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| **Minutes of West & East Putford Parish Council Meeting**  **held on Wednesday 27th April 2024**  **at Bradworthy Memorial Hall** | | |
| Chaired by: Cllr Mike Cornish (Vice-Chairman)  Parish Clerk: Vacant  Present:  Mike Cornish  David Pomeroy  Tom Hancock  Nigel Moulder  Myles Thomas  Hazel Hearn  Karen Clemens  Sarah Thomas | | |
| **No.** | **Item** | Action |
| 1. | **Welcome**  Cllr Cornish explained that with the recent resignation of the Chair, Cllr Drake, hew would be chairing the meeting. The Parish Clerk, Anna Clarke, had also recently resigned so Cllr M Thomas would take Minutes. |  |
| 2. | **Items raised by members of the public.**  There were no members of the public present. |  |
| 3. | **Apologies.**  Cllr Steve Glover  Cllr Jim Wooldridge |  |
| 4. | **Declarations of Interest.**  No new declarations of interest were made |  |
| 5. | **Approval of the Minutes of the Parish Council Meeting held on 24th January 2024.**  Proposed by Cllr M Thomas, seconded by Cllr Clemens |  |
| 6. | **Reports:**  **6.1 District Councillors P Pennington / R Hicks.**  No report had been received |  |
| 7. | **Common Moor.**  7.1 Management Plan update  Cllr M. Thomas confirmed that DWT had undertaken this years swaling in the required area near to Powler’s Piece. The majority of firebreaks has also been cut, but some will be done later due to the ground being too wet. Sally Nicholls had also visited the site and confirmed that the work had been done in accordance with the management plan.  7.2 Land Agent  Cllr M. Thomas confirmed that Sally Nicholls (RSJ Farm Business Services) will attend the next meeting on 22nd May.  7.3 Chippings  Cllr. Moulder said that around a third of the chippings had been removed by local residents. Others have indicated interest in collecting more and this should be encouraged as long as it is not for commercial purposes. It has been arranged for Coles to remove the remainder, but the ground is still very wet. It is unclear when it will be practical to use the machinery to remove the chippings. The area will continue to be monitored.  7.4 DWT Award  Cllr M. Thomas outlined the Devon Wildlife Trust Wilder Communities Award that had been given jointly to the PC and the Friends of St. Stephens for the work on Common Moor, the church graveyard, the Common Moor information board, the cider and pasty walks and other local initiatives.  The discussion moved on to the PC Notice Board at Mambury Cottages and the damage being caused by water ingress. Cllr Moulder suggested that the sign should be removed, dried out and sealed and moved to the Common Moor layby. However, it was unclear how it had been installed and Cllr M Thomas agreed to contact Steve Carter to see if he knew. | MT |
| 8. | **Matters Arising**.  8.1 Councillor email addresses  Cllr M. Thomas confirmed that the new public facing email addresses had been set up for everyone (based on [name@putfordparish.gov.uk](mailto:name@putfordparish.gov.uk)). This will help protect councillor’s personal email addresses. He requested that individual passwords should be changed by each councillor to protect the account.  8.2 Website  Cllr M. Thomas confirmed that he is still working on transferring the old website to the new website address.  8.3 Council laptop  Cllr Thomas confirmed that following discussions at the last meeting, he has given the laptop to Richard Atkin who is likely to be able to use it within the community better than it has been to date.  8.4 Snow Warden  Cllr Hancock had contacted the owner of Eureka who decline a salt bin but has taken a number of bags of salt and will request more as needed. Existing salt bins have been registered, but the one near to Julians does not appear to be online. | All |
| 9. | **Planning and Planning Correspondence.**  1) 1/0145/2024/AGMB -   |  | | --- | | Prior approval for the change of use of agricultural building to 2 no. dwellings and associated building operations under class Q | | Barn At Grid Reference 236135 117853, Putford, Holsworthy, Devon  No objections. Proposed by Cllr Hancock, Seconded by Cllr Moulder. |     2) 1/0146/2024/FUL (Extension granted)   |  | | --- | | Demolition of existing barn and erection of 1no. dwelling in lieu of Class Q approval 1/0164/2023/AGMB (Variation of condition 2 of planning approval 1/0711/2023/FUL) | | Agricultural Building At Grid Reference 236280 114737, West Putford, Devon,  No objections. Proposed by Cllr Pomeroy, Seconded by Cllr Moulder.  Cllr M Thomas to inform TDC | | MT |
| 10. | **Finance.**  10.1 Cancelled debit card  Cllr M Thomas said that the website hosting company, Fasthosts, had notified him that the PC debit card had been cancelled. He said he would pay the invoices until a new debit card could be issued.  10.2 Payment of DWT invoice for swaling  Cllr M Thomas said that he had received an invoice from DWT for the swaling and firebreak cutting. He asked whether the council would approve payment considering that not all the firebreaks had been cut yet. He also stated that he had received an email from DWT acknowledging that this was the situation and that the remaining firebreaks would be cut as soon as the ground was dry enough. Payment was approved subject to seeing the latest bank statements which were due to be received by Cllr Clemens.  Proposed by Cllr M Thomas, seconded by Cllr Hancock | MT |
| 11. | **Resignation of Parish Clerk and Chairman**  11.1 Review of process of dealing with actions by the clerk  Cllr. Clemens that she had pulled together a report of email correspondence between councillors, TDC Monitoring Officer and DALC in relation to the actions of the parish clerk. It is available for councillors to read and will be kept as a record. Cllr Clemens was thanked by councillors for her work in pulling the report together.  11.2 Employing a new clerk  Parish clerks from a number of neighbouring parishes had been approached by Cllr Clemens and Cllr M Thomas to see if there was any interest. An advert had been placed on the DALC website with a closing date of 26th April. Information will also be posted on Facebook Putford Post.  11.3 Replacing the Chairman  New Chairman and Vice Chairman will be elected at the next meeting.  11.4 Interim arrangements  Currently all foreseeable bills can be paid via cheque.  Cllr S Thomas to check how to pay for Bradworthy Hall and confirm dates. | ST |
| 12. | **Correspondence / Notices & Publications Received**  Emma from Putford FC sent a letter of thanks for the contribution from Putford PC |  |
| 13. | **Matters raised by Councillors / Clerk.**  Potential defibrillator to be deferred to a future meeting  Progress with improvements to the skittle alley was raised and a brief discussion followed. Cllr Hearn said that she would investigate some options further and report back at the next meeting. | ST  HH |
| 14. | **Date of next Meeting:**  Wednesday, 22nd May 2024 in Collacott Room at Bradworthy Memorial Hall at 7.30pm.  This will commence with the Annual Parish Meeting followed by the Annual Parish Council Meeting (AGM). |  |