

**Draft Minutes of West & East Putford Annual Parish Council Meeting held on Wednesday
20th July 2022 at Bradworthy Memorial Hall**

<p>Chaired by: Councillor Mrs L Drake</p>	<p>Clerk: David Smith</p>	
<p>Present: Parish Councillors:</p> <p>S Carter Mrs L Drake N Hancock T Hancock J Wooldridge</p>	<p>Agenda:</p> <p>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 18th May 2022 Reports Items to discuss Planning & Planning Correspondence Finance Correspondence Date of next meeting</p>	
	<p align="center">Item</p>	<p align="center"><u>Action:</u></p>
<p>19.</p>	<p>Co-Option of Parish Councillors The clerk confirmed that letters had been sent to both Mr D and Mr C Pomeroy but they were not in attendance. In addition an expression of interest had been received from Miss C Jeffrey and details of the meeting had been sent.</p>	
<p>20</p>	<p>Items raised by members of the public. None.</p>	
<p>21</p>	<p>Apologies. Apologies received from Cllrs M Thomas, N Moulder, M Cornish & District Cllr Pennington.</p>	
<p>22</p>	<p>Declarations of Interest. Councillors Mrs Drake has a Dispensation in items relating to Common Moor. Councillor Wooldridge has an interest in agenda item 7.4 as it relates to his son's planning application.</p>	
<p>23.</p>	<p>Approval of the Minutes of the Annual Parish Council Meetings held on 18th May 2022.</p> <p>Approved as a correct record.</p>	

24	<p>Reports:</p> <p>24.1 Police. No report and no apologies received. The clerk reported that no report had been received this year and there had been no response to e-mail requests for reports. Cllr Carter confirmed that he would continue to attend the Devon & Cornwall Police Advocates Meeting and share crime updates when received. The Council agreed to remove this report from the agenda.</p> <p>24.2 County Councillor J Morrish. No reports and no apologies received. It was reported that Cllr Morrish may be unwell and the Clerk was requested to send him our best wishes for a speedy recovery.</p> <p>24.3 District Councillor P Pennington. Cllr Pennington had given his apologies due to a prior meeting commitment and had sent the following written report.</p> <p>Re Agenda</p> <p>7.3 Parish Notice Boards <i>I would support such a project with a contribution of £350 from the councillor grant scheme.</i></p> <p>My report</p> <ol style="list-style-type: none"> 1. <i>Leisure Centres and Parks are under new management from the 1st of April. Any comments either welcomed.</i> 2. <i>APPLEDORE CLEAN MARITIME INNOVATION CENTRE. TDC councillors unanimously approved a bid go forward to round 2 of govt. Levelling up fund. The total cost is estimated in the region of £15m. Torrige will provide around a sixth, which includes the site valuation. The project brings together education, business and technology with a vision to tap into renewable energy in the Celtic Sea.</i> 3. <i>Is there any update of the recycling lorries performance.</i> <p>Cllr Carter confirmed that problems were still being encountered with recycling lorries spilling waste. It was agreed that the clerk would write a formal complaint on behalf of the Parish Council to Richard Haste, Operations Manager at TDC and copy in the Chief Executive.</p> <p>24.4 Common Moor. Kivells have nothing further to report since the last meeting. Cllr T Hancock reported that the hedges bordering the moor on the road past Cudjamoore Farm required trimming back as they were catching on his farm machinery. Cllr Carter to advise DCC</p> <p>24.5 State of Roads/Signpost Update</p> <p>2 potholes needed reporting via the DCC website. 1 on the road from Churston Cross to Cory Barton and the other outside the entrance to Mambury Manor. Cllr Carter to investigate and report.</p> <p>Signposts at Wrangworthy Cross & Wheelers Cross have been identified as requiring repair as they are on main roads. Cllr Carter will approach Keiran Stanbury at DCC to request repair.</p> <p>Some other signposts appear to have been cleaned since the last meeting.</p>	DS
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Items to Discuss.

25.1 Devon Air Ambulance Night Landing Site. The clerk reported that he had spoken to Mr Headdon and confirmed that the sum of £550 had been received from DCC to fund the purchase of materials for the work to be undertaken. Mr Headdon was therefore going to arrange for the digger which had been offered for by a local contractor.

25.2 Fly Tipping at Common Moor Cross. In his absence, Cllr Thomas had sent the following written report :

I can confirm that I provided Natural England with the details that they required to consider our proposal for the lay-by. They wrote back last week expressing some concerns. These are mainly around what species we intend to use. My feeling is that these can probably be addressed and David Williams and I will be meeting with them on 4th October. Clearly, any work we wanted to do in connection with the Queen's Jubilee is going to be challenging to do this year.

25.3 Parish Council Notice Boards. Cllr Carter confirmed that he had spoken to a local contractor and has obtained a verbal estimate for the replacement of the notice board at Colscott in Devon Oak and the refurbishment of the noticeboard at Putford Bridge. This would include the Queen's Jubilee logo on both boards and the cost would be in the region of £1500. District Councillor Pennington has offered to contribute £350.00 from the councillor grant scheme. It was agreed to proceed with the work and for the clerk to raise a request for a further £350 from Devon County Council via Cllr Morrish.

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Proposed by Cllr Wooldridge, seconded by Cllr N Hancock and carried unanimously.

25.4 TDC Community Projects. The clerk confirmed that since the last meeting TDC had advised that they were unable to support funding for the skittles alley as the skittles team do not own the premises. The funding of Common Moor lay by was also outside the remit of the scheme so funds would be awarded to the football team.

25.5 Shooting on Common Moor - Cllr Mrs Drake advised that on 6th June she had heard 2 gunshots on Common Moor and since that time had not seen two juvenile buzzards that had been seen regularly over the Moor. This had been reported to both RSPB and Devon Wildlife Trust but neither organisations were able to assist without further evidence. Cllr Drake had also written to Barnstaple Police but had not received a response. Cllr Drake wished to place signage on the moor prohibiting the use of firearms but as the council do not own the land the council were unsure whether they had the legal right to do this. It was agreed that the Parish Clerk would contact Bradworthy PC to check the position regarding Bradworthy Moor which does have signage and Cllr Carter would raise with the Devon & Cornwall Police Liaison Officer when he receives copy correspondence from Cllr Mrs Drake/

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<p>26.</p>	<p>Planning and Planning Correspondence.</p> <p>26.1 The following planning applications were received between meetings and a response agreed under the scheme of delegation.</p> <p>Planning Application 1/0573/2022/OUT Outline application with all matters reserved for no.1 dwelling. Land adjacent Longclose, East Putford.</p> <p>Response: <i>West & East Putford Parish Council support this application</i></p> <p>Planning Application 1/0553/2022/FUL Siting of a holiday rental shepherd's hut (Re-submission of 1/0186/2022/FUL)</p> <p>Response: <i>West & East Putford Parish Council support this application</i></p> <p>26.2 The status of the following applications was noted.</p> <p>Planning Application 1/0464/2022/FUL.Erection of double garage with office above. Wheelers Retreat, Bradworthy.</p> <p>Permitted</p> <p>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,</p> <p>Awaiting Decision</p>	
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27.	<p>Finance.</p> <p>27.1 Balances. Lloyds Bank Treasurers Account as at 11th July 2022: £29893.85 Cr</p> <p>27.2 The following payments were approved and authorised: Proposed by Councillor N Hancock, seconded by Councillor Mrs Drake and unanimously agreed.</p> <table border="0"> <tr> <td>Bradworthy Memorial Hall - re Hire of Hall in July. No more than</td> <td style="text-align: right;">£24.00</td> </tr> <tr> <td>Mrs J Snook - re Internal Audit</td> <td style="text-align: right;">£125.00</td> </tr> <tr> <td>Devon Wildlife Trust re Firebreaks and Swaling on Common Moor.</td> <td style="text-align: right;">£4960.00</td> </tr> <tr> <td>D Smith re Postage & Stationary</td> <td style="text-align: right;">£129.58</td> </tr> <tr> <td>D Smith re mileage</td> <td style="text-align: right;">£16.20</td> </tr> </table> <p>27.3 2021/22 Internal Audit A copy of the Internal Auditors report had been circulated to all councillors prior to the meeting. The report was generally satisfactory and the clerk confirmed that all but two of the recommendations in the report had now been implemented. The recommendation regarding earmarking reserves would be included in the next agenda and the fidelity insurance guarantee amount would be reviewed when the insurance policy was next due for renewal.</p> <p>27.3.1 Section 1 of the Annual Return - The Annual Governance Statement was approved.</p> <p>27.3.2 Section 2 of the Annual Return - The Accounting Statement was approved.</p> <p>27.3.3 The 2021/22 Statement of Internal Control was approved</p>	Bradworthy Memorial Hall - re Hire of Hall in July. No more than	£24.00	Mrs J Snook - re Internal Audit	£125.00	Devon Wildlife Trust re Firebreaks and Swaling on Common Moor.	£4960.00	D Smith re Postage & Stationary	£129.58	D Smith re mileage	£16.20	DS
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28	<p>Correspondence.</p> <p>28.1 Request for support from Holsworthy Rural Transport</p> <p>The Parish Council had received a letter from Holsworthy Rural Transport inviting members of the council to a meeting on 27th July to discuss future funding of this scheme as the trustees had been advised that they would not be able to receive any further funding from the National Lottery and may as a result cease operation in 2023 unless replacement funding can be found. Cllr Mrs Drake and Cllr Carter will be attending the meeting on behalf of the Parish Council.</p> <p>Cllr Mrs Drake felt that this was a vitally important service to our residents who live alone enabling them to go to hospital and other appointments as well as attending days out which was important for mental health. Whilst councillors agreed with this point, concern was expressed regarding how much was being requested and whether this would result in an increase in their precept. Some councillors felt that funds should be provided via the surplus from the Common Moor Stewardship Agreement but it was pointed out that the current agreement was for 10 years and it was not guaranteed to be renewed. There was reluctance therefore to commit to an open ended funding request.</p> <p>It was therefore proposed that the parish Council would agree in principle to support the request for funds by allocating £500 per annum from the surplus from Common Moor income provided that the stewardship agreement was in place and that the transport scheme remained in business.</p> <p>Proposed by Cllr Mrs Drake and seconded by Cllr N Hancock. Carried unanimously</p> <p>28.2 Settlement Evidence Based Survey</p> <p>The council has been requested to complete a Settlement Sustainability Survey by Torrington District Council commenting on the quality of facilities and services available to residents within the parish and on those services accessed in nearby settlements. The Council agreed that the survey should be completed on the basis of residents having very limited access to facilities locally.</p> <p>Clerk to Complete</p>	DS
29.	<p>Date of next Meeting: Wednesday 14th September 2022 at 7:30 in the Collicott Room, Bradworthy Memorial Hall .</p>	DS
<p>Summary of Decisions:</p> <ul style="list-style-type: none"> ➤ Minutes of the Parish Council Meetings held on 18th May 2022 ➤ Funding for replacement and refurbishment of Parish Notice Boards ➤ Payments ➤ Approval of AGAR ➤ Agreement in principle to support Holsworthy Rural Transport ➤ Completion of Settlement Sustainability Survey. 		
<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>	