

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council Monthly Ordinary meeting on
Monday 25th March 2019 in Newton Poppleford Village Hall at 20.00hrs

ACTION by:

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| | <p>Present: Cllrs. Jeffery (Chair), Burhop, Dalton, Kemp, Lipczynski, Ranger, Tillotson, Walker and Zirker. (Quorate) Clerk, Paul Hayward. Hon. Footpath Warden, Ted Swan 4 members of the public</p> | |
| Public Forum: | <p>Fire Regulations were outlined to those in attendance.</p> <p>a) Police Report provided and uploaded to website. <i>Issues raised by Councillors re: inconsiderate parking across parish. Clerk to direct enquiries / concerns to PC Lee.</i></p> <p>b) Cllr. Claire Wright was unable to attend and had not submitted a written report for Council</p> <p>c) Cllr. Val Ranger presented her Ward Member report. Published Online.</p> <p>d) P3 report represented by Ted Swan. <i>FP14 Harpford Woods – Steps repaired and in far safer condition. Recent storms had brought down branches which Ted was clearing as he discovered them.</i> Chair once again thanked Ted for his continued and valued work in this respect for the entire parish, seconded by Cllr. Kemp. Clerk advised that a grant of £550 had been received from the Devon County Council P3 scheme for the 2019/20 financial year.</p> <p>e) Questions or representations from public. None</p> <p>Chair closed public forum session of the meeting.</p> | |
| 19/031 | <p>Apologies for absence: Cllr. Downen sent his apologies. Reason noted and approved. Cllr. Claire Wright also sent her apologies.</p> | |
| 19/032 | <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. Planning application 19/0099/LBC was submitted by Councillor who declared an interest in that matter [agenda 19/037a)i)] All Councillors declared a personal interest in that matter as Cllr. Jeffery was known to them.</p> | |
| 19/033 | <p>To receive and, if thought fit, approve Minutes of previous Ordinary meeting held Monday 25th February 2019: Cllr. Burhop proposed approval of the Minutes of the Ordinary meeting held on 25th February 2019. Seconded Cllr. Ranger. Resolved 8/0/1 (absten.) and therefore approved. Chair signed the minutes as a true record of that meeting <i>Matters arising from these minutes:</i> i) Footpath issues at Greendale are being enforced. ii) AED/CPR training event held at church; 38 attendees.</p> | |

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| 19/034 | <p>To receive and consider the minutes of the Finance Committee held Tuesday 12th March 2019:</p> <p>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"> i) Cemetery wall repair update. PCC minutes registered support for the works. Now passes to Diocese / Archbishop. ii) FC recommended no increase in surgery licence fee, matter to be reviewed for financial year 2021/22. iii) s.106 funding agreements. Some progress made but still frustrations that no clear guidance / advice being received from EDDC. iv) 3rd Defibrillator arranged for installation in Harpford village. | |
| 19/035 | <p>Chair's Announcements / Matters of Urgency:</p> <p>Clerk was asked to contact Cavanna Homes to determine if any decisions had been made with regards to their offer of community funding via their Community Benefit Scheme.</p> <p>Council had been asked to give their agreement to a further Street Trading Licence for a mobile food concession at Back Lane. Clerk advised that that, as the matter did not form part of this agenda, no decision could legally be made by Council but an indicative vote was taken which was unanimously in support.</p> <p><i>Clerk: Please note and await further details from EDDC.</i></p> <p>Finally, Clerk advised that DAAT had agreed to forward their grant funding for the Night Landing Project at Back Lane Playing Fields as previously agreed, and Chair signed the Grant Acceptance Agreement on behalf of the Council as per earlier resolution.</p> <p><i>Clerk: Please liaise with DAAT to arrange funds transfer to Council.</i></p> | |
| 19/036 | <p>Financial Matters:</p> <p>Cllr. Burhop declared a pecuniary interest as the recipient of a remittance for reimbursement of expenses on Council's behalf.</p> <p><i>a) To consider payments to be approved for payment for March as per schedule previously circulated and published online.</i></p> <p><i>It was proposed by Chair, seconded by Cllr. Dalton, that payments for the sum of £4322.58 in March 2019 be approved. Resolved 8/0/1 (CB absten.)</i></p> <p><i>Clerk: Please arrange payments for March accordingly.</i></p> <p>Acting Chair reminded Clerk to circulate redacted bank statements with the Councillor's financial reports to corroborate the Bank Reconciliation. <i>Clerk: Please action accordingly from hereon in.</i></p> <p><i>b) To consider expenditure made under Chair's / RFO's delegated powers as per adopted Financial Regulations (extant).</i></p> <p><i>As per schedule circulated and published online.</i></p> <p><i>c) To consider and review the financial reports for March 2019 which had previously been published on the Council's public access website. Noted and accepted.</i></p> <p><i>d) Questions relating to financial reports and accounts.</i></p> <p>None.</p> | |
| 19/037 | <p>Planning</p> <p><i>Chair reiterated her earlier declaration of pecuniary interest as an applicant and left the room; Cllr. Walker took the Chair.</i></p> <p>a) Applications received for consideration;</p> <ul style="list-style-type: none"> i) 19/0099/LBC – The Stables, Hoppins, Southerton, EX11 1SD Installation 15 no. solar panels on rear elevation (south) <p><i>It was proposed by Cllr. Walker, seconded by Cllr. Kemp, that Council support the application. Resolved 8/0/0.</i></p> <p><i>Cllr. Jeffery rejoined the meeting and took the Chair.</i></p> | |

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| | <p>b) Determinations/Decisions; As per published agenda.</p> <p>19/0180/FUL - Approved Standard Time Limit 19/0219/FUL - Approved Standard Time Limit 19/0250/FUL - Approved Standard Time Limit plus a late determination; 19/0302/FUL (Approved with conditions)</p> <p>c) Tree Matters; Clerk reported that EDDC had withdrawn the offer of a Landmark Tree for the parish as the timing for such planting had passed. The scheme will be revisited in Autumn 2019. Clerk was directed to diarise accordingly and resubmit request.</p> <p>d) Appeal Matters; None advised to Council.</p> <p>e) Planning Correspondence; Noted.</p> | |
| | Business to be considered: | |
| 19/038 | <p>To consider request for tree planting on Venn Ottery Green: By unanimous agreement, this matter was referred to the Finance Committee for their consideration and review in light of the financial implications involved. Councillors raised some concerns about the brook bank stability and impact on the surrounding landscape. Clerk: Please note and add to the next FC agenda.</p> | |
| 19/039 | <p>To consider planting suggestions for VOR Cemetery Garden of Remembrance: Council had previously approached NP Gardening Club for their advice on planting at the site. Cllr. Walker outlined a variety of low maintenance yet hardy species that would accentuate the site but not require too much care and attention. It was proposed by Chair, seconded by Cllr. Ranger, that Cllr. Walker be asked to arrange the purchase and planting of the necessary shrubs up to a maximum cost of £100, to come from the Council's Planting Budget. Resolved 8/0/1 (RW absten.) Cllr. Walker; please arrange as above and seek assistance of Council if help needed with planting. Please provide receipts to RFO for reimbursement. Clerk: Please note and arrange for GOR plot to be dug out asap.</p> | |
| 19/040 | <p>To consider arrangements for Parish and District Council elections on May 2nd: Clerk outlined the published timetable and procedural rules for the two elections. Clerk also clarified the nature of "purdah" in relation to the activities of the Parish Council during the election period and especially with regards to any press releases, publicity or social media output. Full details of the Election Notices etc had been published on the Council's website and Facebook page and also printed in hard copy and displayed on parish noticeboards as per statutory requirements.</p> | |
| 19/041 | <p>To consider arrangements for cleaning of WC's in Roberts Way: It was proposed by Cllr. Burhop, seconded by Cllr. Ranger, that this matter be discussed in committee at end of meeting. So resolved. (Please see below after 19/045)</p> | |

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| 19/042 | <p>To consider matters pertaining to St. Luke’s Cemetery Wall: After discussion, it was proposed by Cllr. Burhop, seconded by Cllr. Dalton, that (subject to consent from the Exeter Diocese) the contract be awarded to Contractor A in the sum of £6500 (net) with a further £1000 (net) allowed for purchase of additional bricks if so required. Resolved unanimously. Clerk: Please convey this decision to the successful contractor and outline the ongoing discussions with the Diocese so that a timetable for the works can be agreed upon.</p> | |
| 19/043 | <p>To receive update on Health Questionnaire Data Collection exercise in relation to evidence gathering for planning submission re: planned surgery building within King Alfred Way development (18/2608/OUT): Cllr. Burhop delivered a presentation using the evidence gathered from the submitted questionnaires. The methodology of the data collection was outlined and the results were presented and the conclusions summarised. There was unanimous agreement that the resultant evidence was in accordance with that requested by EDDC DMC and should be used to reinforce Council’s objections to the proposals submitted by the applicant to replace the promised surgery with two more “market-value” dwellings. Cllr. Burhop thanked all those involved in the survey project for their time and energy. Chair thanked Cllr. Burhop for spearheading the task. It was suggested that Cllr. Burhop attempt to make arrangements to meet with representatives of Clinton Devon Estates (CDE) to relay Council’s view on this matter. It was proposed by Cllr. Burhop, seconded by Cllr. Dalton, that Council seek an extension until 15th April 2019 for submission of further evidence to the DMC, and to allow for any meetings with CDE to take place and notes typed and collated. Resolved unan. Clerk: Please contact EDDC Planning immediately to seek this extension to the Consultee Comment submission date. There were further discussion regarding the publication of the survey data on the Council’s website and noticeboards but it was ultimately felt that this may negatively affect any subsequent meetings with the landowner and the proposal was not voted upon. Cllr. Burhop will report back to Council as and when developments warrant.</p> | |
| 19/044 | <p>To consider arrangements for procurements under approved s.106 Play & Sports Capital Deed Agreement signed between NPHPC and EDDC: Clerk updated Council as to ongoing discussions and email communications between the Clerk and the s.106 officer at EDDC. Councillors expressed their deep frustration at the lack of progress and asked Cllr. Ranger (as ward member) if she were able to assist in getting the paperwork signed and finalised at the DC and the funds released so that the play and sports equipment projects (some over 2 years old) could be delivered for the parish. It was agreed that this matter would be referred to the Finance Committee for further review as quotations were received. Clerk: Please note and add to agenda accordingly. Please also liaise with Cllr. Ranger to see if progress can be made at the DC.</p> | |

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| 19/045 | <p>Correspondence received, not already circulated to members: The finalised lease for the WC building in Roberts Way had been forwarded by the Parish Council's solicitors. This was duly signed as required by two Councillors, witnessed by the Proper Officer. Clerk: Please return to Michelmores for lodging with the Land Registry. Please also add a suitable agenda to the next FC agenda to consider the commencement of the tendering process for the refurbishment works and negotiations with EDDC over the issue of betterment terms as per the relevant lease clauses.</p> | |
| | <p>Date and time of next ordinary meeting: The next meeting of council will be on Monday 29th April 2019, at 8.30pm at the Newton Poppleford Village Hall, to immediately follow the Annual Parish Meeting to be held at 8.00pm</p> | |
| | <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 Cllr. Ranger. Resolved unanimously. <i>All members of the public left the room at this point.</i></p> | |
| 19/041 (from earlier) | <p>To consider arrangements for cleaning of WC's in Roberts Way:</p> <p><i>This matter had been deferred from earlier part of the meeting.</i></p> <p>After review, it was agreed to offer an initial 3 month contract to the preferred cleaning contractor at a rate of £12.00 per hour, on the basis of 1hr attendance per day, seven days per week. Clerk be duly delegated to draw up a basic service contract for signature and to arrange purchase of cleaning materials etc as required and to arrange for keys to be collected from previous contractor and passed to new contractor and an initial site handover meeting scheduled accordingly. Performance to be monitored by Clerk and members of Council as often as possible during the initial 90 day trial period. Proposed Chair, seconded Cllr. Burhop. Resolved unanimously. Clerk: Please note and take forward as a matter of urgency.</p> | |
| | <p><i>With no further business to discuss, Chair closed council meeting at 9.40pm.</i></p> | |

Minutes of the Parish Council Monthly Ordinary meeting on Monday 25th March 2019 in Newton Poppleford Village Hall at 20.00hrs

Signed as a true record of the meeting above:

Chair: _____ Date: _____