|  |  |  |
| --- | --- | --- |
| WEST AND EAST PUTFORD PARISH COUNCIL  **Vice-Chair : Councillor Mrs Lorraine Drake The Cottage, Common Moor, East Putford, Holsworthy, EX22 7XP. Tel : 01409 241005** | |  |
| **TO ALL COUNCILLORS:**  **You are hereby summoned to the Parish Council Meeting on Wednesday, 27th September 2023 in the Collacott Room at Bradworthy Memorial Hall. The Agenda is detailed below.**    **Members of the public are welcome to attend**  **Cllr L Drake 9/9/23** | |  |
| **No.** | **Item** | **Mins** |
|  | **To agree a minute taker for this meeting in the absence of a Parish Clerk** |  |
| **1** | **Election of Chairman -** *To elect a new chairman following the resignation of Cllr Carter. The new chairman will read and sign the Declaration of Office* | **3** |
| **2** | **Co-option of Parish Councillors -** *Following Cllr Carter’s resignation there are now only 7 Councillors across the 2 parishes.* | **5** |
| **3** | **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** |
| **4** | **Apologies for absence** | **2** |
| **5** | **Declarations of Interest** | **2** |
| **6** | **Approval of the Minutes of the Annual Parish Council Meeting held on 19th July 2023.** | **3** |
| **7** | **Reports: Written Reports requested - to note at this point in the meeting.**  **7.1 County Councillor J Morrish.**  **6.2 District Councillors**  **7.3 Common Moor - Cllr Thomas  7.4 State of the roads / Signpost update.** | **15** |
| **8** | **Items to Discuss.**  **Common Moor  8.1 Land agent Responsibilities -** *To receive an update from Cllr Thomas on his meeting with Kivells on 5th September and to agree to continue the current agreement.*  **8.2 Fly Tipping at Common Moor Cross and Scrub Clearance Proposal** *- To receive an update on proposed information board from Cllr Thomas*  **8.3 Removal of Chippings from Common Moor -** *To agree a plan for the removal of chippings from Common Moor*  **8.4 Signs on Common Moor -** *To agree the type of signs to be placed at the entrances to Common Moor.*  **Other Matters**  **8.5 Devon Air Ambulance Night Landing Site -** *To receive an update on the outstanding works from Cllr Moulder.*  **8.6 Recruitment of Parish Clerk -** *To agree the process to recruit a new Parish Clerk and to confirm the interim arrangements.*  **8.7 Parish Council Domain Name and e-mail address -** *The Council’s external auditors have recommended that in order to comply with the latest guidelines the Council should adopt a .[gov.uk](http://gov.uk) domain name. To confirm this should be PutfordPC.gov.uk*  **8.8 Refurbishment of Skittles Alley to provide a Community Asset** *- To receive an update on the Council’s request for legal advice.* | **45** |
| **9** | **Planning and Planning Correspondence.**  **8.1 To note the following comments supplied to the TDC Planning Department in respect of planning application reference 1/0671/2023/FUL | Proposed conversion of barn to dwelling (affecting a public right of way) | Braunds Farm West Putford Holsworthy Devon EX22 7XH**  *We, West and East Putford Parish Council fully support the planning application for the conversion of the barn - 1/0671/2023/FUL We wish Stan and Sarah good luck and trust that TDC will support this application. It fits all criteria.*  **8.2 The parish Council have been asked for its comments on the following application:**  **1/0711/2023/FUL | Demolition of existing barn and erection of 1no. dwelling in lieu of Class Q approval 1/0164/2023/AGMB | Agricultural Building At Grid Reference 236280 114737 West Putford Devon** | **12** |
| **10** | **Finance.**  **9.1 Balances. Lloyds Bank Accounts as at 31st August 2023**  **Treasurers Account £ 6792.96 Cr**  **Instant Access Savings £ 25100.78 Cr**  **9.2 To Authorise the following Payments :**  Bradworthy Parish Memorial Hall - re hire of hall for additional meeting in July **£12.00**  Bradworthy Parish memorial Hall - re hire of hall for September meeting **£12.00**  Fasthosts - re website hosting (Juy & August) **£12.00**  Parish Clerks Salary - July **£235.50**  - August **£**  NB these payments include PAYE Income Tax which will be collected by HMRC by direct Debit  Administration Expenses **-** paper **£ 18.90**    **9 .3 To note receipt of the following sums :**  Bank Interest - July **£17.03**  Bank Interest - August **£18:55**  NS & I (including interest accrued in 2022) **£0.70**  **9.4 To note that the Parish Hall Fund Account with National Savings & Investments has now been closed and the balance transferred to the Lloyds Bank Treasurers account.**  **9.5 To note the Income & Expenditure, budget performance figures and interim accounts for the period 1/4/2023 to 31/8/23.**  **9.6 To agree new signatories for the Council’s Bank Accounts** | **15** |
| **10** | **Correspondence**  *None received.* | **10** |
| **11** | **Date of Next Meeting - Wednesday 15th November 2023** |  |
| **12** | **Items for the Next Agenda** |  |