

# NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council Annual Meeting on  
Monday 20<sup>th</sup> May 2019 in Newton Poppleford Village Hall at 20.00hrs

**ACTION by:**

	<p><b>Present:</b> Cllrs. Burhop, Dalton, Tillotson and Walker. (Quorate) Clerk, Paul Hayward. EDDC Cllr. Val Ranger Police Representative, PC Steve Lee</p> <p>8 members of the public <b>Fire regulations and exists were highlighted.</b></p>	
19/063	<p><b>To elect a Chair of the Parish Council:</b> Former Vice Chair Cllr. Val Ranger took the Chair in the absence of former Chair, Hazel Jeffery, and sought nominations for Chair. Cllr. Walker proposed Cllr. Chris Burhop. Cllr. Burhop confirmed he was happy to accept nomination. Seconded by Cllr. Tillotson. No further nominations. Resolved unanimously. Cllr. Burhop was duly elected as Chair to serve up to the date of the next Annual Meeting of Council or until he resigns or is disqualified.</p>	
19/064	<p><b>Chair to sign Declaration of Acceptance of Office:</b> Cllr. Burhop duly signed the form, witnessed by the Proper Officer.</p> <p><i>Chair thanked the former Chair, Hazel Jeffery, for her service and also those members of Council who had chosen not to seek re-election in May.</i></p>	
19/065	<p><b>Election of Vice-Chair:</b> Chair proposed Cllr. Lorna Dalton. Cllr. Dalton confirmed she was happy to accept nomination. Cllr. Walker seconded. No further nominations. Resolved unanimously. Cllr. Dalton was duly elected as Vice-Chair to serve up to the date of the next Annual Meeting of Council or until she resigns or is disqualified.</p>	
19/066	<p><b>Members to sign their Declarations of Acceptance of Office:</b> These were duly signed and witnessed by the Proper Officer. Blank Register of Interest forms were also handed to members.</p>	
19/067	<p><b>Apologies for absence:</b> Cllr. Lipczynski (conflicting engagement) Absence noted and approved. Apologies also from Hon. P3 Warden, Ted Swan and DCC Cllr. Claire Wright.</p>	
19/068	<p><b>Declarations of Interest made:</b> All members present are, by definition, members of the NPPFF Trustee Board and declare a personal interest in that capacity. Cllr. Burhop declared a personal interest in planning application 19/0935/FUL &amp; 19/0587/FUL as an acquaintance of applicant and in agenda item 19/88a) as the close friend of a recipient of a payment.</p>	

19/069	<p><b>To consider the co-option of members to the Parish Council: As per the Representation of the People Act 1985 (s.21) (ROTPA)</b></p> <p>There were two nominations put forward. Carla Bilenkyj, and Audrey Lee. Both had confirmed their eligibility to the Proper Officer. <b>Chair proposed that they both be co-opted to Council as per legislation above. Seconded Cllr. Tillotson. So resolved.</b></p> <p>Both members signed their Declaration of Acceptance of Office forms, witnessed by Proper Officer, and were handed copies of a blank Register of Interests form.</p>	
19/070	<p><b>To receive and, if thought fit, approve Minutes of previous Ordinary meeting held Monday 29<sup>th</sup> April 2019:</b></p> <p><b>Chair proposed approval of the Minutes of the Ordinary meeting held on 29<sup>th</sup> April 2019. Seconded Vice-Chair. Resolved unanimously and therefore approved.</b></p> <p>Chair signed the minutes as a true record of that meeting</p> <p><i>Matters arising from these minutes:</i></p> <p>HATOC recommendations for yellow line marking in parish. Any other suggestions should be conveyed to Clerk for submission. Update on Gazebo installation date proposed. Cllr. Ranger (EDDC) spoke re: EDDC Draft Affordable Housing Consultation document.</p>	
19/071	<p><b>To consider Chair's and Member's Allowances for 2019-20:</b></p> <p>a) <b>It was proposed by Chair, seconded by Cllr. Tillotson, that the Chair not claim the £200 allowance previously budgeted for. Resolved unanimously.</b></p> <p>b) <b>It was proposed by Chair, seconded by Vice-Chair, that members of Council would not claim their members pro-rata allowance. Resolved unanimously.</b></p>	
19/072	<p><b>To consider appointments to committees following May elections:</b></p> <p><b>It was proposed by Chair that this matter be deferred until June's ORD meeting to allow new members to consider the Terms of Reference and functions of the Committees and re-consider at that point. Resolved unanimously.</b></p> <p><b>Clerk: Please add to June's ORD agenda.</b></p> <p><i>Clerk outlined the procedure for co-option after the 35 day period (allowed by the ROTPA ) had ended.</i></p>	
19/073	<p><b>To consider nominations for Hon. Footpath Warden (P3):</b></p> <p><b>Chair proposed Ted Swan for the role.</b></p> <p><b>Clerk confirmed that Mr Swan had agreed to continue in this role. Seconded by Cllr. Tillotson. Resolved unanimously.</b></p> <p><b>Clerk: Please formally convey this decision to Mr. Swan.</b></p> <p><i>Chair thanked Ted for his continued dedication and service in this role which makes an invaluable contribution to the community.</i></p>	
19/074	<p><b>Chair to propose temporary suspension of Standing Orders (extant) to allow Public Forum to be heard:</b></p> <p><b>Proposed by Chair. So resolved.</b></p>	

	<p><b>Public Forum:</b></p> <p><b>a) There was no report from Cllr. Claire Wright (DCC)</b> Clerk confirmed that no response had been received from DCC Highways Officer regarding drains and hedge maintenance. Chair asked Clerk to chase the officer and cc. Cllr. Wright.</p> <p><b>b) Cllr. Ranger had submitted a written report which had been published online</b></p> <p><b>c) PC Lee presented a verbal report to supplement his written report which had been published online.</b></p> <p><b>d) Hon. Footpath Warden had not submitted a report.</b></p> <p><b>e) Public representations re: speed and parking near school.</b> Chair asked for suggestions as to how the entire community could deal with this issue to be submitted for later review.</p> <p>With no further representations, Chair closed the public forum. <i>PC Lee and Cllr. Ranger left the meeting at this point.</i></p>	
19/075	<p><b>Chair to propose resumption of Standing Orders (extant) to allow meeting to continue:</b> <i>Proposed by Chair. So resolved.</i></p>	
19/076	<p><b>Annual Financial Matters:</b></p> <p><b>a) To appoint the Responsible Financial Officer for 2019-20:</b> <i>Chair proposed Paul Hayward (Clerk). Seconded by Cllr. Tillotson. No further nominations. Resolved unanimously.</i></p> <p><b>b) To confirm bank mandate signatories for 2019-20:</b> <i>Chair proposed deferral of this matter until ORD meeting in June so that all newly co-opted members could be consulted on the implications of becoming signatories. So resolved.</i> <i>Clerk: Please note and add to June ORD agenda.</i></p> <p><b>c) To consider Insurance Renewal for 2019-20:</b> RFO outlined ongoing negotiations as part of the ongoing 3-year Long Term Undertaking with Royal Sun Alliance. No further action necessary at present time.</p> <p><b>d) To consider arrangements for interest bearing deposits 2019-20:</b> <i>Chair proposed that no change be made to current investment arrangements but that the matter be delegated to the Finance Committee for future review. Seconded by Cllr. Tillotson. Resolved unanimously.</i> <i>Clerk: Please note and diarise accordingly.</i></p>	
19/077	<p><b>Acceptance and approval of Internal Auditors report for End of Financial Year Accounts 2018-19 as circulated (AGAR3):</b> <i>Chair declared a personal interest as the Internal Auditor is known to him through shared acquaintances.</i> <i>It was proposed by Cllr. Tillotson that his report be approved. Seconded by Cllr. Walker. Resolved unanimously.</i> <i>Clerk: Please publish on Council's website.</i></p>	
19/078	<p><b>To consider the Annual Governance Statement and, if approved, authorise the Chair and Clerk to sign on behalf of Council:</b> Council considered statements 1-9 inclusive and answered all in the affirmative. <i>Chair proposed approval. Seconded by Vice-Chair. Resolved unan.</i> Statement (Part ONE – AGAR3) was signed by Chair and Clerk. <i>Clerk: Please publish on Council's website.</i></p>	

19/079	<p><b>To consider the Accounting Statements and, if approved, authorise the Chair to sign on behalf of Council, this document having been previously circulated and signed by RFO:</b>  Council considered accounting statements 1-11 inclusive.  Chair proposed approval. Seconded by Cllr. Tillotson  Resolved unanimously.  Statement (Part TWO – AGAR3) was signed by Chair as approved.  Clerk: Please publish on Council's website.</p>	
19/080	<p><b>To consider dates for publication of the Declaration of Notice Period for the Exercise of Public Rights:</b>  RFO confirmed that the period designated was proposed for 17<sup>th</sup> June 2019 to 26<sup>th</sup> July 2019 inclusive.  Noted.  RFO: Please publish notice and supplementary documents as per legislation on main Parish Council noticeboard and online.</p>	
19/081	<p><b>To consider Members up-to-date Register of Interests:</b>  Clerk had circulated these to all members for their completion as per requirements of the Localism Act 2011.</p>	
19/082	<p><b>To review and, if thought fit, adopt Council's Standing Orders:</b>  These had been previously considered at the meeting held 29<sup>th</sup> April 2019 and thus Chair proposed re-adoption without amendment.  Seconded Cllr. Walker. Resolved unanimously.  Clerk: Please publish online.</p>	
19/083	<p><b>To review and, if thought fit, adopt Council's Financial Regulations:</b>  These had been previously circulated to members of Council by RFO.  It was proposed by Chair, seconded by Cllr. Walker, that they be adopted. Resolved unanimously.  Clerk: Please publish online.</p>	
19/084	<p><b>To review and, if thought fit, approve Council's Code of Conduct Policy:</b>  It was proposed by Chair, seconded by Cllr. Tillotson, that the policy document be approved. Resolved unanimously.</p>	
19/085	<p><b>To consider timetable for review of other Council policies:</b>  Chair proposed that this matter be deferred to the Personnel and Policy Committee (PPC), subject to resolution 19/072 above.  Resolved unanimously.  Clerk: Please note and bring this matter forward to the first meeting of the newly constituted PPC.</p>	
19/086	<p><b>To consider Council's membership to external bodies:</b>  i) NALC/DALC.  It was proposed by Chair, seconded by Cllr. Walker, that Council renew its membership of that body. Resolved unanimously.  ii) Otter Valley Association (OVA).  It was proposed by Chair, seconded by Cllr. Tillotson, that Council renew its affiliation to that body. Resolved unanimously.</p>	

19/087	<p><b>Chair's Announcements / Matters of Urgency:</b> Chair outlined ongoing correspondence re: blocked drains in parish and ongoing problems pertaining to parking and traffic in School Lane.</p>	
19/088	<p><b>Financial Matters to be considered:</b></p> <p><i>a) To consider payments to be approved for payment for May 2019 as per schedule previously circulated and published online.</i> Chair declared a personal interest as he knew one of the recipients of a payment under consideration. <i>Chair outlined the nature and reason for payments proposed.</i> <b>It was proposed by Vice-Chair, seconded by Cllr. Walker, that payments for the sum of £12802.55 in May 2019 be approved. Resolved unanimously.</b> <b>Clerk: Please arrange payments for May accordingly.</b></p> <p><i>b) To consider expenditure made under Chair's / RFO's delegated powers as per adopted Financial Regulations (extant).</i> <b>None to be considered.</b></p> <p><i>c) To consider and review the financial reports for May 2019 which had previously been published on the Council's public access website. Chair proposed approval of reports, seconded by Vice-Chair. Resolved unanimously.</i></p> <p><i>d) Questions relating to financial reports and accounts.</i> None.</p>	
19/089	<p><b>Planning</b> <i>Chair declared a personal interest in item 19/089a)i) as an acquaintance of the applicant and in item 19/089a)iii) as he is a personal friend of the applicant.</i></p> <p><b>a) Applications received for consideration;</b></p> <p>i) 19/00587/FUL – Farthings, NP. EX10 0EW Erection of Garden Office with assoc. storage in relation to previous application 17/1664/FUL <b>(previously considered on 29/4/19 and deferred to this meeting)</b> <b>Applicant was present during consideration and was invited to make a representation by Chair.</b> <b><i>It was proposed by Chair that Council support this application with a condition applied that use is conditional on the associated business use proposed within 17/1664/FUL and a further condition that the building is not to be used subsequently as a unit of holiday letting accommodation. Seconded by Cllr. Walker. Resolved 3/0/1 (abstention, Cllr. Tillotson).</i></b></p> <p>ii) 19/0931/FUL – Rockford, Littledown Lane, NP. EX10 0BG Amendments to rear extension and loft conversion (18/0959/FUL) <b><i>It was proposed by Chair that Council support this application. Seconded by Cllr. Walker. Resolved unanimously.</i></b></p> <p>iii) 19/0935/FUL – Down-A-Long, Millmoor Lane, NP. EX10 0EU Construction detached carport. <b><i>It was proposed by Vice-Chair that Council support this application. Seconded by Cllr. Walker. Resolved 3/0/1 (abstention, Chair)</i></b></p> <p><b>Clerk: Please submit decisions to Planning Officers at EDDC</b></p>	

	<p><b>b) Tree Matters;</b> None advised to Council.</p> <p><b>c) Determinations/Decisions;</b> As per published agenda.</p> <p>19/0099/LBC and 19/0589/FUL – both Approved with conditions.</p> <p><b>d) Planning Correspondence;</b> None received.</p>	
	<b>Business to be considered:</b>	
19/090	<p><b>To receive update as to remaining s.106 play and sports funded projects:</b> Clerk outlined proposal by contractor to locate the agreed Play Gazebo between the infant rocker and the zip wire equipment. <b>It was proposed by Chair, seconded by Cllr. Tillotson, that this recommendation be accepted. Resolved unanimously.</b> Clerk: Please note and action accordingly in liaison with play contractor.</p> <p><i>A request was made for an additional litter bin in the play area. Chair deferred consideration of that matter to the Finance Committee.</i> Clerk: Please note and add to FC agenda accordingly.</p>	
19/091	<p><b>To consider requests for additional grounds maintenance in parish:</b> Three areas were considered: i) Area o/s Kirby Furnishings (Railings and Gravel Bed). ii) Greenbank stump and foliage. iii) Land at junction of School Lane and High Street.</p> <p><b>It was proposed by Chair, seconded by Vice-Chair that:</b> i) Councillors review that area and defer consideration until June's ORD meeting, ii) Seek a quotation for the removal of the stump and re-turfing of the subsequent patch. iii) This area be added to the grounds maintenance cycle at a frequency to be recommended by our contractor.</p> <p><b>Resolved unanimously.</b> Clerk: Please note and action / liaise accordingly.</p>	
19/092	<p><b>To consider arrangements for future meetings of Council re: venue:</b> <i>Cllrs. Dalton and Walker declared a personal interest as trustees and representatives of other halls in the parish.</i> <b>It was proposed by Chair that meetings remain the Village Hall for the time being (unless circumstances dictated otherwise). Seconded Cllr. Tillotson. Resolved unanimously.</b></p>	
19/093	<p><b>Correspondence received, not already circulated to members:</b> Details of the draft Neighbourhood Plan document had been circulated to members in advance of a formal discussion of the content.</p>	

19/094	<b>Date and time of next meeting:</b> The next meeting of council will be on Monday 24 <sup>th</sup> June 2019, at 8.00pm at the Newton Poppleford Village Hall.	
19/095	It was proposed that, under the provisions of the Public Bodies (Admission to meetings) Act 1960, as amended by Local Government Act 1972, the public (including the press) be excluded from the meeting as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed. Proposed by Chair, seconded by Cllr. Walker. Resolved unanimously. <i>All members of the public left the room at this point.</i>	
19/096	<b>To discuss matters considered as confidential:</b>  a) Chair proposed that Council adopt the recommendations of the NALC/NJC 2019-20 Pay Review for Local Government employees. Seconded Cllr. Walker. Resolved unanimously. b) The matter of Staff remuneration was deferred to the Policy and Personnel Committee for their review and consideration.	
	<b><i>With no further business to discuss, Chair closed council meeting at 10.00pm.</i></b>	

Minutes of the Parish Council Annual Meeting on  
Monday 20<sup>th</sup> May 2019 in Newton Poppleford Village Hall at 20.00hrs

*Signed as a true record of the meeting above:*

Chair: \_\_\_\_\_ Date: \_\_\_\_\_