The post at Wrangworthy Cross needs urgent repair as it is on the main road. Cllr Carter to approach DCC for funding and to investigate appropriate cleaning materials.

<p>13</p>	<p>Items to Discuss.</p> <p>13.1 Devon Air Ambulance Night Landing Site. Cllr Moulder has had no further contact from Mr Headdon regarding his offer to undertake additional work to the entrance to the site. Parish Clerk to contact Mr Headdon.</p> <p>13.2 Fly Tipping at Common Moor Cross. Fly tipping is still major problem at this site and Cllr Moulder confirmed he is collecting items on a weekly basis.</p> <p>Natural England have requested more information from the Parish Council regarding the proposals to clear the scrub from this area and introduce landscaping and signage to reduce the incidents of fly tipping and Devon Wildlife Trust have been consulted. Outline Plans have now been drawn up by a local landscape architect (David Williams) which were approved by the council and will now be submitted to NE for their comment.</p> <p>13.3 Parish Council Notice Boards. Cllr Carter advised that the notice board at Colscott had suffered significant damage in recent storms and now needed replacing. He had received initial estimates for an Oak Noticeboard of between £1300 and £1700. Councillors suggested that the replacement notice board should mark the Queen's Platinum Jubilee. Cllr Carter was asked to approach local firms on this basis. The Clerk will then raise a requisition for funding from the County Councillors budget.</p> <p>13.4 TDC Community Projects. The clerk confirmed that since the last meeting TDC had requested more details of the proposals regarding the Skittles Alley. The Skittles Alley Committee had requested quotations from 2 local contractors to enlarge the entrance, install mains water and a waste water treatment plant and to concrete the entrance drive. However no quotations have yet been received. The Skittles Committee are also unable to prove ownership of the land as the use of the land as a skittles alley was granted under a gentlemen's agreement some 90 years ago as long as there isn a skittles alley. Clerk to advise TDC of these concerns and await their response. If TDC are reluctant to proceed the PC would prefer funds spent on Common Moor Cross</p>	<p>DS</p> <p>MT</p> <p>SC DS</p> <p>DS</p>
<p>14.</p>	<p>Planning and Planning Correspondence.</p> <p>The Clerk confirmed that a notification of a new planning application had been received that day and would be dealt with under the scheme of delegation as a response was required by 11th June.</p>	<p>DS</p>

<p>15.</p>	<p>Finance.</p> <p>15.1 Balances. Lloyds Bank Treasurers Account as at 25 April 2022: £30917.18</p> <p>15.2 The receipt of the first part of the Parish Council precept of £1,507.50 was noted.</p> <p>15.3 The following payments were approved and authorised: Proposed by Councillor Mrs Drake, seconded by Councillor Carter and unanimously agreed.</p> <p>Bradworthy Memorial Hall - re Hire of Hall in March £28.00</p> <p>Bradworthy Memorial hall - re hire of hall in May £28.00</p> <p>Kivells - re annual return for Countryside Stewardship £120.00</p> <p>PSP Group re Common Moor Insurance (refunded to clerk) £425.73</p> <p>D Smith re Admin Expenses £6.35</p> <p>15.4 To approve the accounts for the year ended 31 March 2022.</p> <p>Unanimously agreed.</p> <p>15.5 Bank Account.</p> <p>It was agreed that the Council would apply for Online Banking at Lloyds Bank and that this would be operated by the Clerk and approved by Cllr Carter.</p> <p>Clerk to complete the application accordingly.</p>	<p>Clerk to arrange for internal and external audit</p> <p>DS</p>
<p>16</p>	<p>Correspondence.</p> <p>The council agreed to provide financial support to the Friend of Putford for their request to provide bulbs and wild flower seeds to celebrate the Queen’s Platinum Jubilee and to support bio-diversity in the Parish. Councillors asked the the cost be invoiced directly to the Council so that VAT could be reclaimed.</p> <p>Proposed by Cllr Thomas seconded by Cllr Cornish and carried unanimously</p> <p>Clerk to advise Mrs A Carter</p>	<p>Clerk to advise</p>

17	<p>Training</p> <p>The council agreed to support the request for training for the Parish Clerk provided by DALC - 4 courses @ £36 each.</p>	
18.	<p>Date of next Meeting: Wednesday 20th July 2022 at 7:30 in Bradworthy Memorial Hall.</p> <p>Clerk to reserve the Collicot Room.</p>	DS
<p>Summary of Decisions:</p> <ul style="list-style-type: none"> ➤ Election of Chairman ➤ Election of Vice Chairman ➤ Election of Parish Council Representatives ➤ Co-Option of Parish Councillors ➤ Minutes of the Parish Council Meetings held on 16th March 2022 ➤ Payments ➤ Accounts for the year ended 31 March 2022 ➤ 2021 Statement of Internal Control ➤ The Parish Council's to apply for Online Banking Bank Account with Lloyds Bank ➤ Councillor Carter to be the nominated Councillor to approve payments by BACS after being approved at a full Council meeting 		
<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>