

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council Monthly Ordinary meeting on
Monday 24th July 2017 in Newton Poppleford Village Hall at 20.00hrs

ACTION by:

	<p>Present Cllrs. Jeffery, (Chair), Ranger, Coppell, Dalton, Downen, Kemp, Tillotson, Walker & Zirker. District Councillor Mike Howe (Chair, DMC) PS Squires. Emma Coppell (NHP) Honorary Footpath Warden, Ted Swan Clerk and 9 members of the public.</p>	
Public Forum	<p>Fire Regulations</p> <p>Police Report June 2017 – 1 crime reported (1 upto 24/7/17) 20 Incidents also recorded, mostly traffic related. Cllr. Tillotson / Zirker reported two other incidents in the parish. PS Squires took details and asked that such incidents be reported as they arise. Police officers left the meeting after their report was given.</p> <p>County Councillor Claire Wright In Cllr. Wrights absence, no report received.</p> <p>District Councillor Ranger Cllr. Ranger’s full report can be accessed via Parish Council website. Cllr. Mike Howe also addressed Council re: role of DMC at EDDC and the council’s correspondence re: East Hill Pride Farm Shop. It was suggested that this correspondence and Cllr. Howe’s response be published on the website.</p> <p>P3 Warden report Mr Swan mentioned National Walk-to-School week and the recently cleared FP1 which was maintained with Cllr. Burhop in attendance given recent conflicts with adjoining landowners. Mr Swan also attended the DCC Strimmer and Brushcutter course which provides a qualification valid for 4 years, until 2021. Council thanked Mr Swan for his ongoing and outstanding works in the parish re: P3. A second session of Balsam Bashing program was completed recently with 9 volunteers. It was felt that the next 2 dates be postponed as the combination of rain and summer sun had accelerated the seed bursts. In response to a question, Mr Swan reported that no Giant Hogweed was evident, but Hemlock was still around.</p> <p>Public Questions 1) Dog / Waste Bin in Venn Ottery. Matter referred to FSC 1/8 2) Handyperson recruitment / Duties. 3) Recordings not yet available on website. No decision reached.</p> <p>The editor of the Parish Newsletter advised that new Clerk’s details would be added with regards to Cemetery Matters contact.</p>	

312	<p>Apologies for absence. Cllrs. Burhop and Lipczynski. County Cllr. Wright PC Lee.</p>	
313	<p>Declarations of Interest made. All members present are, by definition, members of the NPPFF Trustee Board. Cllrs. Tillotson and Zirker declared a personal interest as allotment tenants (see minute entry 323)</p>	
314	<p>Minutes <i>Ordinary Meeting of Council 26th June 2017</i> Cllr. Walker proposed (P) adoption of the Minutes of the Ord. meeting held on 26th June 2017. Seconded (S) Cllr. Downen. 7/0/2. So adopted <i>Meeting of Finance Sub-Committee 23rd June 2017</i> Cllr. Zirker (P) adoption of the Minutes of the Finance Sub- Committee held on 23rd June 2017. Seconded (S) Cllr. Walker. 9/0/0. So adopted <i>Meeting of Policy and Personnel Sub-Committee 28th June 2017</i> Cllr. Ranger (P) adoption of the Minutes of the Policy and Personnel Sub-Committee held on 28th June 2017. Seconded (S) Cllr. Zirker. 9/0/0. So adopted Matters Arising from These Minutes: <i>None</i></p>	
315	<p>Chairman's Announcements Chair recently attended EDDC Garden Party recognising Sports Achievement and Leadership in East Devon. Steve Filer was unable to attend to receive his accolade due to a prior engagement but it will be sent to him.</p>	
316	<p>Planning a) Applications received for consideration; 17/1551/FUL Land East of Hillside Construction of new café on site of former spa building. Council supports this application. (P) Cllr. Walker, (S) Cllr. Zirker. 8/0/1 (Cllr. Coppell abstained) 17/1624/FUL Sunnyhill, Littledown Lane Two proposed dormer windows and new double garage. Representation made by applicant to members. Council supports this application. (P) Cllr. Kemp, (S) Cllr. Zirker. 8/0/1 (Cllr. Coppell abstained) Clerk: please submit comments to EDDC Planning Team b) Applications received for consideration after agenda; 17/1728/FUL – Brook Farm, NP. No planning documents available for members consideration. Matter deferred to Planning Sub-Committee c) Minor EDDC amendments received; None d) Tree Matters; None (see minute entry 321 below) e) Determinations; None f) Enforcement Matters; None g) Correspondence received; None h) Other planning matters of urgency; None</p>	Clerk

320	<p>c) TO CONSIDER IMPLICATIONS OF FORTHCOMING GDPR (GENERAL DATA PROTECTION REGULATIONS) May 2018</p> <p>This matter was referred to the Policy and Personnel Sub-Committee.</p> <p>Clerk: please add to next P&P Sub-Committee meeting agenda.</p>	Clerk
321	<p>d) TO CONSIDER FUTURE MAINTENANCE OF CHURCH GREEN</p> <p>Clerk summarised recent discussions with DCC Highways Officer regarding the urgent need for tree maintenance on the green due to proximity to adjoining properties and encroachment on pedestrians / danger to highway users. DCC had advised formally that the land was not in their ownership but that they had taken on maintenance due to highway proximity.</p> <p>It was (P) Cllr. Ranger and (S) Cllr. Coppell that Council undertakes to carry out the works immediately required and hereafter take on responsibility for said maintenance until the ownership of the land can be legally identified. Costs to be borne from parish maintenance budget.</p> <p>Clerk: please obtain quotations from contractors using EDDC Tree Order (extant) and liaise with Chair to carry out under delegated powers as soon as is practicable. Please liaise with Cllr. Ranger.</p>	Clerk
322	<p>e) TO CONSIDER FORTHCOMING COMMUNITY EVENT.</p> <p>Council received an update on plans for the “PopStop” event on September 9th. Councillors discussed additional financial support using surplus fund generated from previous years events which had been absorbed into council’s reserves.</p> <p>Chair (P) Cllr. Ranger (S) that the sum of £1053 (being the surplus identified from 2016/17 events undertaken) be vired from general reserves into a new Earmarked Fund specifically to cover costs of such an event in the future. 8/1/0. So resolved.</p> <p>6/0/3 (Cllrs. Kemp, Dalton and Tillotson abstained). FSC to consider ongoing financial arrangements for community events at next sub-committee meeting.</p> <p>Clerk: please make internal financial adjustments to accounts and vire the sum above. Please add to next FSC agenda for consideration.</p>	Clerk
323	<p>f) TO CONSIDER INSTALLATION OF COMPOSTING TOILET AT HUNGER HILL ALLOTMENT SITE ON COUNCIL LAND.</p> <p>Cllrs. Tillotson and Zirker both declared personal interests as tenants. Further to minute 298 in June, Clerk reported that EDDC Environmental Health were satisfied that the proposed composting arrangements were adequate to prevent any bio-hazards arising from the human waste stored. Cllr. Tillotson assured council that any compost created from said waste would not be used on any produce or crops for human consumption and would be dispersed on the site once made inert. As permission in principle was resolved in June, subject to clarification of that matter, the project can now proceed.</p>	

323 (Continued)	<p>It was further proposed by Chair, and seconded by Cllr. Ranger that the sum of £350 be taken from the Allotment Reserves (the surplus funds accumulated during 2016/17) and this sum be donated to the Veterans Group to cover the shortfall in their project funding as advised. 7/0 (MT/DZ did not vote). So resolved.</p> <p>Clerk: please liaise with Cllr. Tillotson to co-ordinate the grant award to the Veterans Group. Please submit a revised Allotment Regulations policy to P&PSC for review taking into account new eco-toilet arrangements.</p>	Clerk
324	<p>g) TO CONSIDER BUS STOP AT HARPFORD BRIDGE (eastbound)</p> <p>DCC Highways have confirmed that this BusStop location can be altered to the junction of Lower Way / A3052 in the interests of pedestrian safety.</p> <p>Chair (P) Cllr. Downen (S) that said bus stop be moved as quickly as possible. It was acknowledged that, due to space limitations in the new location, the timetable could not be moved also. 9/0. So resolved.</p> <p>Clerk: please liaise with DCC H/Ways to arrange re-positioning as discussed. Please cc. County Cllr. Wright on emails. Please add matter of redundant shelter to SEP agenda.</p>	Clerk
325	<p>h) TO CONSIDER FUTURE USE OF BT. PHONE KIOSK ON CHURCH GREEN.</p> <p>Following the recent parish consultation on this matter, there had only been three suggestions received: 1 for a wi-fi “hotspot” and 2 for a book exchange/library.</p> <p>Chair (P) Cllr. Kemp (S) that formal BT consultation with EDDC commence as to the future of the amenity. Once complete, a final decision can be made based on those results. 9/0. So resolved.</p> <p>Clerk: please initiate formal consultation process.</p>	Clerk
326	<p>Update on Neighbourhood Plan</p> <p>Council received a brief update on current status of the N/Plan. Emma outlined current progress with business, school and other organisations being consulted on their views and suggestions. More funding will be required in the near future to enable formal consultancy work to be undertaken to create the necessary reports and analysis to be produced.</p> <p>Further updates will follow in September.</p> <p>It was agreed by council unanimously that this agenda item be moved into Public Forum in order that member of the public and the steering group themselves are able to make their presentation at an earlier stage of the meeting. Clerk: Please note and action.</p>	Clerk

330	<p>Correspondence</p> <p>DCC have contacted council re: a grass verge with special ecological importance and have offered assistance and guidance with regards to maintenance and conservation issues. Chair asked that they be invited to come along to a future meeting and also offer their advice for the future maintenance of Webbers Meadow as views differed amongst members of council as to how to manage this area in terms of ecological conservation and public amenity.</p> <p>Clerk: please liaise with officer and action accordingly.</p>	Clerk
331	<p>Date and time of next ordinary meeting</p> <p>There being no meeting scheduled for August, the next meeting of council will be on September 25th 2017 at 8.00pm, venue t.b.a.</p>	
	<p><i>With no further business to discuss, Chairman closed Part A of council meeting at 10.20pm.</i></p>	
332	<p>It was proposed that the meeting of Newton Poppleford and Harpford Parish Council continue in closed committee as per the provisions of the Public Bodies (Admissions to Meetings) Act 1960.</p> <p>Resolved unanimously. Press and Public were thanked for attendance and excluded from meeting room.</p>	
333	<p>Business to be conducted in Part B:</p> <p>i) Staff Remuneration It was (P) Chair and (S) Cllr. Kemp that Clerks hours be increased by 1 per week (to 16) to take into account the additional workload as directed by council. To take effect from 1st September 2017. 9/0. So resolved.</p> <p>ii) Staff Holiday Request It was noted that Clerk will be taking two weeks paid annual leave during August and that emails and correspondence will be forwarded to other members of council during his absence. There is no scheduled ORD meeting of council in that month.</p> <p>iii) Staff Training Request Clerk has sought approval for a 2day training conference in October 2017, cost from training budget of £100. Items to be discussed will benefit NPHPC, but costs are being shared by Clerks other parish council employers. Financial expenditure has been approved by Chair's delegated authority as per Financial Regulations (extant).</p> <p>iv) New Handyperson Contract Chair advised that 3 candidates had been considered. It was agreed to appoint the successful applicant on a self-employed contractual basis for an initial 6m probationary period at the agreed rate of £15 per hour for 4 hours per week (avge.) working under the direction of the Clerk and Chair who will monitor performance and report to council with matters arising.</p> <p>Clerk: please refer matter to next P&PSC meeting for ratification and to agree terms for ancillary expenditure such as training, mileage, materials etc.</p> <p>Chair: Please contact unsuccessful applicants.</p> <p>With no further business to consider, the Chair closed the meeting at 10.50pm.</p>	Clerk Chair

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Monday 24th July 2017 in the NP Village Hall at 20.00hrs

Signed as a true record of the meeting above:

Chairman: _____ Date: _____