

NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

Chair:

Cllr. Chris Burhop
Half Acre
High Street
Newton Poppleford
EX10 0ED

Clerk:

Paul Hayward
12 Charter Road
Axminster
EX13 5QF
07711 929227

Dear Councillor,

You are summoned to the Annual Meeting of
NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL
taking place in The Pavilion, Back Lane, Newton Poppleford
on Monday 24th May 2021 at 7.00pm

The requirement for the Parish Council to hold an Annual Meeting in 2020 was removed as per the legislation contained within Coronavirus Act 2020. All appointments continued until May 2021. This meeting will be held in physical form and not "virtually".

**All council meetings are open to members of the public and the press.
(Public Bodies[Admission to Meetings] Act 1960)
ALL MEETINGS MAY BE RECORDED BY MEMBERS OF THE PUBLIC.**

FIRE REGULATIONS

To consider the following business:

- AM21/1 **Election of Chair**
- AM21/2 **Chair to sign Declaration of Acceptance of Office**
- AM21/3 **Election of Vice-Chair**
- AM21/4 **Chair to sign Declaration of Acceptance of Office**
- AM21/5 **To consider apologies for absence and approve if accepted**
- AM21/6 **Declarations of interest from members of the Parish Council**
- AM21/7 **To review the minutes of previous Annual Meeting held 20th May 2019 (as circulated) which were approved on 24th June 2019.**
 - a) Matters arising from those minutes.*
 - b) To note the postponement of the Annual Meeting in 2020 (as above)*
- AM21/8 **To consider and, if thought fit, approve the minutes of the Ordinary Meeting of the Parish Council held 26th April 2021 (as circulated).**

To consider matters arising from those minutes.

- AM21/9 **a) To consider payment of Chair's allowance for 2021/22**
b) To consider payment of Members allowances for 2021/22
- AM21/10 **To consider Committee memberships for 2021/22**
- AM21/11 **Nominations for Voluntary Footpath (P3) Warden**
- AM21/12 **Chair to propose suspension of standing orders to allow public forum**
Public Forum:
i) Report from County Councillor, Cllr. Jess Bailey
ii) Report from District Councillor, Cllr. Val Ranger
iii) Police Report
iv) Hon. P3 warden report
v) Questions and Representations from parishioners / residents
- AM21/13 **Chair to propose resumption of standing orders to close public forum**
- AM21/14 **a) To appoint the Responsible Financial Officer for 2021/22**
b) To confirm bank mandate signatories for 2021/22
c) To consider arrangements for Parish Council insurance 2021/22
- AM21/15 **To consider members Registers of Interests and amend if required.**
- AM21/16 **a) To review and, if thought fit, approve Council's Standing Orders**
b) To consider rescinding the CV19 Standing Order amendments
previously approved by Council in May 2020 (20/047)
- AM21/17 **a) To review and, if thought fit, approve Council's Financial Regulations**
b) To review and, if thought fit, approve Council's Financial Regulations
(Appendix A: Delegation Policy)
- AM21/18 **To review and, if thought fit, approve Council's Code of Conduct policy**
- AM21/19 **To consider Council's membership of external bodies**
a) NALC/DALC
- AM21/20 **To consider Council's representatives on external bodies**
a) Newton Poppleford Village Hall

AM21/21 **Chair's announcements / Matters of urgency for report only**

AM21/22 **Financial Matters:**

- a) To consider and, if thought fit, approve Accounts for Payment as previously circulated to members for May 2021
- b) To consider expenditure authorised under Chair's and/or RFO's delegated powers as per adopted Financial Regulations
(financial regulations extant)
- c) To consider and, if thought fit, approve Financial Reports for May 2021 as previously published online on Council's website and circulated.
- d) Questions to RFO from members regarding financial reports reviewed
- e) To receive update from RFO re: Annual Auditing arrangements ongoing.
- f) To consider request for allotment maintenance expenditure - c. £80 net.

AM21/23 **Planning Matters:**

a)i) To consider planning applications received prior to agenda publication.
None received.

a)ii) To consider planning applications received after agenda publication and published on supplementary planning agenda (as circulated).
To be advised.

b) Tree Matters;

c) Determinations advised;

21/0947/FUL - 4 Burrow Close, NP. Approved

21/0816/FUL - 2 Burrow Close, NP. Approved

21/0695/FUL - Highfield, Harpford. Approved

21/0681/FUL - Otter Dell, Harpford. Approved

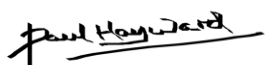
21/0619/LBC - Little Thatch, High Street, NP. Approved

21/0408/FUL - Highfield, Harpford. Approved

** Denotes where decision varies with Council's views / comments*

d) Planning Correspondence received.

- AM21/24 **To consider and, if thought fit, approve the substantive Risk Assessment for the Parish Council as reviewed and revised by the Finance Committee.**
- AM21/25 **To consider recent ROSPA Play Safety report for Back Lane Play Area and to agree actions taking on board observations noted therein.**
- AM21/26 **To consider ongoing NP Surgery consultation and to agree response from the Parish Council (if required).**
- AM21/27 **Correspondence received - that not already circulated to members.**
- AM21/28 **Date of next Annual Meeting - Monday 23rd May 2022**
Date of next Ordinary Meeting - Monday 24th June 2021
Venue - to be confirmed
- With no further business to attend to, the Chair will close the meeting.**



Paul Hayward
Clerk to the Parish Council
17/05/2021

Under the Openness of Local Government Bodies Regulations 2014, members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful if you could let the Clerk or Chairman know you plan to film or record so that any necessary arrangements can be made to provide reasonable facilities for you to report on meetings. This permission does not extend to parts of meetings which are not open to the public. You should take all recording and photography equipment with you if a public meeting moves into a session which is not open to the public