

# NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council Monthly Ordinary meeting on  
Monday 29<sup>th</sup> April 2019 in Newton Poppleford Village Hall at 20.00hrs

**ACTION by:**

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|        | <p><b>Present:</b><br/>Cllrs. Jeffery (Chair), Burhop, Dalton, Downen, Kemp, Lipczynski, Ranger, Tillotson, Walker and Zirker. (Quorate)<br/>Clerk, Paul Hayward.<br/>(Cllr. Wright arrived during the meeting – see 19/053)<br/>Hon. Footpath Warden, Ted Swan<br/>14 members of the public</p>   |  |
| 19/046 | <p><b>Apologies for absence:</b> None</p>  |  |
| 19/047 | <p><b>Declarations of Interest made:</b><br/>All members present are, by definition, members of the NPPFF Trustee Board and declare a personal interest in that capacity.<br/>Cllr. Burhop declared a personal interest in planning application 19/0778/FUL &amp; 19/0587/FUL as a near neighbour to the applicant and also in 19/0799/FUL as he is an acquaintance of applicant.</p>  |  |
| 19/048 | <p><b>To receive and, if thought fit, approve Minutes of previous Ordinary meeting held Monday 25<sup>th</sup> March 2019:</b><br/><b>Cllr. Burhop proposed approval of the Minutes of the Ordinary meeting held on 25<sup>th</sup> March 2019. Seconded Cllr. Kemp. Resolved unanimously and therefore approved.</b><br/>Chair signed the minutes as a true record of that meeting<br/><i>Matters arising from these minutes:</i><br/>Planning Application for KAW (2 dwellings) has not yet been scheduled for DMC. Clerk and Cllr. Ranger asked to liaise to ensure Council can attend when scheduled.</p>  |  |
| 19/049 | <p><b>To receive and consider the minutes of the Planning Committee held Friday 12th April 2019:</b><br/>Recommendations and decisions of that Committee, as shown in the minutes, were noted.</p>   |  |
| 19/050 | <p><b>To receive and consider the minutes of the Finance Committee held Tuesday 16th April 2019:</b><br/>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. Clerk asked to chase Diocese for licence consent approval to ensure early start to works.</li> <li>ii) Grounds contractor asked to provide report on tree cople at VOvg.</li> <li>iii) Clerk confirmed that Night Landing Site was installed and had gone live with DAAT.</li> <li>iv) No response from Cavanna Homes re: community benefit fund offer.</li> </ul> |  |
| 19/051 | <p><b>Chair's Announcements / Matters of Urgency:</b><br/>Council had received correspondence from DCC Highways for 4 areas where Traffic Orders were proposed. Council welcomed the movement towards these works but regretted that other areas had been omitted (mindful of the time it takes to add more). Chair asked Cllrs. and public to submit their "wish list" to Council via the Clerk and these can then be compiled and submitted afresh via HATOC and the County Cllr. (Claire Wright). Chair proposed support for the four sites suggested. Seconded by Cllr. Burhop.<br/>Resolved 9/0/1 (abstention).<br/><b>Clerk: Please reply to DCC HW advising them of Council's support.</b></p>            |  |

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|        | <p><b>Chair proposed that agenda item 19/053 be brought forward for discussion. So resolved.</b><br/> <i>Cllr. Wright arrived at this part of the meeting.</i></p>  |  |
| 19/053 | <p><b>Planning</b></p> <p><b>a) Applications received for consideration;</b><br/> i) 19/0799/FUL – Sunnybank, Millmoor Lane, NP. EX10 0EU<br/> Constr. external staircase and insertion of rooflights<br/> Applicant was present during consideration.<br/> <i>It was proposed by Chair, seconded by Cllr. Burhop, that Council support the application. Resolved unanimously.</i></p> <p>ii) 19/0778/FUL – Land south of Farthings, NP. EX10 0EW<br/> Installation of solar array (15 panels) mounted on two frames<br/> Applicant was present during consideration and was invited to make a representation by Chair.<br/> <i>It was proposed by Chair, seconded by Cllr. Kemp, that Council support the application. Resolved 7/0/3 (absten.)</i></p> <p>iii) 19/00587/FUL – Farthings, NP. EX10 0EW *<br/> Erection of Garden Office with assoc. storage in relation to previous application 17/1664/FUL<br/> Applicant was present during consideration and was invited to make a representation by Chair.<br/> <i>It was proposed by Cllr. Burhop 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 Chair. Resolved unanimously.</i><br/> 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. Please seek extension of comment submission deadline with EDDC to 21<sup>st</sup> May 2019.</p> <p>* <i>Erroneously shown as 19/0778/FUL on agenda.</i></p> <p><b>b) Determinations/Decisions;</b><br/> As per published agenda.</p> <p>19/0334/FUL - Approved Standard Time Limit</p> <p><b>c) Tree Matters;</b><br/> None advised to Council.</p> <p><b>d) Appeal Matters;</b><br/> None advised to Council.</p> <p><b>e) Planning Correspondence;</b><br/> EDDC Draft Affordable SPD Consultation response.<br/> It was agreed that Chair, Cllr. Burhop and Cllr. Ranger (as Ward member) would liaise to formulate a response to the LPA.</p> <p><b><i>Eight Members of the public left the room at this point.</i></b></p> |  |
| 19/052 | <p><b>Financial Matters:</b></p> <p><i>a) To consider payments to be approved for payment for April 2019 as per schedule previously circulated and published online.</i><br/> <i>It was proposed by Cllr. Burhop, seconded by Cllr. Zirker, that payments for the sum of £6387.30 in April 2019 be approved. Resolved unanimously.</i><br/> Clerk: Please arrange payments for April accordingly.</p>   |  |

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|        | <p>b) To consider expenditure made under Chair's / RFO's delegated powers as per adopted Financial Regulations (extant).<br/>As per schedule circulated and published online.</p> <p>c) To consider and review the financial reports for April 2019 which had previously been published on the Council's public access website. Noted and accepted.</p> <p>d) Questions relating to financial reports and accounts.<br/>None.</p> <p>e) Update from RFO on Internal and External Audit arrangements. RFO reported that the Internal Audit papers were currently with the IA and that all papers would be available for full sign-off at the May Annual Meeting.</p> <p>f) To consider and, if thought fit, approve the Annual CIL Statement for 2018/19<br/>Chair proposed approval. Seconded Cllr. Dalton.<br/>Resolved unanimously.<br/>Clerk: please arrange publication of CIL Statement on website.</p> <p>g) To consider and review the Parish Council's Asset Register as at 31/3/19:<br/>Noted.<br/>Clerk: please arrange publication of Asset Register on website with other statutory financial documents (after May Annual Meeting held)</p> |  |
|        | <p><b>Chair proposed that standing orders be temporarily suspended to allow meeting to hear from Cllr. Wright (DCC). So Resolved.</b><br/>Subjects covered:<br/>Four Elms Hill (FEH) / Road Safety Survey / DCC HATOC<br/>Spotlight Review re: unpaid carers in Devon<br/>Road junction at Halfway Inn. No progress.<br/>Cllr. Burhop stated that this Highway Hot Spot was the next to be dealt with after FEH was resolved<br/>Clerk: Please liaise with adjoining Councils to see if a concerted effort can be agreed upon to seek improvements</p>  |  |
|        | <p><b>Business to be considered:</b></p>  |  |
| 19/054 | <p><b>To consider and review revised standing orders as per PPC recommendations (with reduced quorum):</b><br/>Proposed by Chair, seconded Cllr. Burhop.<br/>Resolved unanimously.<br/>Clerk: Please note and publish online immediately.</p>   |  |
| 19/055 | <p><b>To consider draft Business Continuity Plan:</b><br/>Chair proposed adoption of the substantive BCP with a review after 6 months to take into account further considerations. Seconded Cllr. Burhop. Resolved unanimously.<br/>Clerk: Please note and publish and circulate to all members of the Council.</p>   |  |
| 19/056 | <p><b>To consider arrangements for possible co-options as a result of recent Declarations of Uncontested Elections:</b><br/>Clerk outlined the legal position regarding co-options in the event that the Parish Council was uncontested and seats remained unfilled. Clerk is seeking clarification from EDDC Electoral Services with regards to Venn Ottery ward where there were no candidates whatsoever. Clerk to report back to Council. Please add the matter of co-options to the May Annual Meeting agenda.</p>   |  |

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| 19/057 | <p><b>To consider and review Council's Ethical Policy as per PPC recommendation:</b><br/> Proposed by Chair, seconded Cllr. Burhop.<br/> Resolved unanimously.<br/> Clerk: Please publish on website as soon as possible.</p>  |  |
| 19/058 | <p><b>To ratify recommendation of Finance Committee to proceed with quote from Contractor M for the extension of the play area safety fencing to be funded by s.106 grant contributions (EDDC):</b><br/> It was proposed by Chair, seconded by Cllr. Burhop that Council ratifies this recommendation in the sum of £4699 net. Resolved unanimously.<br/> Work has been provisionally scheduled to begin 11/07/19<br/> Clerk: Please convey this decision to the successful contractor and seek clarification and confirmation of the proposed start date for the installation works.</p>  |  |
| 19/059 | <p><b>To receive update as to remaining s.106 play and sports funded projects:</b></p> <p>It was proposed by Chair that Council seek a written process document from EDDC to establish the exact method for submission of quotes, community consultation and the timetable for these processes before deciding on the new equipment for the play area. In the matter of the Play Gazebo, this matter was to be discussed at the next meeting of Council once clarification obtained from EDDC that there was no further impediment to the order being placed.<br/> Clerk: Please note and action accordingly. Please liaise with EDDC s.106 officer and seek the information as above.</p> |  |
| 19/060 | <p><b>Correspondence received, not already circulated to members:</b><br/> None.</p>   |  |
|        | <p><b>Date and time of next meeting:</b><br/> The next meeting of council will be on Monday 20<sup>th</sup> May 2019, at 8.00pm at the Newton Poppleford Village Hall, this being the Annual Meeting of the Council. The meeting is held a week earlier than usual due to the Bank Holiday on the 27<sup>th</sup> and also the statutory requirements with regards to convening meetings in an election year.</p>  |  |
| 19/061 | <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. Walker. Resolved unanimously.<br/> All members of the public left the room at this point.</p>  |  |
| 19/062 | <p><b>To consider Staff Performance Review:</b><br/> Cllr. Ranger had circulated the completed SPR to all members of Council on a confidential basis. There were no questions put to Cllr. Ranger in her role as Chair of Policy &amp; Personnel Committee.</p>  |  |
|        | <p><b><i>With no further business to discuss, Chair closed council meeting at 10.00pm.</i></b></p>   |  |

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

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