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| **WEST AND EAST PUTFORD PARISH COUNCIL**  **Parish Clerk : David Smith, 1 Mambury Cottages, East Putford, EX22 7UH Tel : 01409 240219**  **CHAIR: Mrs L Drake, The Cottage, Common Moor, East Putford, EX22 7XP**  **Tel : 01409 241005** | |  |
| **TO ALL COUNCILLORS:**  **You are hereby summoned to the Parish Council Meeting on Wednesday, 18th January 2023 at 7:30pm in the Collacott Room at Bradworthy Memorial Hall The Agenda is detailed below.**    **Members of the public are welcome to attend**  David Smith, Parish Clerk, 11th January 2023. | |  |
| **No.** | **Item** | **Mins** |
| **1** | **Structure of the Parish Council and preparation for Elections in May** | **5** |
| **2** | **Items raised by members of the public. *It should be noted that representations by members of the public are permitted for a maximum of 3 minutes*** | **3** |
| **3** | **Apologies.** | **2** |
| **4** | **Declarations of Interest** | **2** |
| **5** | **Approval of the Minutes of the Parish Council Meeting held on 16th November 2022.** | **3** |
| **6** | **Reports: Written Reports requested - to note at this point in the meeting.**  **6.1 County Councillor J Morrish.**  **6.2 District Councillors R Hicks and P Pennington**  **6.3 Common Moor. Report from Kivells - Councillor Thomas** *1. We last charged in spring 2022 for the annual revenue claim on the Higher Tier agreement. As day-to-day management and personnel at Kivells yielded poor service I have not recorded too much management time purposefully, in order to rebuild bridges. I think it fair that I charge for 3 hours at £125/hr plus VAT to tidy up my timesheet up to 31st December 2022. I will await confirmation from you before raising. The annual revenue claim will be chargeable again in April, at £100 plus VAT.*  *2. Current scrub clearance is not completed yet, but it is scheduled for completion by Rural Services in January. I have spoken to them and they have undertaken their preparatory site visit for parcel W6 (the substitute for W2).*  *3. I am relaxed about contract renewal. Being happy with Rural Services, I would be content either allowing it to roll on or enter a new fixed contract to be co-terminus with the Higher Tier Stewardship. I am not sure I would advise going to the open market to test. Prices will have gone up, and last time I don't think my predecessor was awash with contractor interest. Perhaps flexible is better than fixed term, but then the fixed term provides one less thing to worry about, knowing the stewardship commitments can be fulfilled. I will await the PC's instructions please.*  *4. Any other business = rates for 2023 onwards have now increased on extant Higher Tier Stewardship Agreements. The LH1 "Management of Lowland Heath" has increased from £274/ha to £366/ha and the SP3 "Bracken control supplement" has increased from £153/ha to £185/ha. This means the annual revenue will increase from £15,103.02 to £20,170.62 (an extra £5,067.60 per annum).*  **6.4 State of the roads / Signpost update. Cllr Carter** | **15** |
| **7** | **Items to Discuss.**  **7.1 Devon Air Ambulance Night Landing Site -** *To receive an update on the outstanding works.*  **7.2 Fly Tipping at Common. Moor Cross and Scrub Clearance Proposal** *- To receive an update on the costs of the proposed information board.*  **7.3 Parish Council Notice Boards including re-siting of East Putford Notice Board.** *- To receive an update*  **7.4 Support for Holsworthy Rural Transport** *- To receive an update on the Council’s request for further information.*  **7.5 Maintenance of Footpath on Common Moor -** *Cllr Mrs Drake has requested to respond on the councils decision regarding the footpath on Common Moor.*  **7.6 Refurbishment of Skittles Alley to provide a Community Asset -** *To note the response from DALC that they are unable to recommend/provide legal assistance in this matter and to agree the next steps.* | **20** |
| **8** | **Planning and Planning Correspondence.**  *At the time of preparing the agenda, there were no outstanding Planning Applications to consider.*  **8.1 Parish Council’s Response to Planning Applications** *To agree a revised approach to how the Parish Council responds to requests for consultations on local planning applications.* | **20** |
| **9** | **Finance.**  **9.1 Balances. Lloyds Bank Treasurers Account as at 31st December 2022 £44,331.62.Cr**  **9.2 To Authorise the following Payments :**  Bradworthy Parish Memorial Hall - re hire of hall for November meeting **£14.00**  *Previously authorised at £12.00 but price increase effective 1.11.22*  Bradworthy Parish Memorial Hall - re hire of hall for January meeting. **£14.00**  North Devon Records Office - re Donation agreed. **£50.00**  Cllr Thomas re Putford,[co.uk](http://co.uk) website costs. **£196.67**  Complete Joinery & Design Ltd - *re replacement of Parish Notice Boards*  **£1912.87**  Parish Clerk - re stationery costs **£54.48**  **9.3 To note receipt of the following sums :**  Rural Payments Agency - re Common moor Stewardship Agreement  **£18463.20**  **9.4 Revised Financial Regulations for Approval** *approve the revised Financial Regulations covering internet banking and the use of a debit card.*  **9.5 To note that PKF Littlejohn have been appointed as external auditors for the financial year 2022-23 for a five year period until 2026-27.** | **20** |
| **10** | **Correspondence.**  **10.1 E-mail from Laura Dixon advising date of next Community Resilience Forum - Tuesday 28th March @ 5pm.**  **10.2 E-mail from Sandra Cawsey advising date of next Holsworthy Area Advisory Group meeting -Wednesday 8th February @ 6pm**  **10.3 Request from Airband to update Parish Council - added to March Agenda** | **5** |
| **11** | **Date of Next Meeting - Wednesday 15th March 2023** |  |