**Minutes of West & East Putford Parish Council Meeting**

**held on Wednesday 16th November 2022**

**at Bradworthy Memorial Hall**

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| **Chaired by: Councillor Mrs L Drake** | | | **Clerk: David Smith** | |
| **Present: Parish Councillors:**  **M Cornish**  **Mrs L Drake (Chair)**  **D Pomeroy**  **T Hancock**  **M Thomas**  **J Wooldridge** | | | **Agenda:**  **Co-option of Parish Councillors**  **Items raised by members of the public**  **Apologies**  **Declarations of Interest**  **Approval of the Minutes of the Meeting held on 14th September 2022**  **Reports**  **Items to discuss**  **Planning & Planning Correspondence**  **Finance**  **Correspondence**  **Date of next meeting** | |
|  | **Item** | | | **Action** |
| **42** | **Co-Option of Parish Councillors.** Mr D Pomeroy was in attendance and expressed a willingness to re-join the Parish Council.   **His co-option was proposed by Cllr Thomas and seconded by Cllr Wooldridge and carried unanimously** | | |  |
| **43** | **Items raised by members of the public.**  Two members of the public were present to hear the council’s discussions regarding the planning application in item 8.2 on the agenda.  *At Cllr Drake’s suggestion this item was brought forward in the meeting schedule but is detailed under Minute No. 49 Planning below.* | | |  |
| **44** | **Apologies.** Apologies received from Cllrs S Carter, N Hancock, N Moulder, & District Cllr Pennington. | | |  |
| **45** | **Declarations of Interest.**  Councillors Mrs Drake and Moulder have a dispensation in items relating to Common Moor. Cllr Pomeroy will also require a dispensation to discuss items relating to Common Moor.   **Proposed by Cllr Wooldridge & seconded by Cllr Cornish. Carried Unanimously**  Cllr Drake has a financial interest in item 9.2 | | |  |
| **46** | **Approval of the Minutes of the Annual Parish Council Meetings held on 14th September 2022.**  **Approved as a correct record. Proposed by Cllr Hancock & seconded by Cllr Cornish. Carried Unanimously.** | | |  |
| **47** | **Reports:**  **47.1 County Councillor J Morrish.** No reports and no apologies received. The clerk has been unable to obtain an alternative contact in Cllr Morrish’s continued absence.  **47.2 District Councillor P Pennington.** Apologies received. No report.  **47.3 Common Moor.** Cllr Thomas advised that there was no report required from Kivell’s as there had been no recent activity. Rural Services have confirmed that they will be carrying out scrub clearance in the next 2/3 months. However, Mark Seamer, a local ornithologist, has reported a sighting of a Ringtailed Hen Harrier roosting in the area due to be cleared this winter. It has therefore been agreed to clear area W6 this winter which is the area furthest from the roosting site.  **36.5 State of Roads/Signpost Update.** Written report from Cllr Carter advising that all known road defects have been reported. Those between Mambury farm and Mambury Manor and Churston Cross to Kismeldon have been reported as not meeting criteria for repair. The council expressed their surprise and disappointment and asked the clerk to raise with the County Council as they ave been reported twice. The stretch of road between Putford & Milton Damerel has been reported and is awaiting the contractor to complete the whole width.  Cllr Cornish reported that the section of road before Kismeldon Bridge has subsided substantially and was now causing problems for Heavy Goods Vehicles & Tractors. Clerk to report via the website.  There has been no further progress regarding signpost repair and Cllr Carter will follow up with DCC. | | | DS  DS  SC |
| **48** | **Items to Discuss**.  **48.1 Devon Air Ambulance Night Landing Site.** No further quotes have been received to undertake this work. The council agreed this work was required to ensure safe access to/from the air ambulance in the event of an emergency. It was therefore proposed that Cllr Cornish would arrange the hire of a digger himself and undertake this work in conjunction with Cllr Pomeroy & Cllr Moulder  **Proposed by Cllr Wooldridge & seconded by Cllr Thomas. Agreed unanimously**  **48.2 Fly Tipping at Common Moor Cross & Scrub Clearance Proposal.**  Cllr Thomas confirmed that he had met with Natural England to discuss the plans put forward to improve this area and deter fly-tipping. They have agreed but have requested a simplified approach with no removal of trees and no other planting other than Devon Whitebeam or Oak and for the council to ensure ongoing maintenance. After some discussion of the likely costs and other options available it was proposed to install an information board promoting the value of the Common Moor together with signage to deter fly-tipping. Cllr Thomas will investigate the cost/production of the information board.  **Proposed by Cllr Thomas & seconded by Cllr Drake. Agreed unanimously**  **48.3 Parish Council Notice Boards.** Written update from Cllr Carter. Notice Boards are nearly complete and should be ready for installation by the end of the month. A new location will be required for the East Putford notice board and is was agreed that it should be located by the post box at Mambury Cottages. Additional installation costs will required for the new board location up to a maximum of £250.  **Proposed by Drake & seconded by Cllr Wooldridge. Agreed unanimously**  **48.4 Shooting & Use of Trials Bikes on Common Moor** - 4 members of the public using mountain bikes and trials bikes (motorcycles) had been spoken to by Cllr Drake and there have been no further instances. The shooting has been reported to the local police and discussions have taken place with our local police officer. Any further instances should continue to be reported. The clerk has identified a supplier of signage which could be provided at a relatively low cost. It was agreed to link this with the signage for Common Moor lay-by .  **48.5. Publication of Public Notices on Social Media.** The clerk asked for approval to publish public information notices received from Torridge DC and other Govt. organisations on social media in the name of the council. This was agreed provided that messages were not political in nature.  **48.6 Use of a .[gov.uk](http://gov.uk) domain name.** The clerk had been advised that is was best practice for councils to use a .**[gov.uk](http://gov.uk)** domain name for the website and e-mails. The Council were happy to continue with the existing arrangement. | | | NM/MC/DP  MT |
| **49.** | **Planning and Planning Correspondence.**  **T**here were no outstanding Planning Applications to consider.  **49.1. The appeal of the refusal of planning application ref no 1/0186/2022/FUL - sitting of Shepherds Hut on land at Powlers Piece was noted.**  **49.2 The following responses made on behalf of the Parish Council since the last meeting were noted :-**  **Barn At Grid Reference 236884 113618 West Putford Devon**  **Ref. No: 1/0931/2022/FUL**  **|**  Material Planning Applications   1. Minor road used by agricultural vehicles to access neighbouring properties and land. Ensure proposed development and access does not reduce passing points including verges if permitted. 2. If permitted ensure that the development does not have parking in front of existing hedge line or Driveway opposite to existing Neighbours access drive to ensure clear street view and passing. 3. Services (Electricity, Telephone, Water etc) to the property are currently not visible if permitted services should not be obtrusive or restrict height and verge clearances 4. The proposal increases the height of the structure it was not a standard two storey building ensure proposal does not affect light/ visual impact of neighbouring properties. 5. The development footprint is increased and although would fit the Land footprint it is greater than anything that would have been permitted under the old Class Q permissions which were previously denied. 6. The neighbouring Farm property is in close proximity and if permitted the proposed development should ensure that noise and light pollution do not impact neighbours passing traffic. (lighting, heat pumps, generators. 7. The structural report suggests that the building is of historical interest and should be sensitively repaired hence size use and type of materials should be consider in the assessment of the proposal. 8. The proposal states that the property will discharge effluent to a water course that is constantly flowing and in the last 12 months this has not been the case and there have been reported odours from the existing property.   A number of councillors present at the meeting felt their support for the application had not been reflected in the comments provided to Torridge District Council. The following additional points were noted and the Clerk was asked to submit them to Torridge District Council Planning Department :-   1. There are currently a number of large stones blocking the lay-by and preventing its use as a passing place. 2. The neighbouring property is a farm property and already generates significant light pollution. 3. The water course dried up during the recent drought conditions as did many other water courses. It is not dry now. 4. Four councillors expressed their support for the application   **Proposed by Cllr Wooldridge, seconded by Cllr Drake and agreed unanimously.**  **Awaiting Decision** | | | DS |
|  | **[Demolition of existing conservatory, porch and chimney and erection of day room and porch with installation of new window and entrance](https://publicaccess.torridge.gov.uk/online-applications/applicationDetails.do?keyVal=RHIVJNQK0BO00&activeTab=summary)  Dyers East Putford Holsworthy Devon EX22 7UG Ref. No: 1/0914/2022/FUL**  Material Planning Applications   1. The proposal does not move the front line of the building and should not cause concern to any neighbouring properties. 2. The materials proposed do not significantly change the character of the property or materials used in other properties.   This application has now been permitted.  **49.3 To Note the status of the following application**.  **1/0299/2022/FUL | Retrospective application for cow tracks across agricultural land | Land At Winslade Barton Putford Devon**  **Awaiting Decision** | | |  |
| **50** | **Finance.**  **50.1 Balances.** **Lloyds Bank Treasurers Account as at 31st October 2022: £26,158.42 Cr**  **50.2 Payments**  **The following payments were approved and authorised:**  **Proposed by Councillor Cornish, seconded by Councillor Thomas and unanimously agreed.**  Bradworthy Memorial Hall - re Hire of Hall in November £12.00  DALC re Clerks Training £36.00  Cllr Drake had tabled an agenda item to cask the Parish Council to pay for the mowing of footpaths on Common Moor at a cost of £220.00. Cllr Thomas reminded the Council that the area was a SSSI, and this activity was not included in the current management plan for the moor, this work required the express approval of Natural England which was unlikely to be provided. The request was therefore declined.  **Proposed by Cllr Thomas, seconded by Cllr Pomeroy and agreed unanimously**  **50.3 Receipts**  The following receipts were noted :-  14/9 Precept from Torridge DC £1507.50  31/10 Grant from Torridge DC£350.00  **50.4 To agree the budget for 2023/24.**  The budget proposals presented by the Parish Clerk were discussed and the Council precept was set at £3,090, an increase of £85.00.  **Proposed by Cllr Drake, seconded by Cllr Cornish and agreed unanimously.**  Separate budgets have been prepared showing the expected income and expenditure relating to Common Moor. Going forward insurance costs for Common Moor will be paid from Common Moor income from the Rural Payments Agency.  The Common Moor budget proposals presented by the Parish Clerk were discussed and agreed.  **Proposed by Cllr Drake, seconded by Cllr Thomas and agreed unanimously.**  **50.5 Annual Limited Assurance Review**  The clerk confirmed that, since the publication of the agenda, PKF Littlejohn had completed their annual limited assurance review. The certification will now be published on the website and the invoice for £240 for their costs would be tabled for authorisation at the next meeting. | | | DS |
| **51** | **Correspondence.**  **51.1 Request for support from North Devon Records Office.** The Parish Council have previously supported this service with a donation £50 and it was agreed to repeat this donation. The Clerk will contact the records office to enquire about the storage of Parish records.  **Proposed by Cllr Drake, seconded by Cllr Thomas and agreed unanimously.**  **51.2 Additional requests for support.** The following additional requests for support were received but declined due to the limited resources of the council.  Dogs Trust Re-homing Centre, Ilfracombe  Plough Arts Centre, Great Torrington  Citizens Advice Service,  **Proposed by Cllr Drake, seconded by Cllr Thomas and agreed unanimously.**  **50.3 Report from Libraries Unlimited.** Noted.  **50.4 Notification from Airband regarding siting of additional telegraph poles.** Noted, | | | DS |
| **52** | **Date of next Meetings : 18th January, 15th March, 10th May, 19th July**,  **27th September, 15th November, at 7:30pm in the Collacott Room, Bradworthy Memorial Hall .** | | |  |
| **Summary of Decisions:**   * **Co-option of Mr D Pomeroy as a Parish Councillor** * **Dispensation re Common Moor discussions to Cllr D Pomeroy** * **Minutes of the Parish Council Meeting held on 14th September 2022** * **Hire of digger to complete Air Ambulance NLS works by Cllrs Pomeroy, Cornish & Moulder** * **Installation of information board and no tipping signs at Common Moor lay-by** * **Additional costs for and siting of Parish Council Notice Boards** * **Additional comments on planning application** * **Payments** * **Budget for 2023/2024** * **Support for North Devon Records Office** | | | | |
| **These Minutes are agreed by those present as being a true record.** | | | | |
| Signed:  Chair of West & East Putford Parish Council | | Date: | | |