

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council Monthly Ordinary meeting on
Monday 24th June 2019 in Newton Poppleford Village Hall at 20.00hrs

ACTION by:

	<p>Present:</p> <p>Cllrs. Burhop (Chair), Dalton (Vice-Chair), Bilenkyj, Carpenter, Lee, Tillotson and Walker (Quorate) (Cllr. Chapman arrived during the meeting) DCC member, Cllr. Claire Wright (Ottery division) EDDC ward member, Cllr. Val Ranger (NP&H ward) Hon. Footpath Warden, Ted Swan Police representatives. 13 members of the public Clerk, Paul Hayward.</p>	
	<p>Public Forum:</p> <p>a) Police Representatives. Police report for May provided and published online. Srgt. Andy Squires will provide Council with details re: establishment of Community Speedwatch scheme. Chair outlined recent spate of ASB in parish and officers confirmed they are increasing local patrols as shift patterns allow.</p> <p>b) County Councillor Report Topics covered: Traffic / speed / congestion / Four Elms Hill Buses through parish and recent Stagecoach announcement re: fares – Cllr. Wright will seek clarification of pricing. Adult Social Care reviews Unpaid Carers spotlight review</p> <p>c) District Councillor Report Written copy provided and published online Issue raised regarding costs of additional VAS for parish.</p> <p>d) P3 / Hon. Footpath Warden DCC had completed their annual cut of all footpaths. New growth significant due to warm and humid conditions Reminder re: Himalayan Balsam Pulling events forthcoming Chair thanked Mr. Swan for his enthusiasm and time.</p> <p>e) Public Representations Mr. Swan raised the issue of grounds maintenance on land not believed to be part of the parish council's responsibilities. <i>Clerk: Please visit sites in question and speak to neighbouring property owners to assess situation and report back.</i></p> <p>With no further representations, Chair closed the Public Forum.</p>	
19/097	<p>Apologies for absence: Cllr. Lipczynski (conflicting engagement) Noted and absence approved.</p>	
19/098	<p>Declarations of Interest made: 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 19/1228/FUL as he is an acquaintance of applicant.</p>	

19/099	<p>a) To receive and, if thought fit, approve Minutes of previous Annual meeting held Monday 20th May 2019:</p> <p>Chair proposed approval of the Minutes of the Annual meeting held on 20th May 2019. Seconded Vice-Chair. Resolved unanimously and therefore approved.</p> <p>Chair signed the minutes as a true record of that meeting</p> <p><i>Matters arising from these minutes:</i></p> <p>Junction at Turner Close and School Lane. Parking issues at King Alfred Way Back Lane junction / Venn Ottery Rd. junction with A3052 Littledown Lane junction with Exmouth Road Drain issues in village; DCC liaison Clerk: Please maintain pressure on DCC HWO for drain clearances Play gazebo on Back Lane Play Area Greenbank grounds maintenance works</p>	
	<p>b) To receive and, if thought fit, approve Minutes of previous Extraordinary meeting held Monday 3rd June 2019:</p> <p>Chair proposed approval of the Minutes of the Extraordinary meeting held on 3rd June 2019. Seconded Cllr. Tillotson. Resolved unanimously and therefore approved.</p> <p>Chair signed the minutes as a true record of that meeting</p> <p><i>Matters arising from these minutes:</i></p> <p>Planning matter re: La Rosetta restaurant application.</p>	
19/100	<p>Chair's Announcements / Matters of Urgency:</p> <p>Chair read statement regarding recent incidents of ASB and vandalism in parish including at Pavilion. Discussion resulted concerning costs, effectiveness and feasibility of a more comprehensive village CCTV system to both deter and capture images of offenders for subsequent police action or investigation. It was unanimously agreed to refer this matter to Finance Committee with Clerk and Chair starting to gather together information for further consideration.</p> <p>The issue of concern at the Allotments was raised and Chair proposed that this matter be considered in committee due to the personal and confidential nature of this subject to be discussed. P. CB. S. MT. Resolved.</p>	
	<p>Cllrs. Wright and Ranger left the meeting at 9.00pm</p>	
19/101	<p>Financial Matters</p> <p>a) To consider and review Financial Reports for June 2019. Noted and reviewed.</p> <p>b) Questions from members to RFO on these reports. Clerk outlined several areas for clarification espec. regarding larger transactions.</p> <p>c) To consider and, if thought fit, to approve payments for June 2019.</p> <p>It was proposed by Chair, seconded by Cllr. Walker, that payments in the sum of £5927.33 (as published online on the Council's website) be approved for payment. Resolved unanimously.</p> <p>RFO: Please arrange for these payments to be processed and duly authorised.</p> <p>Clerk reported that reimbursement of the insurance premium (pro-rata) was in progress via local groups and adjoining parish councils who share assets with NPHPC.</p>	

19/101 (continued)	<p>d) To consider expenditure under delegated authority. RFO outlined 2 payments made as highlighted on the PTBA schedule as published.</p> <p>e) To seek nominations to act as Bank Signatory. This matter was deferred until the next Finance Committee meeting.</p>	
	<p>Cllr. Ranger re-joined the meeting at 9.15pm</p>	
19/102	<p>Planning</p> <p>a) Applications received for consideration;</p> <p>i) 19/1154/FUL – Meadow View, 1 Burrow Lane, NP. EX10 0BW Constr. two storey rear extn., single storey side extn, detached garage and landscaping works. <i>Applicant was present during consideration.</i> <i>It was proposed by Chair, seconded by Vice-Chair, that Council support the application. Resolved unanimously.</i></p> <p>ii) 19/1159/CPL – Hillside House, Exeter Rd., NP. EX10 0DE Certificate of Lawfulness for replacement mobile home unit. <i>It was proposed by Chair, seconded by Cllr. Walker, that Council support the application. Resolved unanimously.</i></p> <p>iii) 19/1228/FUL – 2 Sunnyside, NP. EX10 0HA Constr. of side extn. and detached garage <i>It was proposed by Chair that a site visit be undertaken in light of deliberations and questions from members and that an extension be sought for the Council's comment submission. Seconded by Vice-Chair. Resolved unanimously.</i> Clerk: Please submit decisions to Planning Officers at EDDC and liaise with members to arrange a mutually convenient date and time for the site visit.</p> <p>b) Determinations/Decisions; As per published agenda.</p> <p>19/0935/FUL – Approved 19/0931/FUL – Approved 19/0587/FUL – Approved 18/2016/FUL – Refused</p> <p>Details of all these applications can be found on website.</p> <p>c) Tree Matters; None advised to Council.</p> <p>d) Appeal Matters; None advised to Council.</p> <p>e) Planning Correspondence; An earlier discussion regarding the method and timing for site visits was deferred to the next Planning Committee for further consideration Clerk: Please note and add to Planning agenda accordingly.</p>	

	Business to be considered:	
19/103	<p>To consider and review Newton Poppleford and Harpford Neighbourhood Plan (NHP) document: <i>Chair explained background behind the draft document and thanked all those involved for their time, energy and patience. Completion for adoption and completion now estimated to be mid-2020. EDDC to be consulted imminently and their comments to be integrated into the draft prior to Inspector review.</i> Progress noted and revised draft awaited.</p>	
19/104	<p>To consider arrangements for possible co-options:: Clerk outlined the legal position regarding co-options now that the interim period after the scheduled elections in May had lapsed. Clerk had initiated the formal CVP process via EDDC and there was now a period where members of the parish could demand an election via application to the returning officer in Honiton. No further co-options were possible until this process was completed. Clerk to report back to Council after CVP period ends. Please add the matter of co-options to the July Ordinary meeting agenda.</p>	
19/105	<p>To consider request for additional waste facilities in parish: The following proposals were made-</p> <ul style="list-style-type: none"> i) New waste bin to be purchased for Venn Ottery VG which will act as a dual-purpose receptacle for dog waste and general litter. EDDC to be contracted to empty on a twice-weekly cycle. Clerk to organise purchase, installation, stickering and service contract. ii) Cigarette butt unit at Church Green bus stop. This matter was deferred until further enquiries could be made of EDDC with regards to costs of emptying the unit. iii) An additional litter bin at the junction of Littledown Lane and Exmouth Road. This matter to be deferred as there was not a particular problem here and Council noted that the dog waste bin was already in situ and well used. iv) A new recycling bin to be purchased and located immediately adjacent to the general waste bin at the Back Lane Play Area to encourage recycling and separation of waste. Clerk to enquire of EDDC whether collection charges would be charged? <p>Proposed by Chair, seconded Cllr. Tillotson. Resolved unanimously. Clerk: Please note and action accordingly. Please liaise with handyman to arrange installation. Liaise with EDDC to make the charging enquiries as directed and arrange service contracts accordingly.</p>	
19/106	<p>To consider committee memberships for forthcoming year: The following nominations were received: Finance Committee: Cllrs. Burhop, Dalton, Lee, Tillotson and Walker. Policy and Personnel Committee (PPC): Cllrs. Bilenkyj, Burhop, Carpenter, Chapman, Dalton & Tillotson Planning Committee: It was agreed that all members of Council were ex-officio. Meetings arranged for committees as below: Finance – 16/7/19 7pm Harpford Hall PPC – 18/7/19 – 7pm Harpford Hall</p> <p>Clerk: Please note and update Council website accordingly.</p>	

19/107	<p>To receive update on WC refurbishment project:</p> <p>Clerk reported that EDDC had advised that further plans were required for Building Control consent. Chair reiterated his comment that this was the perfect time to get the design right so as to minimise and reduce the potential for future vandalism and anti-social behaviour. It was proposed that Clerk would seek the services of local surveyors etc via the usual methods and bring this matter back to Finance Committee for further consideration as developments warranted.</p>	
19/108	<p>To consider Council's position regarding recent EDDC DMC decision re: King Alfred Way proposals for 2 dwellings:</p> <p>Chair outlined present situation and responses / communications received from applicant, Clinton Devon Estates (CDE). Councillors noted with regret with CDE had declined to meet with the Parish Council despite the offers put forward. Chair had circulated a draft response of behalf of Council which he wishes to send to CDE and also to the local press highlighting Council's frustration and regret at the stance taken with regards to the promised surgery building.</p> <p><i>It was proposed by Cllr. Tillotson, seconded by Cllr. Dalton, that the letter be sent as drafted. 7/0/1 (absten. Cllr. Bilenkj)</i></p> <p><i>So resolved.</i></p> <p><i>Chair: Please action accordingly and forward a copy to Clerk for retention with parish council correspondence.</i></p>	
19/109	<p>To ratify decision to allow temporary suspension of Dog Ban Order for 2 community events in July (NP Playing Fields):</p> <p>Suspension proposed for 5th and 21st July 2019.</p> <p><i>Proposed by Chair, seconded by Vice-Chair.</i></p> <p><i>Resolved unanimously.</i></p>	
19/110	<p>To consider Council's Action Plan 2019/20:</p> <p><i>Chair proposed that this matter be referred to the Finance Committee for further and future consideration.</i></p> <p><i>Resolved unanimously.</i></p> <p><i>Clerk: Please add to next FC agenda accordingly.</i></p>	
19/111	<p>To consider arrangements for forthcoming community events:</p> <p>Cllrs. Dalton and Tillotson outlined plans for the 21st July and sought additional donations and volunteers.</p> <p>Chair confirmed that Fireworks event was scheduled for Friday 8th November 2019.</p> <p><i>Clerk: Add to ORD agendas as a standing item for consideration.</i></p>	
19/112	<p>Correspondence received, not already circulated to members:</p> <p>Update on damaged VAS pole and confirmation that VAS analysis will be taking place to assess data capture and output. Also, ongoing emails re: drain clearances and similar discussions with DCC.</p>	
19/113	<p>Date and time of next meeting:</p> <p>The next meeting of council will be on Monday 22nd July 2019, at 8.00pm at the Newton Poppleford Village Hall, this being an Ordinary Meeting of the Council. The meeting is held a week earlier than usual due to conflicting engagements.</p>	

19/114	<p>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 Vice-Chair. Resolved unanimously.</p> <p><i>All members of the public left the room at this point.</i></p>	
19/115	<p>To consider matters to be discussed in confidence:</p> <p>i) Matters pertaining to WC cleaning Contract.</p> <p>It was proposed by Chair, seconded by Vice-Chair, to offer a permanent, albeit 12month rolling, contract to the Contractor in light of the results to date and the positive feedback received from users. Resolved unanimously.</p> <p>It was also proposed that weekly charges as agreed (£84) would be paid weekly as per Contractor's request. So resolved.</p> <p>Clerk: Please note and action accordingly.</p> <p>ii) To consider quotations for additional grounds maintenance and general maintenance in the parish.</p> <p>The following works were considered:-</p> <p>Verge opposite The Croft, adj. to Venn Ottery Village Green (to be cut every 6 months with main grass cut @ £20)</p> <p>Hedge opp. The Croft (to be trimmed top and outer face twice per year @ £23 per trim)</p> <p>Stump, brambles and foliage to be removed from Greenbank (W) as per quotation and area dressed and re-turfed later in season to prevent dry burn @ £271.20 inc. supply of turf.</p> <p>It was proposed by Chair, seconded by Cllr. Walker that all these works proceed as quoted. Resolved unanimously.</p> <p>Installation of Defibrillator cabinet at Harpford Hall as per contractor's electrical quotation (and consent of Harpford Hall). Funds to be vired from Parishes Together reserve to cover partial costs.</p> <p>Cllr. Dalton declared a personal interest as a Harpford Hall Trustee</p> <p>It was proposed by Chair, seconded by Cllr. Tillotson that all these works proceed as quoted. So resolved 7/0/1 (abstn. LD).</p> <p>With regards to the matter of the land outside Kirby Furnishings, Clerk was directed to make contact with the retailer and discuss ownership with them. Also, to liaise with DCC and EDDC in the same way. Report back to Finance Committee when more known.</p> <p>iii) The matter brought forward from 19/100 was discussed.</p> <p>After due deliberation, it was proposed by Chair, seconded by Cllr. Bilenkj, that the relevant parties be asked to meet, with Councillors and Clerk, to agree a way forward to the current misunderstandings. The Allotment Terms and Conditions were to be reviewed at the next convened PPC meeting and a supplementary letter was to be issued with annual tenancy invoices outlining the Council's desire for harmony and compromise.</p> <p>So resolved. 6/0/2 (AL/MT abstained citing personal interests)</p>	
	<p><i>With no further business to discuss, Chair closed council meeting at 10.30pm.</i></p>	

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Signed as a true record of the meeting above:

Chair: _____ Date: _____