**Minutes of West & East Putford Parish Council Meeting held on Wednesday 19th July 2023 at Bradworthy Memorial Hall**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Chaired by: Cllr Steve Carter** | | | **Clerked by: David Smith** | |
| **Present: Parish Councillors:**  **S Carter**  **T Hancock**  **J Wooldridge**  **M Thomas**  **Cllr P Pennington** | | | **Agenda: -**  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 10th May 2023  Reports  Items to discuss  Planning & Planning Correspondence  Finance  Correspondence  Date of next meeting  Items for Next Agenda | |
|  |  | | | **Action** |
| **20** | **Co-Option of Parish Councillors.**  Following the last meeting an advert was placed on the Putford Post Facebook page and two local residents had expressed an interest. The Parish Clerk had sent invitations to this meeting but had not received a response. | | |  |
| **21** | **Items raised by members of the public.** None. | | |  |
| **22** | **Apologies.**  Apologies received from Cllrs.Cornish, Drake, & Moulder. District Councillor Pennington had advised he would attend at 8:30pm due to a prior commitment. | | |  |
| **23** | **Declarations of Interest.**  Cllr Carter has an expenses claim under item 9.2. | | |  |
| **24** | **Approval of the Minutes of the Meetings held on 10th May 2023.**  **Proposed by Cllr Thomas and Seconded by Cllr Hancock and unanimously approved as a correct record.** | | |  |
| **25** | **Reports:**  **25.1 County Councillor J Morrish.** No report received.  **25.2 District Councillor P Pennington.**  Cllr Pennington advised the meeting that a group of travellers had occupied part of Victoria Park illegally and this had led to numerous instancies of anti-social behaviour. TDC had obtained a court order for them to vacate the land and this had been achieved within 24 hours.  He also advised that TDC had established Household Support Fund of £402k to assist residents in financial difficulty due to the current financial crisis.  The PC congratulated Cllr Pennington on his recent re-election and he in turn thanked the councillors for their support.  **25.3 Common Moor.**  Cllr Thomas advised that no report had been received from Kivells for this meeting but there had been no activity to report. A meeting is scheduled with Kivells in early September to review their performance and discuss a new tender.  Following the last PC meeting Cllrs Carter & Thomas had met with Natural England on 19th May to discuss the delivery of the Common Moor Stewardship Agreement. The report of the meeting was circulated to all councillors with the agenda papers. Overall, Natural England felt that the work is progressing along the lines of the Management Plan but that some area need to be addressed. These are detailed in the report of that meeting which form part of these minutes and are accepted by the Parish Council,  Tenders have been received from both Rural Services (for scrub clearing) and Devon Wildlife Trust (cutting of fire breaks and swaling) for the next 5 years of the Stewardship Agreement.  Councillors agreed that Rural Services should be asked to re-submit their tender to include the removal/burning of chippings.  The tender from DWT proposed some changes in the firebreaks and on average was £2kp.a. more than the previous agreed tender due mainly to the expiration of the subsidy received from the Culm Grass Project. The Parish Clerk pointed out that the payments received from the Rural Payments Agency had also increased and would cover this increase. Cllrs agreed to accept this tender but to also ask DWT to quote for the removal of the chipping currently on the moor.  **Proposed by Cllr Thomas, Seconded by Cllr Carter and carried unanimously.**  **25.4 State of Roads/Signpost Update**  Cllr Carter advised that, whilst half of the road between Chuston Cross and Parsonage Cross had been repaired, the other half now need repair and would be reported  It was agreed that residents should be encouraged to report potholes via the DCC report a problem site.  The brown tourism signs for the now closed Gnome Reserve could not be located and Cllr Carter will check again and report to DCC. | | |  |
| **26** | **Items to Discuss**.  **26.1 Devon Air Ambulance Night Landing Site.** Cllr Moulder not present but Cllrs reported that the ground had been too dry to complete the remaining works.  **26.2 Fly Tipping at Common Moor Cross.** Cllr Thomas had circulated the proposed design for the noticeboard at Common Moor Cross which had also been agreed with DWT. The design also included a QR code that would link to the Common Moor pages on the Parish website where further information can be found. Councillors agreed to accept this design.  **Proposed by Cllr Thomas seconded by Cllr Wooldridge and carried unanimously.**  **26.3 Refurbishment of Skittles Alley to provide a Community Asset.** The Parish Clerk had been advised by Messrs Coodes Solicitors that the skittles alley land was unregistered but had received no further contact from Pam Johns. Cllr Carter will contact Ms Johns.  **26.4 Removal of Chippings from Common Moor.** Following the meeting with Natural England, councillors had agreed that the remaining chippings should be removed from the moorland agreed 3 options to progress :-   1. Ask Devon Wildlife Trust to quote for the removal. 2. Ask our land agents, Kivells, to identify a suitable contractor 3. Ask local farmers to arrange removal   Cllr Thomas will contact DWT & Kivells and Cllr Carter will contact D Pomeroy  **26.5 Signs for Common Moor -** Cllr Carter proposed that 3 signs should be placed at the following locations:-   1. Public Footpath near Common Moor Cottage 2. Stile at North West Corner of Common Moor 3. Public Footpath sign on the lane to Common Moor Cottage   The wording for the sign should mirror the wording on the new notice board at Common Moor Cross, namely  *Common Moor is common land and is managed by*  *West & East Putford Parish Council*  *Hunting and shooting is not permitted*  *Please keep dogs on a lead to protect ground nesting birds*  The likely cost was estimated to be approx £150 per sign and Councillors approved the cost up to this level.  **Proposed by Cllr Wooldridge, seconded by Cllr Hancock and carried unanimously.** | | | NM  MT  SC  MT  SC |
| **26 cont** | **26.6 Request for Support for a Defibrillator.** The Parish Council noted that Cllr Carter held a meeting with the parishioner on Friday the 12th May. It was explained that the request had mixed response in respect of a defibrillator. It was explained that we would have a fund to partially support community projects being run to benefit the parish being set up in November if she wished to apply with details of a project. The parishioner expresses that she had concerns for people in the parish living alone or remote in the event of medical emergency. First responders, cost of defibrillators, and inability to cover remote areas completely were discussed but the parishioner was not convinced. The parishioner was invited to the next Putford Friends group meeting so she could share her concerns with others and get feedback from other parishioners. If Common ground was found she was invited to setup a project and request support at a date post November.  **26.7 Revised Standing Orders.** The Parish Clerk presented a revised version of the Standing Orders based on the latest revision from NALC. It was agreed to limit public participation to no more than 3 minutes per person and no more than 9 minutes per meeting. Meetings would also have a target length of no more than 3 hours although it was expected that most meetings would last only 2 hours.  **Proposed by Cllr Hancock, seconded by Cllr Wooldridge and carried unanimously.**  **26.8 Revised GDPR Policy.** The Parish Clerk presented an updated version of the General Data Protection Regulations policy for approval. Cllr Carter asked the Parish Clerk to arrange appropriate training and to check the relevant privacy notices. The policy was approved.  **Proposed by Cllr Thomas, seconded by Cllr Carter and carried unanimously.** | | | DS  DS |
| **27.** | **Planning and Planning Correspondence.**  **27.1 Planning Policy**  Cllr Carter re-iterated that the PC should only provide comments based on material planning considerations and councillors felt that the PC should have its own planning policy outlining what types of application he council would support or object to. However it was felt that this needed all councillors to be present. District Councillor Pennington advised that TDC planning officers had re-commenced presentations to Parish Councils and he would ask them to contact the Parish Clerk.  **27.2 Planning Appeal against the decision on the application relating to land adjacent to Longclose, East Putford.**  **The following response was noted.**  *West & East Putford Council supported the application as it had no objections to the plans within the council or from residents. The land is located at the end of an existing row of houses and the development would have minimal visual impact on the village and little impact on traffic and highways.*  **27.3 The following responses to planning applications were agreed :-**  **1/0398/2023/FUL Installation of 10no. ground mounted solar panels - Common Moor, East Putford, Holsworthy, Devon**  No Comment  **Proposed by Cllr Hancock, seconded by Cllr Wooldridge and carried unanimously.**  **27.4 The following decisions were noted**  **1/0005/2023/FUL -** *Conversion and change of use of mixed use barn to dwelling. The Stud Barn, West Putford, Holsworthy, Devon.* **Permitted.**  **1/0931/2022/FUL -** *Conversion and extension of barn to dwelling Barn At Grid Reference 236884 113618 West Putford Devon.* **Permitted** | | | PP |
| **28.** | **Finance.**  **28.1 Balances.** **Lloyds Bank Accounts as at 30th June 2023:**  **Treasurers Account £ 7.435.38 Cr**  **Instant Access Savings £25, 065.20 Cr**  **28.2 The following payments were approved and authorised:**  **Proposed by Councillor Thomas seconded by Councillor Hancock and unanimously agreed.**  Bradworthy Parish Memorial Hall - re hire of hall for July meeting. **£12.00**  Fasthosts - re website hosting (May, June) **£12.00**  Community Insurance - re Parish Council Insurance **£155.18**  Parish Clerks Salary - July **£165.49**  - August **£165.49**  Administration Expenses **-** paper **£34.45**  Cllr Carter - re supply of Coronation Medals for children of the Parish **£107.40**  **28.3 The receipt of the following items was noted :-**  Bank Interest - May **£14.23**  Bank Interest - June **£15.96**  **28.4 Signatories on the Parish Hall Fund Account.**  Councillors signed the revised mandate for to amend the signatories on this account to Cllr Carter and David Smith. The Parish Clerk will now submit the request to NS & I.  **28.5 Budget Performance Figures to 30/6/23.**  These figures were noted. | | |  |
| **28** | **Correspondence.**  The following items of correspondence were noted :-  **28.1 Devon County Council Flood Risk Management Newsletter** - *noted.*  **10.2 Consultation Request from TLU Contracts re proposed road closure between Wooden Cross and Chollaton Cross re Airband Works.** Councillors were concerned that these works should nor cause any further damage to this road which is in poor condition.  **10.3 Devon County Council Highways - Notification of 5 day road closure from 15th August on road from Mambury Cross to Churston Cross re telegraph pole installation**. *Noted and to be published on Facebook.*  **10.4 Devon County Council Highways - Notification of 5 day road closure from 12th September on road from Churston Cross to Colscott Cross re telegraph pole installation.** *Noted and to be published on Facebook.* **10.5 E-mail from 20’s Plenty for Devon asking if the Parish Council wish to join this campaign**. Noted.  **10.6 Email from Forestry England** notifying commencement of forest operations at Winslade Plantation from w/c 7th July. Noted. | | | DS |
| **18.** | **Date of next Meeting: Wednesday 27th September 2023 at 7:30 in Bradworthy Memorial Hall.** | | |  |
| **19** | **Items for next Agenda**  Apologies from Cllr Pennington  Review of Risk Register including Common Moor | | |  |
| **Summary of Decisions:**   * **Minutes of the Parish Council Meeting held on 10th May 2023** * **Acceptance of tender from Devon Wildlife Trust** * **Design of Common Moor Notice Board** * **Wording for warning signs on Common Moor entrances** * **Planning Responses** * **Payments** * **Consultation response** | | | | |
| **These Minutes are agreed by those present as being a true record.** | | | | |
| Signed:  Chair of West & East Putford Parish Council | | Date: | | |