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| **WEST AND EAST PUTFORD PARISH COUNCIL**  PARISH CLERK: MRS SUE SQUIRE, HAXLEA, 2 THREEWAYS, BRATTON FLEMING, BARNSTAPLE, DEVON. EX31 4TG.  TEL: 01598 710526. E-MAIL: sue@suesquire.com  CHAIRMAN: COUNCILLOR MRS P GEEN, Lovelake, North Worden, West Putford, Holsworthy,  EX22 7UZ. Tel: 01409 261537. | | |
| **TO ALL COUNCILLORS:**  You are hereby summoned to a Parish Council Meeting on **Wednesday 17 March 2021 at 7.30pm by Zoom.**  **Please ensure that you are on mute when you are not speaking to cut out background noise and use the ‘reaction’ button to raise your hand to speak so that people are not talking at the same time and that the Chairman can see who wants to speak so that everyone can be heard in turn.**   |  | | --- | | **The joining details are:**  **https://zoom.us/j/94012825503?pwd=bC9vMzRuZEFaRkoxTW9KWVBSOFgyZz09**  **Meeting ID: 940 1282 5503**  **Passcode: 341540**  **Or dial by your location**  **0208 080 6592 United Kingdom**  **0330 088 5830 United Kingdom**  **0131 460 1196 United Kingdom**  **0203 481 5237 United Kingdom**  **0203 481 5240 United Kingdom**  **0203 901 7895 United Kingdom**  **0208 080 6591 United Kingdom**  **Meeting ID: 940 1282 5503**  **Passcode: 341540**  **Find your local number: https://zoom.us/u/abkCMUdGjO** |   The Agenda is detailed below. Sue Squire, Parish Clerk. 11 March 2021. | | |
| **No.** | **Item** | Mins. |
| 1. | **Mr Adrian Avery, Communications Officer at Torridge District Council will attend to introduce himself and his role within the Council.** | 10 |
| 2. | **Items raised by members of the public.** At the time of preparing the Agenda, no items had been raised. | 3 |
| 3. | **Apologies.** | 1 |
| 4. | **Declarations of Interest.**  **Councillors Cornish, Mrs Drake and Moulder have a Dispensation for items relating to Common Moor.** | 1 |
| 5. | **Approval of the Minutes of the Parish Council meeting held on 20 January 2021 held by Zoom.** | 5 |
| 6. | **Reports.** Would those listed below please submit a written Report ahead of the meeting to be circulated to Councillors due to the time limitation of the meeting.  **6.1 Police.** The January / February Newsletter has been received and circulated to Councillors.  **6.2 County Councillor B Parsons.** Various Members emails and the latest update have been circulated to Councillors.  **6.3 District Councillors R Hicks and P Pennington.**  **6.4 Councillor M Thomas – Common Moor.** To receive an update on the current situation.  To note that the Common Moor Sub Committee met to consider the four Tenders for scrub clearance for the period 2021/23 and as a result, Councillor Thomas prepared a Summary Table for Councillors to study.  The suggestion was for the contract to be awarded to Rural Services who had previously carried out work on the Moor, whose quotation was for £16,134 for the three years.  Councillors responded in agreement by email.  To note that the Clerk has advised the successful and unsuccessful contractors regarding the award of the Tender.  **6.5 Mrs S Squire – Written Report on attendance at an Internal Controls training course.** | 20 |
| 7. | **Finance. Balances will be tabled.**  **Budgetary figures to the end of February 2021 will be circulated to Councillors for noting.**  **A schedule of income and expenditure solely relating to Common Moor will be provided.**  **7.1 To consider a request for a donation from Holsworthy Community College PTFA.** A letter of application and a copy of the latest set of accounts have been provided to comply with the criteria laid down for Parish Councils to follow and will be circulated separately to Councillors.  **7.2 To approve the following payments:**  **Mrs S Squire**  Redacted under the Data Protection Act. Councillors will be shown the details  **HMRC** PAYE **£44.60**  **Holsworthy Community College PTFA** Donation **£Subject to 6.1 above**  **7.3 Bank Account.**  As a result of the Clerk’s Report on her attendance at an internal controls training event, Councillors to consider opening a new account with Unity Trust Bank for all transactions to be dealt with online.  A response from Lloyds Bank is awaited enquiring the procedure if the account remains with them.  **7.4 Internal Control Policy**. To consider a Policy prepared for West & East Putford Parish Council by the Clerk, circulated separately to Councillors. This was recommended by the trainer of the internal control course, irrespective of banking arrangements.  **7.5 Data Protection – Information Commissioners Office.**  To note that the renewal fee of £35 has been paid by direct debit and the Certificate which expires on 28/01/22 has been received.  All future payments will be paid by direct debit.  **7.6 NS&I Account.** To note that interest of £9.48 has been credited to the account with effect from 1/1/21 and the balance now stands at £133.10. This takes into account the £2,000 withdrawal on 15/7/20 to help with funding for the Devon Air Ambulance Night Landing Site.  **7.7 VAT Reclaim.**  To note that the Clerk has submitted two separate reclaims in respect of the period 1 July 2020 to 31 January 2021 in the sum of £1,315.44 and for the period 1 February to 28 February 2021 in the sum of £1,530.30. | 20 |
| 8. | **Planning.**  **8.1 At the time of preparing the Agenda, there were no Planning Applications to consider.**  **8.2 To note that between meetings, Application 1/1191/2020/FUL – erection of a replacement dwelling following Certificate of Lawful Use approval – The Stud Barn, West Putford (in Abbots Bickington Parish) was received and considered by the Planning Sub Committee. A response was sent to TDC.**    **8.3 Planning Correspondence.**  **To note the following TDC Decision Notices:**  **APPROVALS FOR**   * **Application 1/0028/2021/FUL –** Change of use of land from agricultural to equestrian and creation of arena for private use – Cresta, West Putford * **Application 1/1023/2020/AGMB – Prior notification for the change of use of agricultural building to 3 no. dwelling houses and associated building operations under Cass Q – building at Higher Chollaton, West Putford**   **8.4 Planning Committee. To note that Application 1/1023/2020/AGMB** – Prior Notification for the change of use of agricultural building to 3 no. dwelling houses and associated building operations under Class Q – building at Higher Chollaton, West Putford, was considered and a response was submitted to TDC following communication with Councillors.  **8.5 Councillor Mrs Geen will discuss planning in general and the role of the Planning Committee.** | 20 |
| 9. | **Items to discuss.**  **9.1 Communication between Councillors and the Parish Clerk – Councillor Mrs Geen**  **9.2 Communications (Newsletter) – Councillor Carter**  **9.3 Item requested by Councillor Carter: Land at West Putford in Trust for benefit of Parish**  **9.4 Item requested by Councillor Carter: Maintenance of Hedges and Trees on road in Parish**  **9.5 Item requested by Councillor Mrs Williams: Parish Signage** | 15 |
| 10. | **Items to note:**  **10.1 2021 Census.** Councillors Carter and Thomas to confirm that details had been included in the Newsletter and on Facebook / website  **10.2 Devon Air Ambulance Night Landing Site.** The Planning Application is due to be determined by 15/3/21.  **10.3 Snow Warden.** To note that the Clerk requested DCC Highways to contact Councillor Hancock with a view to Snow Warden training. Councillor Hancock to advise if this has taken place. | 3 |
| 11. | **Items raised by the Clerk.**  **11.1 Scheme of Delegation.** Councillors have been forwarded a DALC Newsletter which covers remote meeting regulations and the sunset clause.  The legislation permitting Councils to meet remotely will come to an end on 6 May 2021. As it currently stands, all Council meetings held on, or after 7 May, must therefore return to a face-to-face format.  This means that the Council has to start preparing for physical meetings from 7 May. The DALC, NALC and other local government bodies are lobbying the government about this, especially as Town and Village Halls have not received details of any regulations on re-opening to the public.  It has been suggested that Councils adopt a Scheme of Delegation. The Clerk has researched model documents and will circulate details which have been tailored to West & East Putford Parish Council, for approval.  It is not necessary to hold an Annual Parish Meeting under the current legislation but the Parish Council will have to prepare for the Annual Parish Council Meeting (AGM) in May.  Councillors may wish to consider holding the May meeting, scheduled for Wednesday 19th, ahead of any new legislation coming in on 7 May, so that it can be held remotely.  In this situation, the Clerk has ascertained from the DALC that Annual Parish Council Meetings can be held remotely from 1 May to 6 May (including the weekend and Bank Holiday) and it may be necessary to change the May from Wednesday 19th meeting to do this.  The DALC suggests there is merit in having a Scheme of Delegation in place, whatever the circumstances, and it could be that nearer the time, the government will extend the legislation surrounding remotely held and face-to-face meetings and the Clerk is keen for the Parish Council to be prepared for either scenario.  **11.2 Adoption of a Dignity at Work / Bullying and Harassment Policy and, in conjunction with this Policy, a Grievance Policy.** The model documents prepared for West and East Putford Parish Council will be circulated separately to Councillors. | 15 |
| 12. | **Urgent items raised by the Chairman.** | 5 |
| 13. | **Date of next meeting which will be the Annual Parish Council Meeting, the approval of the 2020/21 accounts and completion of the Annual Return in preparation for internal and external audit.**  **Wednesday, 19 May 2021 at 7.30pm by Zoom, or subject to a decision in Item 10, Saturday, 1 May 2021 at 7.30pm by Zoom.** | 1  Total 119 mins |