

Minutes of West & East Putford Parish Council Meeting
held on Wednesday 18th January 2023
at Bradworthy Memorial Hall

Chaired by: Councillor Mrs L Drake	Clerk: David Smith	
Present: Parish Councillors: S Carter M Cornish Mrs L Drake (Chair) D Pomeroy N Hancock T Hancock N Moulder M Thomas J Wooldridge District Councillor Phillip Pennington	Agenda: Structure of Parish Council and preparation for elections in May Items raised by members of the public Apologies Declarations of Interest Approval of the Minutes of the Meeting held on 16th November 2022 Reports Items to discuss Planning & Planning Correspondence Finance Correspondence Date of next meeting	
	Item	<u>Action</u>
53	Structure of Parish Council & preparations for elections in May <p>Cllr Mrs Drake advised the Parish Council that she wished to stand down as chair of the Council at the earliest opportunity once a new chair was found. After a brief discussion it was proposed that Cllr Carter would become chair with Cllr Mrs Drake reverting to Deputy Chair and this change would take effect from the date of the next meeting (15th March 2023).</p> <p>Proposed by Cllr Cornish & seconded by Cllr N Hancock. Carried Unanimously</p> <p>The clerk advised the meeting that he had hoped to confirm the requirements for councillors to register their willingness to stand again as Parish Councillors but had yet to receive the instructions and timetable from Torrington District Councillors. District Councillor Pennington advised that this was probably because of the impact of the Coronation.</p> <p>The clerk will distribute instructions as soon as they are received.</p>	DS
54	Items raised by members of the public. None.	
55	Apologies. None.	

56	<p>Declarations of Interest. Councillors Mrs Drake Moulder and Pomeroy have a dispensation in items relating to Common Moor.</p>	
57	<p>Approval of the Minutes of the Annual Parish Council Meetings held on 16th November 2022.</p> <p>Approved as a correct record. Proposed by Cllr Moulder & seconded by Cllr Thomas. Carried Unanimously.</p>	
58	<p>Reports:</p> <p>58.1 County Councillor J Morrish. No reports and no apologies received.</p> <p>58.2 District Councillor P Pennington. Torridge District Council is expected to increase Council Tax by the maximum allowed and the announcement is due by the end of January. This would mean that the TDC precept for a Band D property would be in the region of £195.00. The Council is facing huge pressure on its finances. has taken £0.5m from reserves and is reviewing all of its discretionary spending. It is also expected to increase all of its charges including parking, planning fees. It does not expect to receive any increase in Central Government Funding. The Council is also spending £100k per month to house local families. Cllr Pennington also paid tribute to the work of the refuse collection service during the recent spell of cold weather.</p> <p>58.3 Common Moor. Kivells report had already been circulated with the agenda and was taken as read. The scrub clearance work was under way at the time of the meeting. The contract renewal for scrub clearance and swaling will be added to the agenda for the next meeting and the clerk will check with DALC whether the council is able to extend the contract without going out to tender.</p> <p>Clerk to contact DALC and add Contract Renewal to next agenda</p> <p>Cllr Mrs Drake expressed concern about the impact on wildlife from the current scrub clearance particularly on a Jay that had been spotted in the area. Cllr Thomas advised that the clearance work was agreed with Natural England and Devon Wildlife Trust as part of the 10 year management plan. The clearance area this year had been switched because of the presence of a Hen Harrier(endangered species) in the original area.</p> <p>58.4 State of Roads/Signpost Update.</p> <p>Cllr Carter confirmed that the road between Churston Cross and Sessacott had been reported 4 times but DCC have not undertaken repairs. The clerk will write formally to DCC. In addition the following roads needs reporting :-</p> <ol style="list-style-type: none"> 1. Colscott to Happylands 2. Venn Cross to Common Moor Cross (outside Devon Air Ambulance NLS). <p>Clerk to write to Devon County Council Highways Department</p> <p>Artwork has been completed by DCC for replacement signposts at Wrangworthy Cross and Thriverton Cross and they are planned to install them in the next financial year.</p>	<p>DS</p> <p>DS</p>

59	<p>Items to Discuss.</p> <p>59.1 Devon Air Ambulance Night Landing Site. Cllr Moulder confirmed that work will be completed in February once the ground had dried out. Hardcore and other materials had been ordered from Messrs Pipers and they have been requested to invoice the Parish Council direct so that VAT can be reclaimed.</p> <p>59.2 Fly Tipping at Common Moor Cross & Scrub Clearance Proposal. Cllr Thomas had obtained a quote of £800 for the supply of a hard oak framed noticeboard with soft wood timber posts. Councillors were happy that this was in line with the costs recently incurred for the supply of the 2 parish council noticeboards but suggested that the posts should be hard wood rather than soft wood. On that basis the council wished to proceed without asking for further additional quotes.</p> <p>Proposed by Cllr Carter & seconded by Cllr Pomeroy. Agreed unanimously</p> <p>There had been further instances of fly-tipping behind the lay-by and it was agreed that these should be reported to Torridge District Council. The clerk was also asked to approach TDC regarding the supply of “No Tipping” signs.</p> <p>Councillors also wished to cut back the scrub up to 3m behind the lay-by and Cllr T Hancock agreed to complete this task in the near future.</p> <p>Clerk to contact DCC & TDC re signs and to report fly tipping to TDC. Scrub to be cut back behind the lay-by</p> <p>59.3 Parish Council Notice Boards.</p> <p>The noticeboards have now been completed and installed but the one at Colscott requires minor repair to the door handles which has been notified and will be completed FOC.</p> <p>59.4 Support for Holsworthy Rural Transport. The clerk confirmed that HRT have advised that they have secured offers of financial support from 16 Parish Councils. They currently have 5 clients and 2 volunteer drivers within West & East Putford Parishes. The funding from the National Lottery ended in March 2022 so replacement funding will be required in March 2023.</p> <p>59.5 Maintenance of Footpath on Common Moor. Cllr Mrs Drake wished to respond to the Parish Council’s decision not pay for the maintenance of a footpath on Common Moor. She felt that the Parish Council were custodians of the Moor and had given Natural England permission to become involved in the maintenance. When she explained to their representatives that she was looking after it, they were pleased she was taking an interest. Cllr Drake also stated that the refusal to pay for the maintenance was not the reason for her wishing to step down as chair of the council.</p> <p>59.6 Refurbishment of Skittles Alley to provide Community Asset. DALC have advised that they are unable to recommend a solicitor to assist the Parish Council in confirming ownership of the skittles alley land. Cllr Pennington recommended the council approaches Cllr Hicks in his professional capacity as a Chartered Surveyor</p> <p>Clerk to contact Cllr Hicks</p>	<p>DS TH</p> <p>SC</p> <p>DS</p>
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60	<p>Planning and Planning Correspondence.</p> <p>There were no outstanding Planning Applications to consider.</p> <p>60.1. To Note the status of the following application.</p> <p>1/0299/2022/FUL Retrospective application for cow tracks across agricultural land Land At Winslade Barton Putford Devon</p> <p>Permitted</p> <p>60.2. Parish Council's response to Planning Applications</p> <p>Councillors had previously expressed concern that the the Parish Council's responses to planning applications was inconsistent and did not always reflect the opinions of all councillors particularly for applications considered by e-mail.</p> <p>Cllr Carter advised that in order to fully consider each application Cllrs needed to view the plans and acknowledged that this was sometimes difficult.</p> <p>Cllr Thomas felt that if the Parish Council expressed support or objections to an application, these should be supported by valid reasons.</p> <p>Cllrs Carter & Thomas both expressed the importance of linking comments to the Torridge District Council planning policyMaterial Planning Applications. Cllr Carter also felt it important that parishioners were made aware that they could comment on the applications themselves or through their Parish or District Councillor.</p> <p>District Cllr Pennington advised that Planing Officers made 96% of the planning decisions under their delegated powers with only 4% being referred to the planning committee. If TDC refuses an application they risk incurring extra costs if the decision is appealed.</p> <p>The clerk advised that although the Parish Council was given a deadline to respond for each application, this could be extended if required.</p> <p>The following proposal was put forward.</p> <ul style="list-style-type: none">• Planning Applications will be notified to parishioners via the Putford Post Facebook group. Parishioners will be asked to contact their local Parish/District Councillor if they have any comments• All planning applications notified within the Parish will be discussed at the next Parish Council meeting with any comments made linked to the relevant planning policy. If this requires the deadline to be extended, the clerk will request this as soon as the application is notified. <p>Proposed by Cllr Pomeroy & seconded by Cllr Moulder. Agreed unanimously</p>	
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61	<p>Finance.</p> <p>61.1 Balances. Lloyds Bank Treasurers Account as at 31st December 2022: £44,361.62 Cr.</p> <p>In view of the high credit balance the clerk recommended placing a reserve of £25k into a Business Deposit Account with Lloyds Bank.</p> <p>Proposed by Cllr N Hancock, seconded by Cllr Wooldridge and agreed unanimously.</p> <p>Clerk to arrange</p> <p>61.2 Payments</p> <p>The following payments were approved and authorised: Proposed by Councillor Cornish, seconded by Councillor Thomas and unanimously agreed.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-bottom: 5px;">Bradworthy Memorial Hall - re Hire of Hall in November (Correction due to increased tariff w.e.f 1/11/22)</td> <td style="text-align: right; vertical-align: bottom;">£14.00</td> </tr> <tr> <td style="padding-bottom: 5px;">Bradworthy Memorial Hall - re Hire of Hall in January</td> <td style="text-align: right; vertical-align: bottom;">£14.00</td> </tr> <tr> <td style="padding-bottom: 5px;">North Devon Records Office (Donation agreed at last meeting)</td> <td style="text-align: right; vertical-align: bottom;">£50.00</td> </tr> <tr> <td style="padding-bottom: 5px;">Cllr Thomas re putford.co.uk website costs (07/21-01/23)</td> <td style="text-align: right; vertical-align: bottom;">£196.67</td> </tr> <tr> <td style="padding-bottom: 5px;">Complete Joinery & Design Ltd (Replacement of Notice Boards)</td> <td style="text-align: right; vertical-align: bottom;">£1912.67</td> </tr> <tr> <td style="padding-bottom: 5px;">Parish Clerk re stationery costs</td> <td style="text-align: right; vertical-align: bottom;">£54.48</td> </tr> </table> <p>61.3 Receipts</p> <p>The following receipts were noted :-</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-bottom: 5px;">6/12 Rural Payments Agency</td> <td style="text-align: right; vertical-align: bottom;">£18463.20</td> </tr> </table> <p>61.4 Revised Financial Regulations.</p> <p>The revised Financial Regulations allowing the use of a debit card to facilitate agreed payments (eg Website Costs) and the use of Online Banking were approved.</p> <p>Proposed by Cllr Drake, seconded by Cllr Cornish and agreed unanimously.</p> <p>Clerk to update website with new regulations</p> <p>61.5 External Auditors.</p> <p>The appointment of PKF Littlejohn as external auditors for a five year period from 2022 to 2027 was noted.</p>	Bradworthy Memorial Hall - re Hire of Hall in November (Correction due to increased tariff w.e.f 1/11/22)	£14.00	Bradworthy Memorial Hall - re Hire of Hall in January	£14.00	North Devon Records Office (Donation agreed at last meeting)	£50.00	Cllr Thomas re putford.co.uk website costs (07/21-01/23)	£196.67	Complete Joinery & Design Ltd (Replacement of Notice Boards)	£1912.67	Parish Clerk re stationery costs	£54.48	6/12 Rural Payments Agency	£18463.20	DS
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62	<p>Correspondence.</p> <p>62.1 E-mail from Laura Dixon advising date of next Community Resilience Forum - Tuesday 28th March @ 5pm. Cllr Carter to attend.</p> <p>62.2 E-mail from Sandra Cawsey advising date of next Holsworthy Area Advisory Group meeting - Wednesday 8th February @6pm. Cllrs Carter & N Hancock to attend (Cllr Hancock later advised unable to attend due to other commitments).</p> <p>62.3 Request from Airband to update council. Added to March agenda - 20 mins maximum.</p>	<p>SC</p> <p>SC</p>
52	<p>Date of next Meetings : 15th March, 10th May, 19th July, 27th September, 15th November, at 7:30pm in the Collacott Room, Bradworthy Memorial Hall .</p>	
<p>Summary of Decisions:</p> <ul style="list-style-type: none"> ➤ Cllr S Carter elected Chair w.e.f 15th March 2023. ➤ Cllr Mrs L Drake elected Vice-Chair w.e.f 15th March 2023 ➤ Agreed Minutes of the Parish Council Meeting held on 16th November 2022 ➤ Acceptance of quote of £800 for supply and installation of information board at Common Moor lay-by ➤ Revised approach for responding to planning applications ➤ Place £25k in a deposit account with Lloyds Bank ➤ Payments ➤ Approval of revised Financial Regulations 		
<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>	