

# NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council Monthly Ordinary meeting on  
Monday 25<sup>th</sup> February 2019 in Harpford Village Hall at 20.00hrs

**ACTION by:**

	<p><b>Present:</b> Cllrs. Burhop (Acting Chair), Dalton, Kemp, Lipczynski, Ranger, Walker and Zirker. (Quorate) Clerk, Paul Hayward. PCSO Dave Keeler Hon. Footpath Warden, Ted Swan 5 members of the public</p>	
<b>Public Forum:</b>	<p><b>Fire Regulations were outlined to those in attendance.</b></p> <p>a) Police Report provided by PCSO Dave Keeler. Online. b) Cllr. Claire Wright sent a written report. c) Cllr. Val Ranger presented her Ward Member report. Online. d) P3 report represented by Ted Swan. <i>FP14 Harpford Woods – Steps being replaced</i> <i>FP16 Red Bridge – willow whips planted to prevent erosion</i> <i>Himalayan Balsam season starting in May/June.</i> Chair thanked Ted for his continued and valued work in this respect for the entire parish.</p> <p>e) Representations from public re: Greendale site issues. Clerk: Please note action points and liaise with Ward member, Cllr. Ranger, to deal with accordingly.</p> <p>No further questions or representations. <b>Chair closed public forum session of the meeting.</b></p>	
19/014	<p><b>Apologies for absence:</b> Cllrs. Jeffery, Downen and Tillotson sent their apologies. Reasons noted and approved. Cllr. Claire Wright also sent her apologies.</p>	
19/015	<p><b>Declarations of Interest made:</b> All members present are, by definition, members of the NPPFF Trustee Board and declare a personal interest in that capacity. Planning Application 19/0302/FUL was submitted by the Council and therefore all Councillors declared an interest in that matter. Cllr. Burhop declared a personal interest in planning applications 19/0219/FUL as he knew the applicant well, as did Cllr. Zirker in respect of 19/0219/FUL and also 19/0334/FUL.</p>	
19/016	<p><b>To receive and, if thought fit, approve Minutes of previous Ordinary meeting held Monday 28<sup>th</sup> January 2019:</b> <b>Acting Chair proposed approval of the Minutes of the Ordinary meeting held on 17<sup>th</sup> December 2018. Seconded Cllr. Lipczynski. Resolved unanimously and therefore approved.</b> Acting Chair signed the minutes as a true record of that meeting <i>Matters arising from these minutes:</i> None.</p>	

19/017	<p><b>To receive and consider the minutes of the Finance Committee held Tuesday 12th February 2019:</b>  Recommendations and decisions of that Committee, as shown in the minutes, were noted. Matters arising clarified by Chair of that committee, Cllr. Burhop:</p> <ul style="list-style-type: none"> <li>i) Cemetery wall repair update. Quotes still pending.</li> <li>ii) Firework contractor provisionally booked for 8/11/19.</li> <li>iii) s.106 funding agreements. No progress but promised.</li> <li>iv) Additional CPR &amp; AED training at St. Luke's 16/3/19</li> </ul>	
19/018	<p><b>To receive and consider the minutes of the Planning Committee held Tuesday 19th January 2019:</b>  Recommendations and decisions of that Committee, as shown in the minutes, were noted. No matters arising were raised.</p>	
19/019	<p><b>To receive and consider the minutes of the Personnel &amp; Policy Committee also held Tuesday 19th January 2019:</b>  Recommendations and decisions of that Committee, as shown in the minutes, were noted. No matters arising were raised but Cllr. Burhop remarked that the allotments were still great value for money and that the increased water charge was simply to cover the Council's costs from the previous year. No rent increases proposed until 2021.</p>	
19/020	<p><b>Chair's Announcements / Matters of Urgency:</b>  Acting Chair advised that the matter of the pending planning application for the removal of the surgery at King Alfred Way (to be replaced with two additional market value dwellings) was to be considered by EDDC Development Management Committee (DMC) on Tuesday 5<sup>th</sup> March at 10am. Cllr. Burhop was delegated to represent the Council at that meeting in opposition to the proposals as per Council's earlier resolution. Cllr. Ranger (as ward member) would also be in attendance. Public were invited to attend.  Clerk: Please contact EDDC Democratic Services team to ensure that a speaking "slot" is reserved for the Parish Council delegate.</p>	
19/021	<p><b>Financial Matters:</b>  a) <i>To consider payments to be approved for payment for February as per schedule previously circulated and published online.</i>  It was proposed by Acting Chair, seconded by Cllr. Walker, that payments for the sum of £2997.14 in February 2019 be approved. Resolved unanimously.  Clerk: Please make payments for February accordingly.  Acting Chair reminded Clerk to circulate redacted bank statements with the Councillor's financial reports to corroborate the Bank Reconciliation. Clerk: Please action accordingly from hereon in.  b) <i>To consider expenditure made under Chair's / RFO's delegated powers as per adopted Financial Regulations (extant).</i>  As per schedule circulated and published online.  c) <i>To consider and review the financial reports for February 2019 which had previously been published on the Council's public access website.</i> Noted and accepted.  d) <i>Questions relating to financial reports and accounts.</i>  Cllr. Zirker raised a query regarding income figures reported which appeared to differ. Acting Chair clarified that one figure was the current figure for income received, the other was a historic figure as at the end of the previous month. No further questions.</p>	

19/022	<p><b>Planning</b></p> <p><b>a) Applications received for consideration;</b></p> <p>i) 19/0219/FUL – 4 Meadow Drive, NP. EX10 0DN Constr. single storey extension. <i>It was proposed by Cllr. Kemp, seconded by Cllr. Walker, that Council support the application. Resolved 5/0/2 absten. (CB&amp;DZ)</i></p> <p>ii) 19/0302/FUL – Playing Field, Back Lane, NP. EX10 0HA Installation of lighting column, luminaires and assoc. electrical equipment to provide an emergency night landing site for DAAT. <i>It was proposed by Cllr. Zirker, seconded by Cllr. Lipczynski, that Council support the application. Resolved Unanimously.</i></p> <p>iii) 19/0334/FUL – Outer Hanger Lane, NP. EX10 0DB Raising roof height to enable first floor accom. &amp; other alterations <i>Applicant was present and answered questions raised.</i> <i>It was proposed by Cllr. Kemp, seconded by Cllr. Walker, that Council support the application. Resolved 6/0/1 absten. (DZ)</i></p> <p><b>b) Determinations/Decisions;</b> As per published agenda. (18/1823/FUL – Land E. Lynch Head)</p> <p><b>c) Tree Matters;</b> It was agreed that Council would apply to EDDC to accept their offer of a “landmark” tree; preference being a Yew tree to be sited at the Venn Ottery Rd. Cemetery in the green area not earmarked for future burials (to the right of the parking access bay). <i>Clerk: Please contact EDDC (David Colman) to make the necessary arrangements.</i> The planting arrangements for the three trees provided by the Western Power Tree Grant were also discussed and agreed.</p> <p><b>d) Appeal Matters;</b> None advised to Council.</p> <p><b>e) Planning Correspondence;</b> Cllr. Ranger had earlier outlined the proposed changes to EDDC CIL Policy (Community Infrastructure Levy) noting both changes which Council welcomed, but also those which it felt were not beneficial to the parish. Cllr. Burhop believed that the 100% exemption for the developing Cranbrook site unfairly favoured the larger national development companies and, by default, penalised smaller, local ones. <i>It was proposed by Acting Chair, seconded by Cllr. Zirker, that Clerk be delegated to liaise with Cllr. Ranger (as ward member) to create a suitable submission to the consultation unit outlining Council’s reservations and concerns. This response was to be circulated to all Cllrs. prior to final submission to EDDC.</i> <i>Clerk: Please note and action accordingly. Deadline for submission is 22/3/19.</i></p>	
	<b>Business to be considered:</b>	
19/023	<p><b>To consider Casual Vacancy on the Council:</b> Acting Chair reminded Council of current situation and the rules relevant to co-option in the run-up to scheduled parish elections. Clerk confirmed that no applications for nomination had been received as at the date of this meeting. <i>Acting Chair proposed, seconded by Cllr. Kemp, that Council do not actively recruit a replacement for the 11<sup>th</sup> member vacancy &amp; continue as a ten-member Council until the 2<sup>nd</sup> May 2019. Resolved unanimously. Clerk: Please note. No further action req’d.</i></p>	

19/024	<p><b>To consider matters pertaining to Parish and District Council elections on 2<sup>nd</sup> May 2019:</b>  Clerk outlined the timetable issued by the EDDC Returning Officer and confirmed that he would collect the relevant nomination packs from the Honiton HQ on or after 4/3/19 and circulate to member of Council and the public on demand. Clerks had been advised NOT to accept nomination forms back in; these were to be taken to EDDC direct by the individual nominees.  It was agreed that Clerk will create a suitable article/link for the website, social media platform and parish noticeboards.  Clerk: Please note and action accordingly.</p>	
19/025	<p><b>To consider Grant Assessment and Award Policy for 2019/20:</b>  It was proposed by Acting Chair, seconded by Cllr. Zirker, that the existing policy be re-adopted (with amendments to dates therein) and published online for reference. Resolved unanimously.  Clerk: Please note and action accordingly.</p>	
19/026	<p><b>To consider planting at Venn Ottery Rd. Cemetery:</b>  It was suggested that Clerk be delegated to liaise with the NP Gardening Club to seek their respected opinion on a selection of evergreen shrubs and long-blossom roses for planting in the ashes bed in the Garden of Remembrance. The matter could then be considered again with costings etc. at March ORD meeting.  Clerk: Please note and action accordingly.</p>	
19/027	<p><b>To consider matters pertaining to winter resilience:</b>  After discussion, it was proposed by Acting Chair, seconded by Cllr. Zirker, that:  i) A pallet (21 bags of 25kg) of White Road grit Salt be purchased to refill the bins identified around the parish as requiring further supplies (as per Clerk's level table).  ii) Two additional 100L grit bin stores be purchased as a parish amenity and located at Harpford Village (exact location yet to be determined) and at the crossroads at Back Lane and Venn Ottery Road, to service the highway, the allotment access lane and the Cemetery entrance.  Bin for Harpford to be all black in colour; the bin for Cemetery to be black, with a yellow lid.  Expenditure to be taken from General Reserves. Resolved unanimously.  Clerk: Please note and action accordingly.</p>	
19/028	<p><b>To consider matters pertaining to website re: procurement:</b>  Clerk outlined proposal for a sub-page to detail all Council's current projects that required contractors quotes etc. This could be publicised and used to draw in quotations, rather than the Council spending time seeking out contractors.  Cllr. Zirker stressed that all procurement for the Council should be listed, as well as ongoing tenders for longer term contracts etc.  It was therefore proposed by Acting Chair, seconded by Cllr. Zirker, that this sub-page be created by Clerk as website administrator.  Resolved unanimously. Clerk: Please note and action accordingly.</p>	
19/029	<p><b>To ratify Council's support for Pizza Concession (Street Trading) at School Lane car park, Newton Poppleford:</b>  Council had considered this matter on the 28<sup>th</sup> January and had submitted a response to EDDC in order to meet the consultation deadline. It was proposed by Acting Chair, seconded by Cllr. Walker, that Council formally ratify that decision. Resolved Unan.  Clerk: Please note. No further action necessary.</p>	

19/030	<b>Correspondence received, not already circulated to members:</b> None received.	
	<b>Date and time of next ordinary meeting:</b> The next meeting of council will be on Monday 25 <sup>th</sup> March 2019, at 8.00pm at the Newton Poppleford Village Hall.	
	<b><i>With no further business to discuss, Chair closed council meeting at 9.30pm.</i></b>	

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

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