

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council Annual meeting on
Monday 22nd May 2017 in NP Village Hall at 20.00hrs

ACTION by:

	<p>Present Cllrs. Jeffery, (Chair), Coppell, Dalton, Kemp, Tillotson, Walker & Zirker. Clerk and 9 members of the public. (PC Lee – off duty). Hon. Footpath Warden, Ted Swan.</p>	
Public Forum	<p>Meeting commenced at 8.15pm after previous meeting overran. <i>Fire Regulations having been outlined at previous meeting</i></p>	
260	<p>Apologies for absence received. Cllrs. Ranger, Burhop, Downen, Lipczynski, County Cllr. Wright</p>	
261	<p>Election of Chairman Cllr. Jeffery vacated the Chair In the absence of either of the two Vice-Chairs, Cllr. Coppell was chosen to preside. <i>With no other nominations, Cllr. Jeffery was proposed(P) by Cllr. Coppell for Chairman. Cllr. Zirker seconded(S). 6/0/1. So approved.</i> Cllr. Jeffery resumed the Chair and was asked to sign Declaration of Office of Acceptance.</p>	
262	<p>Signing of Declaration of Acceptance of Office Cllr. Jeffery signed in the presence of the Proper Officer, Paul Hayward, witnessed by those present.</p>	
263	<p>Election of Vice-Chairs. Both Cllrs. Ranger and Burhop (Chairs of Personnel/Policy Committee and Finance Committee respectively) had both intimated their willingness to stand again. <i>Cllr. Jeffery (P) Cllr. Coppell (S) 7/0/0. So approved.</i> Cllr. Jeffery advised those assembled that she intended to stand down as Chairman next year.</p>	
264	<p>To consider payment of Chairman's Allowance That the presiding Chairman be eligible to claim an allowance of upto £200 per term of office annually to carry out the duties of that office, subject to limitations of extant Financial Regulations. <i>Cllr. Kemp (P) Cllr. Walker (S) 7/0/0. So approved.</i> Clerk to note.</p>	
265	<p>To consider payment of Members Allowances That members of NPHPC be eligible to claim an annual allowance, subject to limitations of extant Financial Regulations. Motion proposed to <u>decline</u> said allowance. <i>Cllr. Coppell (P) Cllr. Zirker (S) 7/0/0. So resolved.</i></p>	
266	<p>Declarations of Interest made. None received.</p>	
267	<p>Minutes</p>	

268	<p>Cllr. Jeffery proposed adoption of Minutes of the Annual Meeting of Council held on 23rd May 2016. (S) Cllr. Coppell. 6/0/1. So adopted.</p> <p>Cllr. Jeffery proposed adoption of Minutes of the Ordinary meeting of Council held 24th April 2017. (S) Cllr. Zirker. 4/0/3. So adopted.</p> <p>It was further proposed that the minutes of this Annual Meeting be considered by Council at the next Ordinary meeting rather than at the next Annual Meeting. (P) Cllr. Jeffery. (S) Cllr. Coppell. 7/0/0. So resolved. Clerk to note and add to June agenda.</p> <p>No matters arising from either of these minutes.</p>	
269	<p>Committee Appointments</p> <p><i>Finance Committee:</i> Cllrs. Burhop, Walker, Jeffery, Tillotson and Zirker</p> <p><i>Planning Committee:</i> Cllr. Coppell withdrew from planning committee citing Conflict of Interest with membership of DMC at EDDC. Appointments deferred until June meeting.</p> <p><i>Policy and Personnel Committee:</i> Cllrs. Ranger, Jeffery, Zirker, Tillotson and Coppell.</p> <p><i>Village Hall Liaison representative.</i> It was proposed that Cllr. Dalton be appointed to that role. (P) Cllr. Jeffery (S) Cllr. Kemp. 6/0/1. So resolved.</p> <p><i>Venn Ottery Quarry Liaison representatives.</i> Cllr. Coppell stood down and Cllr. Kemp volunteered.</p> <p>Clerk: please update website.</p>	
270	<p>Nomination for Honorary Footpath Warden With no additional nominations, Ted Swan agreed to undertake this role for the parish and community for a further 12 months. Chair thanked Ted for the important work he undertakes on a voluntary basis.</p>	
271	<p>a) To confirm bank mandate signatories for this financial year. Cllrs. Jeffery, Burhop, Zirker and Walker reconfirmed as mandated signatories for both bank accounts.</p> <p>b) To consider insurance arrangements. It was agreed to defer the matter of insurance renewal date synchronisation to the Finance Committee. Clerk: please note.</p>	
272	<p>Approval and acceptance of Internal Auditors Report This matter was deferred until June as the ready is not yet complete. Clerk: please add to June agenda A Finance meeting to be convened to discuss report.</p>	
273	<p>Chairman proposed that Standing Orders be suspended.</p>	

	<p>(P) Cllr. Jeffery (S) Cllr. Zirker 7/0/0 Standing Orders suspended to allow Open Public Forum.</p> <p>No matters raised.</p> <p>It was proposed that Standing Orders be resumed. (P) Cllr. Jeffery (S) Cllr. Zirker 7/0/0</p>	
274	<p>Chairman's Announcements Chair reported that WC and Allotment working parties had met recently and that further meetings were scheduled for June and July. An advert had been placed to seek a Parish Handyman; Clerk reported that two applicants received so far.</p>	
275	<p>Financial Matters for Consideration a) Payments to be approved as previously circulated. Clerk added two payments to circulated list, both for EDF Energy, received after agenda posted, and requiring payment to prevent Late Payment charges accruing. (P) Cllr. Jeffery. (S) Cllr. Walker. 7/0/0. So Approved. The issue of payment of utility bills by direct debit was raised. This matter was deferred to Finance Committee to consider at next meeting. Clerk: Please note.</p> <p>b) Expenditure under Chairman's delegated authority. None.</p> <p>c) Financial reports including bank reconciliation, budget monitor and cashbook circulated to members. Cllr. Zirker queried the approval of the Bank Reconciliation without sight of the Bank Statement to corroborate. It was agreed that Chair would sign Bank Reconciliation at next opportunity when documents available. Approval of Cashbook and Budget Monitor proposed. (P) Cllr. Jeffery. (S) Cllr. Walker. 7/0/0. So Approved. Clerk: please provide Chair with supporting bank statements and arrange signature with ratification in June</p>	
276	<p>Planning a) Applications received for consideration. 17/1014/FUL 19 King Alfred Way, NP. Construction two storey extension (applicant present and contributed to discussion) It was proposed that council supports this application. (P) Cllr. Jeffery (S) Cllr. Kemp. 5/1/1. So resolved. 17/1130/COU Land at Littledown Lane, NP. Change of Use from Agricultural to personal use Construction stable block, shed and bird hide. (applicant present and contributed to discussion) Members agreed to undertake a site visit to consider impact of development on surrounding area and amenity. Clerk: please arrange with applicant and members Consultee comments due by 5/6/17 17/0898/LBC The Cottage, High Street, NP. Retention of replacement window in Listed Building It was proposed that council supports this application. (P) Cllr. Jeffery (S) Cllr. Kemp. 6/0/1. So resolved.</p>	

276 (contin)	<p>17/0955/FUL High View, High Street, NP. Extension to property on three elevations. It was proposed that council supports this application. (P) Cllr. Jeffery (S) Cllr. Walker. 6/0/1. So resolved.</p> <p>b) Applications received for consideration after agenda 17/1127/LBC Penny Thatch, Northmostown Installation of 8 no. secondary windows in listed building It was proposed that council supports this application. (P) Cllr. Zirker (S) Cllr. Tillotson. 6/0/1. So resolved. Clerk: please submit consultee comments for decisions above.</p> <p>Nothing to consider under c) and d)</p> <p>e) Determinations As listed on agenda for this meeting. Nothing to consider under f) and g)</p>	
277	<p>To consider future use of public payphone on Church Green Clerk reported on recent plans by BT to mothball such kiosks and offer them to local community under their Adoption scheme. It was agreed that Clerk should advertise on: <i>Kiosk, Noticeboard, Website, Newsletter</i> and, Open a dialogue with BT to investigate options available and report back to council when developments warrant. Clerk to act as instructed.</p>	Clerk
278	<p>To consider replacement of bench on Church Green Cllr. Jeffery (P), Cllr. Kemp (S) to replace bench with a version manufactured in MMT (Man Made Timber) at a cost of £327 plus shipping from Kedel Limited. (Colne 3 seater) (P) Cllr. Jeffery, (S) Cllr. Kemp. 6/0/1. So resolved. Clerk to arrange purchase and disposal of existing damaged bench and installation of replacement.</p>	Clerk
279	<p>To consider Section 106 / CIL matters Cllr. Coppell suggested that Council liaise with NHP Steering Group as to projects suitable for funding with the CIL receipts. Clerk outlined instalment schedule of CIL receipts from EDDC. Clerk. Please liaise with Chairman, NHP S/G & Cllr. Ranger to identify projects to be funded.</p>	Clerk
280	<p>To advise result of Devon County Council election 4/5/17 Cllr. Claire Wright (Independent) was elected to represent the Otter Valley division at DCC, representing parish of Newton Poppleford. Clerk: please update noticeboard contact cards and website</p>	Clerk
281	<p>Footpath / P3 matters</p> <p>Ted Swan outlined works required on FP16 (East Devon Way) where the beams crossing a ditch as a bridge have become unstable and rotten. A county council assessment under P3 is required. Ted will arrange independently and cc. Clerk on email correspondence.</p>	

281 (contin)	<p>Ted also mentioned the condition of an old strimmer which may or may not belong to NPHPC. It is, in his opinion, uneconomic to repair and should be disposed of safely. Clerk reported that item is not listed as a parish asset. Chairman asked Ted to arrange disposal.</p> <p>Finally, Ted reminded all that the next “Balsam Bashing” day is scheduled for Saturday 17th June at Webbers Meadow. 9.30am meet at the Pavilion. BBQ afterwards.</p> <p>Clerk: please add to website to promote event.</p>	Clerk
282	<p>To consider progress with Action List 2017/18 This matter was deferred to June in view of lateness of the hour. Clerk: please circulate current Action List and add to June’s agenda for consideration.</p>	Clerk
283	<p>To consider Highway matters</p> <p>a) General Update Clerk advised that potholes should continue to be reported via DCC Online portal. When DCC present, further discussion can take place re: future scheme projects.</p> <p>b) To consider Community Road Warden Scheme It was proposed by Cllr. Coppel, (S) Cllr. Kemp that NPHPC formally apply to join DCC CRWS. 7/0/0. So resolved. Clerk: please make the formal application to DCC.</p> <p>c) To consider Highway Community Enhancement Fund It was (P) by Cllr. Jeffery, (S) Cllr Walker that an application be made to seek grant funding at the maximum level for provision of tools, equipment, signage and PPE for the purposes of highway improvements within the parish. 7/0/0. So Resolved. Clerk: please make the formal application to DCC.</p> <p>d) To seek volunteers for Chapter8 Training via DCC Once parish was a formal member of CRWS, then Ch8. Training was provided FreeOfCharge to 3 volunteers. Cllr. Ranger has volunteered. It was suggested that Parish Handyperson (when recruited) is another. Clerk: to contact members not present to seek a third volunteer.</p>	Clerk x 3
284	<p>Matters considered as urgent by presiding Chairman.</p> <p>Allotment Composting Toilet (CT) project. Jacqui Watson (Veterans Group) thanks council for their support via allotments (Cllr. Tillotson mentioned specifically). Chairman asked for details of construction and waste implications of the CT unit before council can formally agree to installation. There was also a question raised regarding Grant Funding available. Clerk: please add to June agenda for consideration.</p> <p>A question was also raised regarding Community Fun days in the parish for the forthcoming year. Members asked that this matter be discussed too in June. Clerk: please add to June agenda for consideration.</p>	
285	Correspondence	

	No exceptional correspondence received that has not already been circulated to members by Clerk.	
286	Date and time of next ordinary meeting 26th June 2017 at 8.00pm, venue to be agreed by members by consensus.	
	<i>With no further business to discuss, Chairman closed meeting at 9.55pm.</i>	

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Minutes of the Parish Council Ordinary meeting on
Monday 22nd May 2017 in the Village Hall at 20.00hrs

Chairman _____

Date _____