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

**held on Wednesday 27th September 2023**

**at Bradworthy Memorial Hall**

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| **Chaired by: Councillor Mrs L Drake** | | **Clerk: Position vacant** | |
| **Present: Parish Councillors:**  Mrs L Drake (Chair)  M Cornish  T Hancock  N Moulder  M Thomas  J Wooldridge  **From Item 2:**  Karen Clemens  Steve Glover | | **Agenda:**  Election of Chairman  Co-option of Parish Councillors  Items raised by members of the public  Apologies  Declarations of Interest  Approval of the Minutes of the Meeting held on 19th July 2023  Reports  Items to discuss  Planning & Planning Correspondence  Finance  Correspondence  Date of next meeting | |
| **No.** | **Item** | | **Action** |
|  | **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.*  Councillor Drake was confirmed as Chairman with Councillor Cornish as Vice-Chairman. Proposed by Councillor Moulder, seconded by Councillor Wooldridge and carried unanimously. | |  |
| **2** | **Co-option of Parish Councillors –** There were three applications for the vacant councillor posts. All were unanimously accepted.  Karen Clemens – proposed by Councillor Wooldridge, seconded by Councillor Moulder  Steve Glover – proposed by Councillor Thomas, seconded by Councillor Moulder  Sarah Thomas – proposed by Councillor Wooldridge, seconded by Councillor Moulder | |  |
| **3** | **Items raised by members of the public.**  No items. | |  |
| **4** | **Apologies for absence**  Cllr Pomeroy  Cllr Pennington | |  |
| **5** | **Declarations of Interest**  Councillor Drake had spoken to Staci Dorey (Torridge DC solicitor) who confirmed that Declarations of Interest for Common Moor are not required unless there is a pecuniary interest. As such declarations will not be required at future meetings. | |  |
| **6** | **Approval of the Minutes of the Annual Parish Council Meeting held on 19th July 2023.**  Approved. Proposed by Councillor Hancock, seconded by Councillor Cornish and agreed unanimously. | |  |
| **7** | **Reports: Written Reports requested - to note at this point in the meeting.**  **7.1 County Councillor J Morrish.**  **7.2 District Councillors**  **7.3 Common Moor - Cllr Thomas  7.4 State of the roads / Signpost update.**  No reports received. Councillor Thomas confirmed that Common Moor was covered by the Agenda items. | |  |
| **8** | **Items to Discuss.**  **Common Moor  8.1 Land agent Responsibilities –**  Councillor Thomas gave an update on his meeting with Tom Rattray of Kivells on 6th September, 2023 and referred to Tom Rattray’s letter of 8th September, 2023 (previously circulated) following this meeting.  Kivells do not wish to continue as land agents for the moor as there is insufficient work for them to justify doing so. Consequently, their contract will end on 31st December, 2023. They have agreed to help find a replacement agent over the remaining months of the contract and will approach four agents to request quotes. These will be compiled and sent to the council in due course.  At the meeting on 6th September, the specific requirements identified by Natural England for work on the moor were discussed and will form part of the request for quotes.  **8.2 Fly Tipping at Common Moor Cross and Scrub Clearance Proposal** *–*  Councillor Thomas confirmed that he has the new information board and it is ready to be installed. Councillor Cornish agreed to manage the installation and would contact Councillor Thomas in the coming weeks.  **8.3 Removal of Chippings from Common Moor –**  Various options were discussed on how to best remove the chippings from the moor. Councillor Moulder agreed to contact Coles Plant Hire to take advice. Two prices will be requested – one to move the chippings and one to take them away as well.  **8.4 Signs on Common Moor -** *To agree the type of signs to be placed at the entrances to Common Moor.*  It was agreed to leave this item until a clerk has been appointed.  **Other Matters**  **8.5 Devon Air Ambulance Night Landing Site –**  Councillor Moulder confirmed that there are no further updates at the moment.  **8.6 Recruitment of Parish Clerk –**  Councillor Drake has placed adverts in various local papers and parish magazines and is waiting for replies. She will also contact Bradworthy PC and Milton Damerel PC who have recently been through a similar recruitment process  **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’ domain name*.* The process of doing so has been investigated further and the existing website hosting company, Fasthosts, can arrange the new domain name at a cost of £109 for 2 years (then currently £61 for 2 years).  It was agreed to go ahead with the name change and that the new website should follow the appropriate guidance and be: ‘www.putfordparish.gov.uk’.  Councillor Thomas suggested that this might be the time to improve the system for managing the website. He pointed out that the original ‘www.putford.co.uk’ website was set up by the community and done as cheaply as possible. The system that is used makes it difficult to update unless the person doing so is fairly familiar with it. He recommended setting the new website up using an easier system. This should help future-proof the process as well. The cost would be approximately £7/month more. The two websites would run in parallel for a short time and the change should be completed by early 2024.  Proposed by Councillor Cornish, seconded by Councillor Wooldridge. Unanimously agreed.  **8.8 Refurbishment of Skittles Alley to provide a Community Asset** *- To receive an update on the Council’s request for legal advice.*  It was agreed to leave this item until a clerk has been appointed. | | **Action MC**  **Action NM**  **Action LD**  Action MT  Action MT |
| **9** | **Planning and Planning Correspondence.**  **9.1 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.*  **9.2 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**  ‘No comments’  Proposed by Councillor Moulder, seconded by Councillor Hancock. Unanimously agreed | | Action LD |
| **10** | **Finance.**  **10.1 Balances. Lloyds Bank Accounts as at 31st August 2023**  **Treasurers Account £ 6792.96 Cr**  **Instant Access Savings £ 25100.78 Cr**  **10.2 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***    Proposed by Councillor Cornish, seconded by Councillor Glover. Unanimously agreed    **10 .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**  **10.4 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.**  **10.5 To note the Income & Expenditure, budget performance figures and interim accounts for the period 1/4/2023 to 31/8/23.**  **10.6 To agree new signatories for the Council’s Bank Accounts**  Councillor Moulder and Councillor Hancock to be an additional signatories | | Action LD |
| **11** | **Correspondence**  *None received.* | |  |
| **12** | **Date of Next Meeting - Wednesday 15th November 2023** | |  |