

# NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council Monthly Ordinary meeting on  
Monday 26<sup>th</sup> June 2017 in Newton Poppleford Village Hall at 20.00hrs

**ACTION by:**

	<p><b>Present</b> Cllrs. Jeffery, (Chair), Burhop, Dalton, Downen, Kemp, Lipczynski, Tillotson, Walker &amp; Zirker. County Councillor, Claire Wright. PC Lee &amp; PS Squires. Honorary Footpath Warden, Ted Swan Clerk and 7 members of the public. (Cllr. Ranger arrived later in the meeting at 9.55pm)</p>	
Public Forum	<p><b>Fire Regulations</b></p> <p><b>Police Report</b> June 2017 – 1 crime reported (none upto 23/6/17) May 2017 – 3 crimes reported. Police officers left the meeting after their report was given.</p> <p><b>County Councillor Claire Wright</b> Cllr. Wright outlined recent developments with DCC Health Scrutiny committee meeting regarding proposed removal of inpatient beds at Seaton and Honiton. Decision on further action was deferred until 25/7 in order that committee could ask further questions of the CCG. Cllr. Wright urged all to make representations to support opposition.</p> <p><b>District Councillor Ranger</b> In Cllr. Ranger’s absence, this item was deferred until later in the meeting (see minute entry 309)</p> <p><b>P3 Warden report</b> Mr Swan reported that the broken footbridge on FP16 is to be repaired very shortly by DCC and that he had carried out a temporary repair to prevent a trip hazard. General footpath clearing was progressing due to accelerated growth of foliage in light of advantageous growing conditions. There had been an unpleasant incident recently where he had been verbally abused by a local resident after cutting back on FP1, which had left him quite shaken. Council asked him to report the incident to the local police authorities as this behaviour is wholly unacceptable given that the work was being carried out by a volunteer under council direction.</p> <p>The “balsam bashing” event went well with several hours of activity taking place but, again, due to accelerated growth, the timetable for removal may need to be brought forward to keep the growth in check.</p> <p>It was suggested that EDDC Ranger Team might wish to come along to NP school to talk to the children about ecology and wild plant species to generate some youthful interest in such matters. <b>VR: Can you discuss feasibility of this project with EDDC?</b></p> <p><b>Public Questions</b> No public questions. Chair closed the Public Forum section of the meeting and moved into Matters to be Considered, as below</p>	<p><b>VR / EDDC</b></p>



292	<p><b>Financial Matters for Consideration</b></p> <p><b>a) Financial reports including receipts and payments for financial year, draft annual return summary, bank reconciliation and cashbook circulated to members.</b></p> <p><b>(P) Chair. (S) Cllr. Burhop. 9/0/0. Approved</b>  Cllr. Zirker asked why Employers NI contribution is only paid quarterly. Clerk advised that it is accrued monthly and paid qrtly. Cllr. Burhop said that the financial reports presented gave all members a true and easy-to-understand snapshot of the council's finances and thanked Clerk for the content and style used.</p> <p><b>b) Payments to be approved as previously circulated.</b>  <b>Proposed Cllr. Burhop. Seconded Cllr. Zirker. 9/0/0. Approved</b></p> <p><b>c) Expenditure under Chairman's delegated authority.</b>  Schedule was circulated to members for reference.  Included within Payment Approved as above.</p> <p><b>d) To receive update on grant applications submitted.</b>  Clerk advised that DCC had awarded NPHPC £950 (net) under the Highway Community Enhancement Fund scheme for works assoc. with Road Warden Scheme and other Highways Projects.</p> <p><b>Clerk to liaise with DCC regarding Chapter 8 training for which expenditure will be required under the HCEF for Personal Protective Equipment.</b></p>	Clerk
293	<p><b>Business to be considered:</b></p> <p><b>a) TO CONSIDER INTERNAL AUDITORS REPORT 16/17</b></p> <p>The report from Beth Webb F.C.A. (Internal Auditor) was previously circulated to members. Finance Sub-Committee has already considered the report and has agreed to implement the recommendations contained therein and investigate items specified.</p> <p><b>It was (P) Cllr. Burhop and (S) Cllr. Zirker that the report be published on the Council website in full for parishioners perusal. 9/0/0. So resolved.</b></p> <p><b>Clerk: Please arrange for Report to be uploaded to website.</b></p>	Clerk
294	<p><b>b) TO CONSIDER, AND IF THOUGHT FIT, APPROVE SIGNING OF SECTION ONE OF THE ANNUAL RETURN FOR 2016/17</b></p> <p><b>It was (P) Cllr. Burhop and (S) Cllr. Zirker that Chair signs Section ONE as presented by Clerk as Council's Governance Statement for the financial year 16/17. 9/0/0. So resolved.</b></p> <p><b>Clerk: please arrange signatures and submit to External Audit.</b></p>	Clerk
295	<p><b>c) TO CONSIDER, AND IF THOUGHT FIT, APPROVE SIGNING OF SECTION TWO OF THE ANNUAL RETURN FOR 2016/17</b></p> <p><b>It was (P) Cllr. Burhop and (S) Cllr. Walker that Chair signs Section ONE as presented by RFO as Council's Accounting Statement for the financial year 16/17. 9/0/0. So resolved.</b></p> <p><b>Clerk: please arrange signatures and submit to External Audit.</b></p>	Clerk

296	<p><b>d) TO CONSIDER MATTERS ARISING FROM RECENT NPPFF TRUSTEE MEETING</b></p> <p>Chair outlined the outcomes of the recent Trustee meeting and the intention of the Council (acting as sole trustee) to seek advice on legal matters, governance and financial matters. Chair advised that council would move into Part B at the end of the Ordinary meeting to discuss matters of confidentiality (see 311)</p>	
297	<p><b>e) TO CONSIDER FORTHCOMING COMMUNITY EVENTS.</b></p> <p>Cllrs. Kemp, Dalton and Tillotson having been meeting regularly to organise a community event, tentatively titled "PopStop" on the 9<sup>th</sup> September 2017 with live music, entertainment, food and family activities, 2pm til 10pm on the Playing Field.</p> <p>Chair thanked those members for their hard work and involvement to date and suggested that an agenda item be added to July's meeting to clarify and agree Council's participation in such an event.</p> <p><b>Clerk to liaise with Cllr. Zirker to ensure that field is free on that day and not allocated to another field hirer already</b></p> <p><b>Cllr. Burhop (P) Cllr. Zirker (S) proposed that, as per 2017/18 budget, £1000 be set aside to cover costs of such an event. 6/0/3 (Cllrs. Kemp, Dalton and Tillotson abstained). So resolved.</b></p> <p><b>County Cllr. Wright left the meeting at this point.</b></p>	Clerk
298	<p><b>f) TO CONSIDER INSTALLATION OF COMPOSTING TOILET AT HUNGER HILL ALLOTMENT SITE ON COUNCIL LAND.</b></p> <p>Cllrs. Tillotson and Zirker both declared personal interests as tenants.</p> <p>Clerk reported that both EDDC planning dept. and building control had expressed no objections nor indicated need for a formal application to permit installation. However, EDDC Environmental Health Dept. had raised concerns over the presence of Human Bio-Waste and its disposal off-site / on-site.</p> <p>It was reported that Sidbury allotment association has recently installed a similar unit and Clerk offered to visit and investigate. Cllr. Tillotson reported that the NP project was fully funded and required no council financial contribution.</p> <p>Proposed location was in community orchard near top gate. Protected access and away from any produce / crops.</p> <p><b>Subject to agreement with EDDC E/H, it was (P) Cllr. Jeffery and (S) Cllr. Walker than council give permission for installation. 7/0/2 (Cllrs. Zirker and Tillotson abstained)</b></p> <p><b>Clerk: please liaise with EDDC E/H and manufacturers to establish correct protocol for resolving waste matter issue. Please visit Sidbury and report back to council asap.</b></p>	Clerk

299	<p><b>g) TO CONSIDER VOLUNTEERS FOR ROAD WARDEN SCHEME</b></p> <p>Cllrs. Ranger and Zirker volunteered for the course, which will be provided by DCC free-of-charge as part of the CRWS agreement recently signed.</p> <p><b>Clerk: please note and contact DCC H/Ways to determine next available course dates.</b></p>	Clerk
300	<p><b>h) TO RECEIVE NOMINATIONS FOR APPOINTMENT TO PLANNING SUB-COMMITTEE</b></p> <p>Cllr. Walker volunteered to sit on this committee.</p> <p><b>Clerk: please note and amend website details</b></p>	Clerk
301	<p><b>i) TO CONSIDER CONSULTATION REGARDING PUBLIC PHONE KIOSK ADOPTION, CHURCH GREEN, NP.</b></p> <p>Only 2 responses have been received to date. Chair notified meeting that the notice inside the kiosk had been removed which may have prevented further responses / community engagement. A member of the public present also suggested a deadline date be added to the notice to prompt early responses.</p> <p><b>Clerk: please add date to notice and re-post. Add to July agenda for further consideration.</b></p>	Clerk
302	<p><b>Update on Neighbourhood Plan / Section 106</b></p> <p>Council received a brief update on current status of the N/Plan. It was agreed to invite Emma to July's meeting to provide a more formal, comprehensive report and to determine the next steps forward.</p> <p>Cllr. Burhop asked that a defined timetable be agreed to allow progress to be monitored and tracked.</p> <p>Additionally, it was suggested that council contacts EDDC to determine funding levels and criteria for S106 spending within the parish.</p> <p><b>Clerk: please note above &amp; liaise with EDDC S106. officers to obtain information requested.</b></p>	Clerk
303	<p><b>To consider Highways Matters</b></p> <p>Chairman reported that members and Clerk had met with EDDC officers to discuss surgery parking in car park, School Lane. EDDC had agreed to provide signage at the space immediately adjacent to the surgery path which requests that users desist from parking there during surgery hours. Situation will be monitored thereafter. Alternative was to implement parking charges / permit system which might exacerbate the parking problems in this part of the parish. Noted by members. Chair also mentioned that EDDC Streetscene team had sprayed the weeds as requested.</p> <p><b>(continued on next page)</b></p>	

<p>303 (Contin.)</p>	<p>There then followed a lengthy discussion regarding the recent road surfacing works on the A3052 which, by general consensus, was badly organised, poorly executed and which caused a great deal of inconvenience, nuisance and damage to residents and road users alike.</p> <p>After contributions by residents and members, it was resolved by unanimous agreement to contact the County Councillor to lodge a formal grievance and to obtain some indications as to any remedial works and follow-up measures.</p> <p><b>Clerk: please note and contact Claire Wright as soon as practicable to seek information as above and to determine why the Hways TTRO notification system appears to no longer work.</b></p> <p>The matter of the Bus Stop at Lower Way, Harpford was also raised as an item on the Action Plan schedule (see 304 below)</p> <p><b>Clerk: please note and contact Claire Wright / Val Ranger to see if DCC and EDDC can provide information as to how this matter is to be progressed, given Stagecoach advice that they have no jurisdiction in this regard.</b></p>	<p>Clerk</p>
<p>304</p>	<p><b>To consider progress with Action List 2017/18</b></p> <p>Chair outlined new style of Action List as circulated. It was agreed that members would provide Clerk with their revisions and amendments so that a central version could be maintained. A priority column is to be added to allow filtering. Finance Committee to be tasked with monitoring progress and completions of maintenance matters at regular intervals in light of expenditure elements involved.</p> <p><b>Clerk: to update list from Minutes as approved. Amend Action List as above and populate with content. Re-circulate to members for review and comment. Add to September agenda for next formal review.</b></p>	<p>Clerk</p>
<p>305</p>	<p><b>Matters considered as urgent by presiding Chairman.</b></p> <p>Letter received regarding provision of bench on Church Green as a memorial to former Councillor, Geoff Tenney. Members were aware that council has already resolved to replace the existing damaged bench with a new unit and it was therefore <b>(P) Chair and (S) Cllr. Kemp that the correspondent be contacted to invite them to donate a suitably worded/sized plaque to be added to the bench in recognition of the service given by Mr. Tenney. 9/0/0. So resolved</b></p> <p><b>Clerk: please convey this decision to correspondent.</b></p>	<p>Clerk</p>
<p>306</p>	<p><b>Correspondence</b></p> <p>Boundary Commission have published final report regarding ward boundaries in East Devon. Newton Poppleford and Harpford parish remains unchanged.</p>	

307	<p><b>Date and time of next ordinary meeting</b> 24th July 2017 at 8.00pm, venue to be decided nearer the date.</p>	
308	<p><b>(Deferred from 291)</b> <b>To consider planning application 17/1130/COU, Littledown Orchard, NP.</b></p> <p>No public participation. Members expressed concerns about the applicants experience in terms of wildlife and conservation and that the application would not be beneficial to the ecology of the parish. Suggestions to contact local sources of beneficial advice have not been taken up. <b>Cllr. Ranger (EDDC Ward Member) arrived at 9.55pm.</b> There were further reservations about the design of the hide and “animal” barn and about the terminology of the application, namely the term “personal use” in relation to the Change of Use consent sought, and the suburbanisation of the site with fences which would not be conducive to promoting and protecting local wildlife. <b>After a lengthy debate, it was (P) Cllr. Jeffery (S) Cllr. Dalton that NPHPC objects (does NOT support) the application as revised. 9/0/1 (Cllr. Ranger abstained in order to enable her to consider this matter as ward member if it comes before DMC)</b> <b>Grounds:</b> 1) That site needs a Wildlife Management / Tree Plan in place. 2) That the proposed size and style of the Hide is out of keeping with the area and may pose a hazard to wildlife. 3) That development is outside of the BUAB contrary to Village Plan. 4) That council considers the designation “personal use” to be too ambiguous and vague and may have the potential to create a harmful precedent for future applications.</p> <p><b>Clerk: please prepare a suitably worded comment for submission to EDDC planning and circulate to members of planning committee for approval before publication.</b></p>	Clerk
309	<p><b>To receive District Councillors Monthly Report</b></p> <p>Cllr. Ranger gave a brief precis of the report but asked that the full version be uploaded to website for perusal and review.</p> <p><b>Clerk: please note and action accordingly.</b></p>	Clerk
	<p><b><i>With no further business to discuss, Chairman closed Part A of council meeting at 10.05pm.</i></b></p>	
310	<p><b>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. Resolved unanimously. Press and Public were thanked for attendance and excluded from meeting room.</b></p>	
311	<p><b>Matters relating to NPPFF as deferred as per minute entry 296.</b> Members agreed to postpone application to DCC Locality Fund until such time as plans and costed financial reports had been produced. Furthermore, it was agreed that all applications for grant funding would be made via the Clerk (acting as Secretary to NPPFF) so as to maintain a central register of such applications.</p>	



# **NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL**

Minutes of the Parish Council Ordinary meeting on  
Monday 26th June 2017 in the NP Village Hall at 20.00hrs

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

Chairman: \_\_\_\_\_ Date: \_\_\_\_\_