

# NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

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

**ACTION by:**

	<p><b>Present:</b> Cllrs. Burhop (Chair), Dalton (Vice-Chair), Bilenkyj, Carpenter, Jeffries, Lee, Lipczynski, Tillotson and Walker (Quorate) Cllr. Val Ranger (EDDC) Police representative. Hon. Footpath Warden Clerk, Paul Hayward. 3 members of the public.</p>	
	<p><b>Chair outlined fire regulations and highlighted emergency exits to public and members of Council.</b></p>	
	<p><b>Public Forum:</b> <b>a) Police Representatives.</b> October crime report discussed. Report published on website. Speedwatch update. Question regarding parking on double yellow lines. Chair thanked PC Lee for his attendance. <b>b) County Councillor Report</b> Cllr. Wright was not in attendance and had provided no report. <b>c) District Councillor Report</b> Written copy provided and published online. Cllr. Ranger gave a brief overview and mentioned ongoing issues relating to parish. The issue of parking in the village is to be discussed by Council in the New Year to determine whether the community wishes to retain “free” status on the Roberts Way car park. <b>d) P3 / Hon. Footpath Warden</b> Mr. Swan presented a comprehensive report. Annual P3 survey now pending, for completion by February 2020. Various issues across parish incl. boulders which have fallen into the Back Brook, although no current risk to public exists. Clerk was asked to liaise with the relevant agencies to determine who was responsible for execution and costs of suitable repairs. A query was asked about possible PC contributions towards refreshments for Balsam Bashing events in 2020. Chair suggested that a Grant Application be submitted for consideration given the community benefit involved. Chair thanked Mr. Swan for his continued diligence and enthusiasm. <b>e) Public Representations</b> No questions or representations put forward. <b>With no further representations, Chair closed the Public Forum.</b></p>	
19/162	<p><b>Apologies for absence:</b> Cllr. Chapman (conflicting engagement) Noted and approved. Cllr. Claire Wright (DCC)</p>	
19/163	<p><b>Declarations of Interest made / Dispensation Requests:</b> All members present are, by definition, members of the NPPFF Trustee Board and declare a personal interest in that capacity. Cllr. Tillotson was afforded a dispensation * to discuss and vote upon matters pertaining to parish allotments at the Ordinary meeting held 22/7/19. This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as Allotment Manager. * <i>Localism Act 2011 (s.33)</i></p>	

19/163 Contin.	Other declarations made: In respect of 19/170 (Grant requests received) - Cllrs Lee, Dalton, Bilenkyj, Tillotson and Walker (see later agenda item)	
19/164	<p><b>To consider and, if thought fit, approve minutes of previous Ordinary meeting held Monday 14<sup>th</sup> October 2019:</b>  <b>Chair proposed approval of the Minutes of the Ordinary meeting held on 14<sup>th</sup> October 2019. Seconded Cllr. Walker. Resolved unanimously and therefore approved.</b>  Chair signed the minutes as a true record of that meeting  <i>Matters arising from these minutes:</i>  VOSRA Action List awaited.  New VOSRA Executive Committee recently elected.</p>	
19/165	<p><b>i) To consider and review minutes of previous Finance Committee meeting held Monday 17<sup>th</sup> October 2019:</b>  Noted and reviewed.  <i>No Matters arising from these minutes:</i>  <b>ii) To consider and review matters arising from previous Finance Committee meeting held Monday 21<sup>st</sup> November 2019:</b>  Noted and reviewed.  <i>Minutes of this meeting were not yet available.</i>  <b>iii) To consider and review minutes of previous Planning Committee meeting held Monday 16<sup>th</sup> July 2019:</b>  <b>Chair proposed approval of the Minutes. Seconded Vice-Chair. Resolved unanimously and therefore approved.</b>  <i>No Matters arising from these minutes.</i></p>	
19/166	<p><b>Chair's Announcements / Matters of Urgency:</b>  Chair reminded all present of the Digital Confidence Training Session scheduled for 30<sup>th</sup> November at the Primary School.</p>	
19/167	<p><b>To consider matters pertaining to the recently held Firework Event in the parish:</b>  <b>Chair proposed the suspension of Standing Orders to allow public participation in the debate. So, resolved.</b>  Council had received two letters of complaint which the Clerk was directed to reply to asking both residents to come along and discuss their concerns with Council to see if a compromise could be reached. <b>Clerk: Please note and action accordingly.</b>  Members of the public present said that it was very well run and a positive benefit to the community. Cllr. Bilenkyj stated that a Council run event was safer than forcing multiple smaller events in private gardens, spread over a much longer period thus reducing noise nuisance. Cllrs. Dalton and Lee suggested that Council investigate availability and costs of "silent" fireworks for next years event. Councillors felt that criticism of event as "elitist" was unfair and not reflective of broader public support. Chair advised that attendance was down slightly on 2018 (just short of 600) but that takings were up on the same period. An argument was also put forward that residents would travel in cars to Bicton or Westpoint if no local event held and this simply exacerbates traffic and pollution problems. Financial report considered. Event made a loss of £356 which was met from the existing Event Reserve fund. (452 loss 2018). This was entirely due to increased insurance costs and un-recoverable VAT. There was however a £240 contribution towards NPPFF funds by way of concession fees received.</p>	

19/167 Contin.	<p>Bar takings were significantly reduced and Councillors felt that guests were bringing their own alcohol to the event. This is a matter to be discussed for future events.</p> <p>Chair then outlined the outcome of a meeting he had held with PTFA regarding the misunderstandings and communications between the two parties. It was agreed that Council and PTFA need to work together to rebuild bridges and that negotiations should start a lot earlier in the year between the two parties to allow both sides to agree on whether they wished to join forces on the night for the mutual benefit of all concerned. It was noted that the majority (80%) of the concessionary income did NOT stay in the parish and this was to be regretted. The parish magazine, website, social media and noticeboards could all be used to seek out and invite local groups to show interest in future concessionary stalls. Chair concluded by stating that lessons must be learned from this incident and that Council should always try and take a position where criticism is to be expected but need not necessarily be responded to so as to maintain cordial community relations.</p> <p><i>Clerk: please diarise June 2020 for start of event planning discussions.</i></p> <p><b><i>Chair proposed the resumption of Standing Orders to exclude public participation in the debate. So, resolved.</i></b></p>	
19/168	<p><b>Planning</b></p> <p><b>a)i) Applications received for consideration;</b></p> <p>1) 19/1036/FUL – La Rosetta, High Street, NP. Additional information received re: proposed conversion to residential accommodation. <b><i>Chair proposed the suspension of Standing Orders to allow public participation in the debate. So, resolved.</i></b> <i>After significant debate, with representations for and against the application, and after clarification that the “financial viability” of a restaurant here was NOT the subject of the discussion, it was proposed by Cllr. Walker that Council maintain its objection to the proposal as previously submitted (see EOM19/05iii) on the grounds of loss of economic amenity, overdevelopment of site and failure of applicant to market property in a condition that would attract realistic offers for continued commercial use. Seconded Cllr. Dalton. Resolved 8/0/1 (MJ abstained).</i> <b><i>Chair proposed the resumption of Standing Orders to exclude public participation in the debate. So, resolved.</i></b></p> <p>2) 19/2170/FUL – Harpford Hall, Harpford Enclosure of existing porch area between kitchen and external WC <i>Cllr. Dalton declared a personal interest as a Hall Trustee.</i> <i>It was proposed by Cllr. Tillotson, seconded by Cllr. Lee, that Council supports the application. Resolved 8/0/1 (LD abstained).</i></p> <p>3) 19/2451/FUL – Rose Bungalow, Burrow, NP. Constr. single storey extension. <i>Chair noted Letter of Objection from resident.</i> <i>It was proposed by Cllr. Lipczynski, seconded by Cllr. Jeffries, that Council supports the application. Resolved unanimously.</i></p> <p><i>Continued next page</i></p>	

<p>19/168 Contin.</p>	<p>Clerk: Please submit all comments to EDDC Planning Office as soon as possible.</p> <p><b>a)ii) To ratify applications previously determined under Council's Delegated Authority (as per Standing Orders):</b></p> <p>1) 19/2274/FUL – 41 King Alfred Way, NP Erection of boundary fencing &amp; trellis. <b>Council supported application.</b></p> <p>2) 19/2242/FUL – Slightly Foxed, Venn Ottery. Constr. shed and greenhouse <i>Council is owner of adjacent land.</i> <b>Council supported application.</b></p> <p><b>Chair proposed ratification of both applications. So, resolved.</b></p> <p><b>b) Tree (Planning) Matters;</b> None advised</p> <p><b>c) Determinations/Decisions;</b> As per published agenda and detailed on website.</p> <p><b>d) Appeal Matters;</b> 18/2016/FUL – Garden of Highlands, Capper Close, NP. <i>Appeal against planning refusal by EDDC has been dismissed.</i></p> <p><b>e) Planning Correspondence:</b> Letter circulated re: potential development site in parish (NM).</p>	
<p>19/169</p>	<p><b>Financial Matters</b></p> <p><b>a) To consider and review Financial Reports for November 2019.</b> Noted and reviewed. It was suggested that Finance Committee consider the approval of Direct Debit payments for Water Supplies in the Parish at their next scheduled meeting. Clerk: Please add to that agenda when published.</p> <p><b>b) Questions from members to RFO on these reports.</b> No questions.</p> <p><b>c) To consider and, if thought fit, to approve payments for November 2019.</b> <b>It was proposed by Chair, seconded by Cllr. Walker that payments in the sum of £9483.07 (as published online on the Council's website) be approved for payment. Resolved unanimously.</b> RFO: Please arrange for these payments to be processed and duly authorised.</p> <p><b>d) To consider expenditure under delegated authority.</b> <i>See PTBA schedule. Chair approved payment of £32 for Poppy Appeal post-poppies for display in the village.</i> Clerk was asked to diarise for June 2020 to allow discussion on whether a larger display should be mounted.</p> <p><b>e) To consider matters pertaining to s.106 play and sports funding in the parish.</b> <b>This matter was deferred until January 2020 for further review.</b> Clerk: Please add to January ORD agenda.</p>	

	<b>Business to be considered:</b>	
19/170	<p><b>a) To consider grant applications received (as per recommendations of the Finance Committee meeting held 21/11/19):</b></p> <p><i>See earlier Personal Interest declarations made by members.</i></p> <p>i) Ottery Health Scheme. £400.  <b>Proposed by Chair. Seconded Cllr. Walker. Resolved Unan.</b></p> <p>ii) NP Digital Confidence Project. £100.  <b>Proposed by Chair. Seconded Cllr. Tillotson. Resolved 8/0/1 (AL abstained).</b>  <b>To be paid in two tranches of £50 &amp; £50.</b></p> <p>iii) Senior Citizens Christmas Lunch event. £100.  <b>Proposed by Chair. Seconded Cllr. Lipczynski. Resolved 6/0/3 (CBil, LD &amp; MT abstained).</b></p> <p>iv) NP Youth Club. £500.  <b>Proposed by Chair. Seconded Cllr. Lee. Resolved unanimously.</b>  <b>To be paid in two tranches of £250 &amp; £250.</b></p> <p>v) NP Village Hall. £500.  <b>Proposed by Chair that application be declined as financial assistance had been provided for past 3 years. Seconded Cllr. Lee. Resolved 8/0/1 (RW abstained).</b></p> <p>vi) NP PTFA. £500.  <b>Proposed by Chair that application be deferred in order to obtain further financial information relating to the proposed allotment project. Seconded Cllr. Lipczynski. Resolved unanimously.</b>  <i>Clerk: Please note and action accordingly. Please correspond with all parties to convey decisions above.</i>  <i>Grant Awards are to be paid in December and ratified as per Financial Regulations extant.</i></p>	
	<p><b>b) To consider request from resident for installation of orange warning discs on power lines from Webbers Meadow to Red Bridge to prevent swan injuries:</b></p> <p><b>Proposed by Chair, seconded by Cllr. Jeffries. Resolved unan.</b>  <i>Clerk to liaise with Western Power Utilities to investigate arrangements and costs.</i></p>	
	<p><b>c) To consider matters pertaining to Footpath 1 (Toll House to School Lane) in light of recent s.106 contributions relating to development at King Alfred Way:</b></p> <p><b>Chair proposed the suspension of Standing Orders to allow public participation in the debate. So resolved.</b>  <b>Chair also declared a personal interest as his property is adjacent to Footpath One.</b></p> <p>After lengthy debate, it was agreed that authority be given to Hon. Footpath Warden, Mr. Swan, to liaise with DCC Public Rights of Way team to determine what improvements could be made to the footpath, especially in relation to hardstanding, slopes, steps and boundary fences. Liaison with adjoining landowners will also be required as access and ownership issues currently exist.  <i>Clerk: Please liaise with HFW and DCC to determine best way forward for benefit of community.</i></p>	

19/170 Contin.	<p><b>d) To consider progress of Neighbourhood Plan consultation:</b> Forthcoming consultation events were publicised. Cllr. Dalton reported that public feedback was very positive so far and that thanks should be given to members of the Steering Committee for their hard work and dedication to the project. Noted by all.</p>	
	<p><b>e) To consider proposed dates for 2020 Council meetings:</b> Chair proposed, seconded by Cllr. Dalton, that dates be approved and accepted. Resolved unanimously. Clerk: Please circulate to all members of Council, other authority Councillors, parish representatives and also publish on social media feeds, website and noticeboards.</p>	
	<p><b>f) To consider EDDC consultation of Dog Control Order review:</b> Chair proposed that Council submit a comment accepting renewal of existing DCO area and conditions with no revisions made. Seconded by Cllr. Walker. Resolved unanimously. Clerk: Please action accordingly.</p>	
	<p><b>g) To consider representations and Action Plan from VOSRA:</b> As noted earlier, the executive committee of VOSRA has recently changed and the Action Plan is not yet forthcoming. This matter was therefore deferred until information is available. Clerk: Please note and liaise with VOSRA accordingly.</p>	
19/171	<p><b>Correspondence received, not already circulated to members:</b> As per agenda published.</p>	
19/172	<p><b>Date and time of next meeting:</b> The next meeting of council will be on Monday 23<sup>rd</sup> December 2019, at 8.00pm at the Newton Poppleford Village Hall, this being an Ordinary Meeting of the Council. Cllr. Jeffries gave his advance apologies for absence for both December and January due to conflicting engagements. Clerk: Please note.</p>	
19/173	<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. Dalton. Resolved unanimously. <i>All members of the public left the room at this point.</i></p>	
19/174	<p><b>Matters to be considered in committee:</b> <b>a) To consider outcomes of WC working party:</b> Clerk advised that he had met with architect and the revisions proposed by WC Working Party were being incorporated into the plans for onward forwarding to EDDC Building Control. No further progress likely until New Year. Noted.</p>	

<p>19/174 Contin.</p>	<p><b>b) To receive update from Clerk in respect of recent tree survey as per report previously circulated:</b>  After reviewing report, it was proposed by Cllr. Walker, seconded by Cllr. Jeffries, that Council commission the Tree Warden to undertake a comprehensive parish survey of all trees and hedges on land under Parish Council ownership / control and report back to Council with findings as soon as possible. Cost likely to be £330 for one and a half days' time including compilation of report and assoc. recommendations. Resolved unanimously.  It was also agreed to seek 3 quotes for removal of diseased tree as identified by TW in Back Lane Car Park as a matter of urgency and to delegate to Clerk the approval to proceed based on the quotes received.  Clerk: Please note and action accordingly.</p> <p><b>c) To consider proposals for concessionary use of Back Lane Car Park as per Finance Committee recommendations:</b>  Clerk was asked to seek further information from applicant and report back to Finance Committee for deliberation at their next meeting.  Clerk: Please note and action accordingly.</p> <p>Finally, Clerk was asked to publicise the lighting up of the Parish Christmas Tree on Greenbank and invite a local resident to perform the lighting up duties accordingly. Date scheduled for Friday 6<sup>th</sup> December at 4pm.</p>	
	<p><b><i>With no further business to discuss, Chair closed council meeting at 10.40pm.</i></b></p>	

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

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

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