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

**held on Wednesday 15th March 2023**

**at Bradworthy Memorial Hall**

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| **Chaired by: Councillor Mrs L Drake** | | | **Clerk: David Smith** | |
| **Present: Parish Councillors:**  **S Carter (Chair)**  **M Cornish**  **Mrs L Drake**  **D Pomeroy**  **T Hancock**  **N Moulder**  **M Thomas**  **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 18th January2023**  **Reports**  **Items to discuss**  **Planning & Planning Correspondence**  **Finance**  **Correspondence**  **Date of next meeting** | |
|  | **Item** | | | **Action** |
| **64** | **Structure of Parish Council & preparations for elections in May** Cllr Carter read and signed the official declaration of acceptance of office as Chairman of the Parish Council.  The clerk distributed nomination papers to all councillors present and these were completed and countersigned. The clerk will pass papers to Cllr Wooldridge and will submit to TDC when all have been completed and in advance of the deadline of 4th April.  **The clerk to distribute papers to Cllr Wooldridge and submit all completed papers to TDC by 4th April** | | | **DS** |
| **65** | **Items raised by members of the public.**  None. | | |  |
| **66** | **Apologies.**  Cllr Wooldridge. | | |  |
| **67** | **Declarations of Interest.**  Councillors Mrs Drake Moulder and Pomeroy have a dispensation in items relating to Common Moor. | | |  |
| **68** | **Approval of the Minutes of the Parish Council Meeting held on 18th January 2023**  **Approved as a correct record. Proposed by Cllr Thomas & seconded by Cllr Drake. Carried Unanimously.** | | |  |
| **69** | **Reports:**  **69.1 County Councillor J Morrish.** No reports and no apologies received.  **69.2 District Councillor P Pennington.** Cllr Pennngton offered his congratulations to Cllr Carter on his appointment as Chair. He confirmed the TDC Council Tax for a Band D property would be £184 in 2023/24. The District Council is struggling with its budget and is facing cuts of £15.6m in government funding. However investment has been secured for the Appledore Middle Dock which will create much needed engineering jobs in the area.   **69.3 Common Moor.** Cllr Thomas confirmed that DWT has now completed this years swaling and firebreak cutting on Common Moor. Contract renewal will be covered later in the agenda.  **69.4 State of Roads/Signpost Update.**   * The road from Churston Cross to Sessacott has been repaired but there are still problems. * The repair work outside Happylands has been completed . * The road from Venn Cross to Common Moor Cross has been resurfaced although is still uneven. * There has been a landslide near to Putford Church which needs repairing. * The road from Mambury Manor to Mambury Cross has been reported several times but has not been repaired.   **Clerk to write to Devon County Council Highways Department regarding the road at Mambury Manor.**  **Cllr Carter to report the landslide via the DCC website.**  **Items to Discuss**.  **70.1 Devon Air Ambulance Night Landing Site.** Cllr Moulder confirmed that work will be completed once the ground had dried out sufficiently. The hardcore has been paid for and is being held by the supplier (Pipers) for delivery as soon as it is required.  **70.2 Fly Tipping at Common Moor Cross & Scrub Clearance Proposal.**  Cllr Thomas had obtained further quotations for the information notice board at Common Moor Cross which were between £1990 and £2810. Cllrs expressed concern that these were significantly more expensive than the sign supplied to Buckland Brewer Parish Council for the sign at Thornhill Moor which was £1600.  Cllr Thomas agreed to check with Buckland Brewer and contact the supplier to negotiate a reduced price.  **Cllr Thomas to contact Buckland Brewer PC and the suppliers.**  Cllr Pennington also advised that if the Parish Council wish TDC to monitor fly tipping at Common Moor cross they should contact Dean Smith (01237 428852) at TDC who can prepare a application for surveillance to the Magistrates Court. The application will need to be supported by photographic and video evidence.  **70.3 Parish Council Notice Boards.** Repairs to the handles on both notice boards have now been completed and the supplier will also replace the latches with rust proof versions.    **59.4 Support for Holsworthy Rural Transport.** | | | **DS**  **SC**  **MT** |
| **70** | **70.4 Support for Holsworthy Rural Transport** No further contact had been received from HRT and councillors were concerned that no there was no confirmation that adequate funding was now in place before the PC contributed its promised £500   **Clerk to contact HRT to confirm adequate funding is in place**  **70.5 Refurbishment of Skittles Alley to provide Community Asset.** Cllr Hicks has advised that either of the solicitor firms in Holsworthy would be able to advise the PC and undertake initial searches to confirm ownership of the skittles alley land. It was agreed to contact Pam Johns and that Cllrs Pomeroy, Moulder and Cornish would provide background information.  Clerk to contact Mrs Johns to instigate initial discussions  **70.6 Review of Common Moor Management Plan** Cllr Thomas had issued an up to date report which had been circulated to all councillors with the agenda papers together with a copy of the original scrub management plan. Details have also been updated on the PC website. The PC will earn £90k over the 10 year life of the plan and was now mid-way through the period so the contract for scrub clearance, swaling and fire break cutting were due for renewal at the end of this year. The clerk had previously confirmed to councillors that the PC’s Financial Regulations and Standing Orders allow the contracts to be renewed without a formal tender process.  The management plan was agreed with Natural England and Devon Wildlife Trust. It allows for one area each per year for scrub clearance, swaling and fire-break cutting which minimises the impact on wildlife but will restore the moor to its former state.  Swaling and fire break cutting are completed by Devon Wildlife Trust and there have been no problems with this work and they are keen to carry on. Scrub clearance is undertaken by Rural Services who were recommended by Kivells and again have completed all work within the schedule.  The area of scrub clearance this year (W6) was a large area and concern has been expressed about the volume of chippings left on site. It was previously agreed that these would be removed by another firm but this has not happened. Most of the chippings have now been removed by local residents and DWT and arrangements are now in place for the remainder. DWT have confirmed that they will be able to remove the chippings in the future.  Cllr Drake was extremely concerned that too much scrub had been cut down and this had a major impact on wildlife. She had spoken to the contractor who assured her that this was in accordance with the plan. She had also arranged a meeting with Natural England in a private capacity, undertook a tour of the area with their representative and had prepared a report of that visit which she has submitted to Natural England for their response.  No formal review has been requested by either the PC or Natural England (NE) as the plan is agreed jointly with them and DWT. It was agreed that the Council should wait for NE to report to the council. | | | DS  DS |
| **70**  **71** | It was proposed to renew the existing contracts with both Rural Services (scrub clearance) and DWT (swaling & fire break cutting) but to ensure that chippings are removed when scrub clearance is undertaken.  **Proposed by Cllr Pomeroy & seconded by Cllr Moulder. Carried Unanimously.**  **70.7 Review of Business Continuity Plan.** A revised Business Continuity Plan had been prepared and circulated to councillors for review prior to the meeting. No amendments were required and the plan was adopted.  **Proposed by Cllr Cornish & seconded by Cllr Thomas. Carried Unanimously.**  **70.8 Potential Financial Contribution to proposed Putford Calendar 2024.** Cllr Thomas advised that the Friends of Putford had requested financial support from the PC for a number of community activities in the coming year. They have proposed producing a calendar for 2024 utilising old photographs of Putford Parish. They have requested £800 to cover the production costs of the calendar together with additional funds in support of the forthcoming Coronation. Cllrs felt that it was right that the income from the Common Moor management plan should be used to support the community and funding of £1000 was agreed.  **Proposed by Cllr Carter & seconded by Cllr Pomeroy. Carried unanimously**  **Planning and Planning Correspondence.**  Responses wee agreed to the following planning applications received since the last meeting :-  **71.1 The Stud Barn West Putford Holsworthy Devon EX22 7LG**  Ref. No: 1/0005/2023/FUL |. Conversion and change of use of mixed use barn to a dwelling.  No comment  **71.2 Agricultural Building At Nicholls West Putford Devon**  Ref. No: 1/0164/2023/AGMB. Prior notification for the change of use of agricultural building to 1no. dwellinghouse and associated building operations under Class Q  No Comment  **Proposed by Cllr Thomas & seconded by Cllr Pomeroy. Carried unanimously** | | |  |
| **72** | **Finance.**  **72.1 Balances.**  **Lloyds Bank Accounts as at 28th February 2023**  **Treasurers Account £9,628.30Cr**  **Instant Access Savings £25,007.40 Cr**  **72 .2 The following Payments were authorised/confirmed:**  Bradworthy Parish Memorial Hall - re hire of hall for March meeting. **£14.00**  Fasthosts - re website hosting **£6.00**  RAW Piper & Sons - re materials for DAANLS **£524.70**  Rural Services - *re Common Moor scrub management.*  **£6453.60**  **Proposed by Cllr Drake, seconded by Cllr Carter. Agreed unanimously.**  A payment to TSC signs Ltdfor the *provision of 2 signs - “Hunting and Shooting are*  *prohibited on Common Moor”* was not authorised as councillors wished to amend the wording and style of the signs.  Cllr Thomas to consider revised wording  **72.3 Receipts**  The following receipts were noted :-  Bank Interest £7.40 CR | | | MT |
| **73** | **Correspondence.**  **73.1 E-mail from Rural Payments Agency notifying revised Countrywide Stewardship Payment rates.** Noted  **10.2 E-mails notifying dates of Holsworthy Neighbourhood Police Team Council Meetings** Noted  **10.3 Email from North Devon Records Office thanking the council for its support.** Noted | | |  |
| **74** | **Date of next Meetings : 10th May (Including Annual Parish Meeting), 19th July**,  **27th September, 15th November, at 7:30pm in the Collacott Room, Bradworthy Memorial Hall .** | | |  |
| **Summary of Decisions:**   * **Agreed Minutes of the Parish Council Meeting held on 18th January 2023** * **To renew the existing contracts for scrub clearance, swaling and fire break cutting on Common Moor.** * **Approved Business Continuity Plan** * **Agreed funding of £1000 for Putford Calendar and other community activities.** * **Agreed planning application responses** * **Payments** | | | | |
| **These Minutes are agreed by those present as being a true record.** | | | | |
| Signed:  Chair of West & East Putford Parish Council | | Date: | | |