

# NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council's Annual Meeting held on Monday 24<sup>th</sup>  
May 2021 at 7pm at the Newton Poppleford Pavilion, Back Lane.

	<p><b>Present (remotely):</b> Cllrs. Burhop (Chair), Dalton (Vice-Chair), Bilenkyj, Carpenter, Lipczynski, Tillotson, Tribble and Walker (Quorate). Clerk, Paul Hayward, Cllr. Jessica Bailey (DCC) Cllr. Val Ranger (EDDC), Hon. Footpath Warden, Ted Swan 0 members of the public (MoP) (Multiple viewers via Facebook Livestream)</p>	<b>ACTION by:</b>
	<p><b>Chair welcomed all Councillors, and member of the public to the Council's Annual Meeting which was being held in person at the Pavilion, the first such face-to-face meeting for over 15 months. The meeting was also being "live-streamed" via Zoom and Facebook. Chair welcomed those participating and watching online.</b></p>	
AM21/1	<p><b>Election of the Chair:</b> Cllr. Carpenter proposed Cllr. Burhop to be Chair of the Parish Council. Cllr. Burhop accepted the nomination. Proposal seconded by Cllr. Lipczynski. Resolved 7 votes for, 1 abstention (C.Burhop).</p>	
AM21/2	<p><b>Chair to sign Declaration of Acceptance of Office:</b> Signed in the presence of the Council's Proper Officer.</p>	
AM21/3	<p><b>Election of the Vice-Chair:</b> Chair proposed Cllr. Carpenter to be Vice-Chair of the Parish Council. Cllr. Carpenter accepted the nomination. Proposal seconded by Cllr. Lipczynski. Resolved 7 votes for, 1 abstention (BC).</p>	
AM21/4	<p><b>Vice-Chair to sign Declaration of Acceptance of Office:</b> Declaration could not be signed in the presence of the Council's Proper Officer and so document is to be posted to Cllr. Carpenter for signature and witnessing by Proper Officer.</p>	
AM21/5	<p><b>Apologies for absence:</b> Cllrs. Chapman and Hughes (Conflicting engagements). Chair proposed approval of absences. Resolved unanimously.</p>	
AM21/6	<p><b>Declarations of Interest made / Dispensations Noted:</b> All members present are, by definition, members of the NPPFF Trustee Board and declare a personal interest in that capacity. Cllr. Tillotson was afforded a dispensation * at the Ordinary meeting held 22/07/2019 to discuss and vote upon matters pertaining to parish allotments. This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as Allotment Manager. * <i>Localism Act 2011 (s.33)</i> Cllr. Hughes was afforded a dispensation * at the Ordinary meeting held 18/05/2020 to discuss and vote upon matters pertaining to trees. This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of his personal and disclosable pecuniary interests as owner of Bowhayes Trees Ltd. * <i>Localism Act 2011 (s.33)</i> Cllr. Dalton was afforded a dispensation * at the Ordinary meeting held 29/03/2021 to discuss and vote upon matters pertaining to parish allotments. This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as an allotment tenant. * <i>Localism Act 2011 (s.33)</i> Chair reminded all members that further declarations could be made during the meeting if necessary</p>	

AM21/7	<p><b>To review the minutes of the previous Annual Meeting of the Parish Council held 20<sup>th</sup> May 2019 which were approved on 24<sup>th</sup> June 2019:</b></p> <p><b>a) To consider matters arising from these minutes:</b> None raised</p> <p><b>b) To note the postponement of the Annual Meeting in 2020:</b> Noted.</p>	
AM21/8	<p><b>To consider and, if thought fit, approve the minutes of the Ordinary meeting of Council held 26<sup>th</sup> April 2021:</b></p> <p>Approval proposed by Cllr. Lipczynski, seconded by Cllr. Walker Resolved unanimously.</p> <p>Chair signed as a true record of that meeting.</p> <p><b>To consider matters arising from these minutes:</b></p> <p>Clerk asked to chase Stagecoach re: requested bus-stop relocation. Clerk to circulate dates for forthcoming Policy &amp; Personnel AND Finance Committee meetings.</p>	
AM21/9a)	<p><b>a) To consider payment of Chair's allowance for 2021-22:</b></p> <p>Clerk advised that £0 had been allocated in this year's budget for this expenditure. Chair proposed that this allowance NOT be paid. Seconded by Cllr. Walker. Resolved unanimously.</p>	
AM21/9b)	<p><b>b) To consider payment of Members allowances for 2021-22:</b></p> <p>Clerk advised that £0 had been allocated in this year's budget for this expenditure. Cllr. Lipczynski proposed that this allowance NOT be paid. Seconded by Cllr. Walker. 2 votes for, 6 against, 1 abstention. Motion not resolved.</p> <p>Cllr. Tribble proposed that this allowance be made available to be claimed by Councillors if they so wished. Seconded by Cllr. Tillotson. 8 votes for, 0 against, 1 abstention. Resolved.</p> <p>Clerk advised that permissible allowance was £305 per annum (7% of EDDC basic allowance) and that the allowance was paid after deduction of income tax. Members were invited to contact the Clerk if they wished to claim so that the necessary payment arrangements could be put in place.</p>	
AM21/10	<p><b>To consider Committee memberships 2021-22:</b></p> <p>It was suggested that the Planning Committee reconvene to deal with applications which arrived outside of the usual Ordinary Council meeting cycle. Clerk outlined the basis and legal standing of a planning committee and the delegated powers afforded to such. Chair suggested that – for the next two months (as a trial) – the Clerk would circulate details of new planning applications to members (and EDDC ward member) and seek a consensus view on whether a site visit was necessary or justified (now that CV19 restrictions were being relaxed). Clerk: Please note.</p> <p>Membership of the Finance Committee remained unchanged (Cllrs. Burhop, Dalton, Tillotson and Walker).</p> <p>Membership of the Policy and Personnel Committee remained unchanged (Cllrs. Bilenkyj, Burhop, Carpenter, Chapman, Dalton and Tillotson).</p> <p>Cllrs. Tribble and Walker expressed a wish to join the Climate Change Working Party. Approved.</p>	

AM21/11	<p><b>To consider nominations for position of Hon. Footpath Warden:</b>  Chair proposed that Mr. Swan be reappointed. Mr. Awan accepted the nomination. Seconded by Cllr. Walker. Resolved unanimously.  Chair thanked Mr. Swan for his continued work for the Parish Council and Community.</p>	
AM21/12	<p>Chair proposed suspension of Standing Orders to permit public representation during the Public Forum session.  Resolved unanimously.</p>	
AM21/13	<p><b>Public Forum:</b></p> <p><b>i) County Councillor Report.</b>  Chair welcomed newly elected County Councillor, Jessica Bailey. Clerk had circulated Cllr. Bailey's written report prior to meeting. Cllr. Bailey suggested a meeting between herself and members of the Council to discuss outstanding projects, future works and any matters which required her attention or action. Clerk: Please arrange in consultation with Chair, Cllr. Bailey and other members.  Cllr. Walker raised the pressing matter of the Surgery consultation via CMP. Chair outlined the recent history of surgery provision in the Parish, leading to the development in King Alfred Way and the closure of the satellite surgery building in Roberts Way. Cllr. Bailey offered to liaise with CMP on this issue to demonstrate a unified parish approach. Cllr. Carpenter welcomed a closer liaison on parish issues with Cllr. Bailey.  Clerk: Please publish report online.</p> <p><b>ii) District Councillor Report.</b>  District Councillor report had been received from Cllr. Ranger and published. No questions from Councillors or MoP.  Cllr. Bailey asked Cllr. Ranger to share a copy of her report each month and she would do the same.</p> <p><b>iii) Police Representative.</b>  No Police report was available and PC Clatworthy was not able to attend.</p> <p><b>iv) P3 / Hon. Footpath Warden (HFW)</b>  Verbal report from Mr. Swan.  Everything growing at a tremendous rate due to good weather. Confirmation that a handrail had been installed at School Lane end of FP1. This project had been highlighted via an article in the Parish Magazine.  Resurfacing works on FP3 were scheduled for 12/6 (and 19/6) and volunteers had been marshalled to provide labour (and their wheelbarrows!)  Himalayan Balsam pulling was due to start again but the colder spring weather had suppressed early growth and so it was felt that the pulling sessions could resume in July as nothing much to attend to presently. Volunteers always welcomed.  Chair thanked Mr. Swan for his endeavours and enthusiasm.</p> <p><b>v) Public Representations and questions.</b>  No public representations or questions.</p> <p><b>With no other public speakers, Chair closed the public forum at 7.45pm</b>  Chair proposed resumption of Standing Orders.  Resolved unanimously.</p>	

AM21/14a)	<p><b>a) To appoint the Responsible Financial Officer:</b></p> <p>Chair proposed that Paul Hayward (Clerk) be re-appointed to the role of RFO. Seconded by Cllr. Tillotson. Resolved unanimously.</p>	
AM21/14b)	<p><b>b) To confirm bank mandate signatories for 2021/22:</b></p> <p>Cllrs. Burhop, Dalton and Walker were reconfirmed as authorised signatories. Chair sought additional nominations for this role. Clerk: Please circulate call for nominations from members. Cllr. Tribble volunteered at the meeting. Proposed by Chair, seconded by Cllr. Walker, that Cllr. Tribble be authorised to act as a bank signatory. Resolved unanimously. Clerk: Please liaise with SPT to undertake the necessary security arrangements.</p>	
AM21/14c)	<p><b>c) To consider arrangements for renewal of Parish Council insurance policy 2021/22:</b></p> <p>It was proposed by Chair, seconded by Cllr. Lipczynski, that the authority to renew the policy (on the same, or improved, terms as before) be delegated to the Clerk given the imminent renewal date. The matter can be then considered at the next Finance Committee meeting and ratified by Full Council at the earliest opportunity. Resolved unanimously. Clerk: Please note and action accordingly in liaison with our broker (WPS Hallam) to renew on the best terms available and report back to Finance Committee as directed.</p>	
AM21/15	<p><b>To consider members Register of Interests (ROI) and amend if required:</b></p> <p>Clerk highlighted the duty &amp; responsibility of members to review their own ROI entries and to amend in a timely manner if so required. Failure to keep the ROI document up to date was an offence under the Localism Act 2011 but the Parish Council was not responsible for such amendments. Noted.</p>	
AM21/16a)	<p><b>a) To review and, if thought fit, approve Council's Standing Orders (2021):</b></p> <p>It was proposed by Chair, seconded by Cllr. Dalton, to approve the 2021 revised version of the Standing Orders. Resolved unanimously. Clerk: Please publish approved (2021) version on website.</p>	
AM21/16b)	<p><b>b) To consider rescinding the CV19 Standing Order amendments previously adopted by Council in May 2020:</b></p> <p>It was proposed by Chair, seconded by Cllr. Dalton, that the supplementary Standing Orders adopted in May 2020 (which pertained to Coronavirus Act 2020) be rescinded with immediate effect. Resolved unanimously. Clerk: Please note.</p>	
AM21/17a)	<p><b>a) To review and, if thought fit, approve Council's Financial regulations (2021):</b></p> <p>It was proposed by Chair, seconded by Cllr. Dalton, to approve the 2021 revised version of the Financial Regulations. Resolved unanimously. Clerk: Please publish approved (2021) version on website.</p>	

AM21/17b)	<p><b>b) To review and, if thought fit, approve Council's Financial regulations (2021); Appendix A – Delegation Policy:</b>  It was proposed by Chair, seconded by Cllr. Dalton, to approve the 2021 revised version of the Financial Regulations, Appendix A – Delegation Policy. Resolved unanimously.</p>	
AM21/18	<p><b>To review and, if thought fit, approve the Council's Code of Conduct Policy (2021):</b>  Clerk confirmed that the 2021 version was unchanged (in terms of wording and content) from that previously approved in 2019.  It was proposed by Chair, seconded by Cllr. Walker, to approve the 2021 version of the Council's Code of Conduct Policy.  Resolved unanimously.  Clerk: Please publish approved (2021) version on website.</p>	
AM21/19	<p><b>To consider the Parish Council's membership of external bodies; NALC/DALC:</b>  NALC/DALC Membership renewal for 21/22 proposed by Chair, seconded by Cllr. Tillotson. Resolved unanimously.  Clerk: please note and arrange renewal accordingly.</p>	
AM21/20	<p><b>To consider appointment of Parish Council's representatives on external bodies:</b>  Chair proposed that Cllr. Walker be re-appointed as the Council's representative on the NP Village Hall board. Cllr. Walker confirmed her willingness to stand again. Seconded by Cllr. Tribble.  7 votes for, 1 abstention. Resolved.</p>	
AM21/21	<p><b>Chair's Announcements / Matters of Urgency:</b>  Chair commended the content of Cllr. Ranger's monthly report and urged all members and the public to read it in full. Chair outlined the ongoing roadmap out of national and local Covid restrictions. Everyone was urged to follow Government advice re: compliance and social distancing etc.  Chair also welcomed the re-opening of the Pavilion and the return of community groups to the venue.</p>	
AM21/22	<p><b>Financial Matters:</b>  <b>a) To consider and, if thought fit, approve payments for May 2021 (as previously circulated to members of Council):</b> Payments to the value of £4389.75 had been added to payment schedule.  Payment approval proposed by Chair, seconded by Cllr Walker. Resolved unanimously.  RFO: Please make payments on due date accordingly.  <b>b) To consider items of expenditure made under delegated authority by Chair and Clerk (as per schedule circulated):</b>  Payment approval proposed by Chair, seconded by Cllr Walker. Resolved unanimously.  <b>c) To consider and review Financial Reports for May 2021:</b>  Noted and reviewed. Chair highlighted key points.  <b>d) Questions to RFO on these reports:</b> No questions raised.  <b>e) Update from RFO re: Annual Auditing Arrangements:</b>  Verbal report from RFO. The review of the 2020-21 Annual Governance and Accountability Return was scheduled for June's Ordinary meeting. RFO: Please add to JUN ORD agenda.  <b>f) To consider request for allotment maintenance expenditure:</b>  Chair proposed expenditure of upto £200 on allotment maintenance, spending to be delegated to Clerk and Allotment Manager to arrange as per tasks/projects identified. Seconded Cllr. Tribble.  7 votes for, 1 abstention (MT). Resolved  Clerk: Please note and action accordingly.</p>	

AM21/23	<p><b>Planning Matters to be considered:</b></p> <p><b>a)i) To consider planning applications received:</b> None received prior to the agenda publication.</p> <p><b>a)ii) To consider planning applications received after primary agenda publication, and published on a supplementary agenda as per Clause 78 legislation and previously circulated to members of Council:</b> Two applications notified and published on a separate supplementary agenda. 1) 21/1335/FUL – Elm View, Burrow Lane, EX10 0BW Installation of dormers to front and rear, and a s/storey extension. <i>It was proposed by Cllr. Carpenter, seconded by Cllr. Walker, that Council supports the application, subject to the inclusion of a condition that the applicant consider matching the colour of the proposed roofing materials to match adjacent properties nearby. 4 votes for, 4 abstentions, 0 against. Resolved</i></p> <p>2) 20/2365/FUL – Little Northmostown Barn, Northmostown. EX10 0NL Conversion of barn into 2 no. holiday lets (amended plans) After discussion, and being mindful of previous debates on this application, <i>it was proposed by Cllr. Lipczynski, seconded by Cllr. Dalton, that Council continues to object on the grounds previously resolved. 5 votes for, 1 against, 2 abstentions. Resolved.</i> <i>Clerk: Please notify the LPA of these resolved comments.</i></p> <p><b>b) Tree (Planning) Matters:</b> None advised to Council.</p> <p><b>c) Planning Determinations/Decisions:</b> Noted as per agenda published. <i>Clerk: Please update Parish Council website with these decisions.</i></p> <p><b>d) Planning Correspondence:</b> None received.</p>	
	<p><b>Business to be considered:</b></p>	
AM21/24	<p><b>To consider and, if thought fit, approve the substantive Risk Assessment for the Parish Council as reviewed and revised by the Finance Committee:</b></p> <p>Clerk had previously circulated the finalised document to all members of the Parish Council. <i>It was proposed by Cllr. Lipczynski, seconded by Cllr. Dalton, that the substantive Risk Assessment be adopted and approved. Resolved unanimously.</i></p>	
AM21/25	<p><b>To consider recent ROSPA Play Safety report for Back Lane Play Area and to agree actions taking on board observations noted therein:</b></p> <p>Clerk was asked to seek quotes as per Council's Financial Regulations as a matter of urgency to address the Inspector's recommendations included herein. These are to be brought before the next meeting of the Finance Committee for review and decision. <i>Clerk: Please note and action accordingly.</i></p>	Clerk

AM21/26	<p><b>To consider ongoing NP surgery consultation and to agree response from the Parish Council (if required):</b></p> <p>Key points from the debate on this subject;</p> <p><i>Scepticism about underlying intention of the consultation.  Bus routes to Sidmouth far better than to OSM.  OSM surgery had been overwhelmed by Cranbrook patients.  CCG legislation has necessitated the consultation.  Consultation period not long enough.  Consultation scope and reach was too limited and did not include possible patients.  No consideration had been given to improving the existing surgery.  Format of the consultation form was poor and appeared to include some “leading” questions.  No reference included of the recent NP Surgery Consultation which overwhelmingly supported provision of a village GP service.  Parish Council was generally unhappy with the proposals and felt that they were simply a precursor to the closure of the NP surgery.</i></p> <p><b>It was proposed by the Chair that he and the Clerk liaise to prepare a statement in response to the Consultation; this is to be forwarded to members for their consensus agreement before final transmission to the CMP. Resolved unanimously.</b></p> <p><i>Clerk: Please note and liaise with Chair accordingly. Circulate to members (and Cllrs. Bailey and Ranger) when complete, and then to CMP once approved by consensus.</i></p>	Clerk
AM21/27	<p><b>Correspondence received, not already circulated to members:</b>  None received since last meeting, not already circulated.</p>	
AM21/28	<p><b>Date and time of next Annual Meeting:</b></p> <p>The next Annual Meeting of council will be held on Monday 23<sup>rd</sup> May 2022, at 7.00pm at a venue to be determined nearer the time.</p> <p><b>Date and time of next Ordinary Meeting:</b></p> <p>The next Ordinary meeting of council will be held on Monday 24<sup>th</sup> June 2021, at 7.00pm at a venue to be determined nearer the time. This meeting to be held in a Hybrid * manner if technology and venue allowed.</p> <p><i>Clerk: Please note and action accordingly.</i></p> <p><i>* Hybrid Council Meetings – to be held in physical form (“face-to-face”) but with the meeting broadcast so that members of the public could watch and participate in a virtual manner ie. Livestream etc</i></p>	Clerk
	<p><b>With no further business to discuss, Chair closed Council meeting at 8.45pm.</b></p>	

Minutes of the Parish Council's Annual Meeting held on Monday 24<sup>th</sup>  
May 2021 at 7pm at the Newton Poppleford Pavilion, Back Lane.

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

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

**Action Points from this Annual Meeting are shown on below**

**Action Points from Annual Meeting of NPHPC – 24<sup>th</sup> May 2021**

<b>Action Required</b>	<b>By Whom</b>	<b>By When</b>	<b>To/For</b>	<b>Min Ref:</b>
Send DoAoO form to Cllr. Carpenter	Clerk	ASAP	V-Chair role	AM21/4
Chase Stagecoach re: Bus Stop move request	Clerk	ASAP	Council	AM21/8
Liaise with Chairs of F/Comm and PPC to arrange meeting dates	Clerk/CBu./MC	ASAP	Committees	AM21/8
Review HMRC process for payment of Cllr. allowances and admin. tasks involved.	Clerk/RFO	ASAP	Council	AM21/9b)
Update Website re: Comm. memberships etc	Clerk	ASAP	Website	AM21/10
Publish Cllr. reports online	Clerk	ASAP	Website	P/Forum
Liaise with Cllr. Tribble to add to bank signatories list	Clerk/SPT	ASAP	RFO	AM21/14b)
Chase insurance renewal quote and bring before Fin.Comm. for review and decision then to Full Council ORD in June.	RFO	ASAP	RFO	AM21/14c)
Publish updated Standing Orders (2021)	Clerk	ASAP	Website	AM21/16a)
Publish updated Fin. Regs. (2021) and App. A	Clerk	ASAP	Website	AM21/17a)
Publish updated Code of Conduct Policy (2021)	Clerk	ASAP	Website	AM21/18
Make payments for May as resolved.	RFO	By 31/5	Accounts	AM21/22a)
Liaise with Allotment Manager re: approved expenditure.	Clerk	As req'd	Allotments	AM21/22f)
Submit planning comments	Clerk	ASAP	Planning	AM21/23
Seek quotes for play repairs x 3 re: ROSPA	Clerk	ASAP	F/Comm.	AM21/25
Liaise with Chair to formulate CMP response	Clerk/Chair	ASAP	Consultation	AM21/26
Note future meeting dates	Clerk	As per dates	Council	AM21/28