

## NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the remotely held Parish Council Monthly Ordinary meeting on Monday 29<sup>th</sup> June 2020 at 7pm via Zoom Webinar Platform as per legislation contained within section 78 of the Coronavirus Act 2020 \* (meeting also “livestreamed” to Council’s Facebook Page)

**ACTION by:**

	<p><b>Present (remotely):</b>                  Cllrs. Burhop (Chair) [arrived 7.15pm], Dalton (Vice-Chair), Bilenkyj, Carpenter, Chapman, Hughes, Lipczynski, Tillotson and Walker (Quorate)                  Clerk, Paul Hayward.                  EDDC Cllr. Val Ranger                  Hon. Footpath Warden                  3 members of the public (via Zoom link, multiple viewers on Facebook)</p>	
	<p style="text-align: center;"><b>In the absence of Cllr. Burhop, Cllr. Dalton took the Chair and proposed an adjournment of 10 minutes to the start of the meeting to allow other members to attend in remote session. Resolved with one abstention.</b></p>	
	<p style="text-align: center;"><b>At 7.10pm, Cllr. Burhop had not yet logged into the virtual meeting, and so Acting Chair proposed that meeting would begin without Cllr. Burhop present. Resolved unanimously.</b></p>	
	<p style="text-align: center;"><b>Acting Chair welcomed all Councillors, and members of the public to Council’s May Ordinary ‘virtual’ meeting, made necessary by the current CV-19 situation which requires social distancing measures, held in accordance with Clause 78 CA 2020 *</b></p>	
	<p><b>Public Forum:</b></p> <p><b>a) Police Representative.</b>                  No Police Report had been received.</p> <p><b>b) County Councillor Report.</b>                  No County Councillor report had been received.</p> <p><b>c) District Councillor Report.</b>                  Written copy provided and published online.                  Cllr. Ranger answered questions from members of Council and from the public.</p> <p><b>d) P3 / Hon. Footpath Warden.</b>                  Hon. Footpath Warden gave a verbal report including:</p> <p>Repairs to FP3 (see previous minutes)                  Update on path maintenance across parish.                  Update re: FP17 and the issue of “historic use” of the Green Lane;                  Mr Swan to liaise with Cllrs. Dalton and Tillotson to obtain evidence to support those historic claims.                  Himalayan Balsam project ongoing (but constrained by CV-19) and timetable in place for CDE liaison and community pulling;                  Cllr. Hughes asked about tree planting and HB suppression.                  Mr Swan felt that a better answer could be given in December.</p>	

	<p><b>Public Forum (continued from page 1)</b>  <i>Cllr. Burhop was present from 7.15pm and assumed the Chair, thanking Vice-Chair Cllr. Dalton for covering for his temporary absence.</i></p> <p><b>e) Public Representations and questions.</b>  Representations from a parishioner as below:</p> <p>i) Provision of 30mph stickers (approx. 30cm sq.) to all High Street addresses to be affixed to wheeled waste bins and recycling boxes to provide a visual amenity to passing drivers as they travel through village. Clerk was asked to investigate costs and report back to Finance Committee.  Clerk: Please note and action accordingly</p> <p>ii) School Lane verges are unkempt. Can they be trimmed at Council's expense? This matter was deferred to Fin.Comm. to consider as part of ongoing Grounds Maintenance Tender.  Clerk: Please add to FC agenda consideration.</p> <p>iii) Possibility for a skate park / bike ramp-run as a parish youth amenity sited within Webbers Meadow? This matter was deferred to both CCE Working Party and Fin.Comm. to consider further.  Clerk/Cllr. Bilenkyj: Please add to respective agendas.</p> <p>Chair asked Cllr. Bilenkyj about ongoing MUGA project.  Cllr. Bilenkyj responded that Covid19 crisis has delayed any further progress but as restrictions ease, additional site meetings can take place. Noted. Chair asked that this matter be considered at July ORD meeting.  Clerk: Please note and add to agenda accordingly</p> <p>Mr. Swan raised the issue of horses using Webbers Meadow.  Clerk advised that signs had been ordered and will chase up delivery and installation. The issue of parking in front of the access gates was also raised and Clerk was directed to source suitable signage using his delegated authority in light of public safety issues.  Clerk: Please note and action accordingly.</p> <p><b>With no further representations, Chair closed the public forum.</b></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk Cllr. Bilenkyj</p> <p>Clerk</p> <p>Clerk</p>
20/058	<p><b>Apologies for absence:</b>  None received.</p>	
20/059	<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.</p> <p>Cllr. Tillotson was afforded a dispensation * at the Ordinary meeting held 22/07/2019 to discuss and vote upon matters pertaining to parish allotments. 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> <p>Cllr. Hughes was afforded a dispensation * at the Ordinary meeting held 18/05/2020 to discuss and vote upon matters pertaining to trees. This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of his personal and disclosable pecuniary interests as owner of Bowhayes Trees Ltd.  * <i>Localism Act 2011 (s.33)</i></p> <p>No further declarations made. Chair reminded all members that further declarations could be made during the meeting if necessary</p>	

20/060	<p><b>To consider and, if thought fit, approve minutes of previous Ordinary meeting held Monday 18<sup>th</sup> May 2020:</b>  <b>Chair proposed approval of the Minutes of the Ordinary meeting held on 18<sup>th</sup> May 2020. Seconded Vice-Chair.</b>  <b>Resolved unanimously and therefore approved.</b></p> <p>Chair was unable to sign the minutes as a true record of that meeting and therefore this action has been deferred until such time as it is possible.</p> <p><i>Matters arising from these minutes:</i>  Footpath 17 repairs ongoing (see earlier P3 minutes)  Himalayan Balsam works in parish  Digital Confidence sessions postponed due to CV19  Hand Sanitiser Dispenser supplies – Clerk updated Council re: supplier delays due to excessive demand nationally.</p>	
20/061	<p><b>To consider, and review the recommendations from, the minutes of Finance Committee meeting held Tuesday 26<sup>th</sup> May 2020:</b></p> <p>Reviewed and noted.</p> <p><i>To consider matters arising from these minutes.</i>  CCTV installation. Chair to take forward with local contractor  Unity Trust Bank application progressing  Grant applications considered and approved (see agenda below)  Risk Assessment completed by FC. (see below for ratification).</p>	
20/062	<p><b>To consider, and review the recommendations from, the minutes of Finance Committee meeting held Tuesday 23<sup>rd</sup> June 2020:</b></p> <p>Reviewed and noted.</p> <p><i>To consider matters arising from these minutes.</i>  Underspend on CV-19 resilience measures, against grants rec'd  Chair explained all action points to Councillors chronologically.</p>	
20/063	<p><b>Chair's Announcements / Matters of Urgency / Statement on ongoing CV-19 situation:</b></p> <p>Chair gave a further verbal report to Council.  Thanked all involved with the parish CV-19 response measures.  Highlighted need for personal responsibility and safety precautions.  New challenges will arise as hospitality and other parts of the economy unlock.  Chair expressed his disappointment that some sectors of the economy were not receiving support espec. the Arts.  RFO provided a summary of reserves held for CV-19 resilience which equates to £469 as at time of the meeting after all payments made.  Cllr. Bilenkyj enquired about the possibility of an outdoor cinema screening on the playing fields. Clerk was asked to make enquiries of Exmouth TC and EDDC, who are both believed to have undertaken the same in recent years. Clerk replied that most of these were now restricted due to social distancing regulations but that he would enquire further.  <b>Clerk: Please note and action accordingly.</b></p>	

20/064	<p><b>Planning Matters to be considered:</b></p> <p><b>a) To consider planning applications received:</b></p> <p>i) 20/1057/FUL – Warren House, Exmouth Road, NP. EX10 0BE Single Storey extension, alterations and rendering to brickwork <i>Chair declared a personal interest as an acquaintance.</i> Chair confirmed that a site visit had been undertaken by members of the Council.</p> <p><i>It was proposed by Vice-Chair, seconded by Cllr. Walker, that Council support this application. Resolved 8/0/1 (Cllr. Burhop abstained)</i></p> <p>ii) 20/0903/FUL – Rostrevor Cottage, Burrow. NP. EX10 0BP Demolition of existing rear entrance lobby area and constr. of replacement single storey extension. Chair confirmed that a site visit had been undertaken by members of the Council.</p> <p><i>Chair proposed, seconded by Cllr. Carpenter, that Council supports this application but wished to add that it would hope that the design specifications were sympathetically followed in order to enhance the surrounding area. Resolved unanimously.</i></p> <p><b>b) To consider planning applications received after primary agenda publication, and published on a supplementary agenda as per Clause 78 legislation and previously circulated to members of Council:</b></p> <p>i) 20/1288/TRE – Otter Dene, Venn Ottery. EX11 1SG T1. Scotch Pine. Remove broken branches (improve form) T2. Ash. Branch trimming and shortening (reduce breakage)</p> <p><i>Chair proposed, seconded by Cllr. Hughes, that Council supports this application. Resolved unanimously.</i></p> <p><i>Clerk: Please convey these consultee comments to EDDC as soon as possible please.</i></p> <p><b>c) Tree (Planning) Matters;</b> None advised</p> <p><b>d) Planning Determinations/Decisions;</b> None advised</p> <p><b>e) Appeal Matters;</b> 19/1999/FUL – Conversion of Barn south of Grange Farm APP/U1105/W/20/3248033. Appeal allowed.</p> <p>Chair outlined background and noted Council's prior objection to the application. Noted.</p> <p><b>g) Planning Correspondence:</b> Clerk outlined correspondence received earlier today re: GESP and the EDDC "call for sites" preliminary allocations earmarked. Noted.</p>	Clerk
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20/065	<p><b>Financial Matters</b></p> <p><b>a) To consider and review Financial Reports for June 2020:</b> Noted and reviewed. Chair highlighted key points.</p> <p><b>b) To consider and, if thought fit, approve payments for June 2020 (as previously circulated to members of Council):</b> Substantive payment total £6047.75. Chair highlighted main areas of expenditure. <b>Chair proposed. Seconded by Cllr. Tillotson. Resolved unanimously.</b> RFO: Please arrange for these payments to be made accordingly.</p> <p><b>c) Questions to RFO on these reports:</b> None raised.</p> <p><b>d) To consider substantive Risk Assessment for the Parish Council as recently reviewed by Finance Committee and put forward to Council for formal approval:</b> Chair noted that changes made were not material ones and that the Finance Committee had reviewed each area and made changes and revisions where necessary. <b>Chair proposed that the substantive Risk Assessment be approved. Seconded Vice-Chair. Resolved unanimously.</b></p> <p><b>e) To ratify recommendation of Finance Committee meeting held 26<sup>th</sup> May 2020 to make a grant of £1000 to the Newton Popleford Playing Field Foundation:</b> Chair reminded all Councillors that they are also members of the Trustee Board of that charity. Noted and declarations already made (see 20/059). Grant is to cover ongoing maintenance costs of the Pavilion building and that grant award was in accordance with Council’s published Grant Award Policy. <b>Chair proposed that the grant award be paid in the full sum of £1000. Seconded Cllr Lipczynski. Resolved; 6 votes for, 0 against and 3 abstentions (Cllrs. Bilenkyj, Dalton and Tillotson)</b> RFO: Please arrange for this grant award to be paid in July and included within the schedule of payments to be approved.</p>	<p>RFO</p> <p>RFO</p>
20/066	<p><b>To review Parish Council’s Action Plan (v.20) as recently reviewed and revised by Finance Committee:</b> Noted. Some minor wording amendments suggested and implemented by Clerk. No further action necessary. Clerk: Please add to Fin.Comm. agenda periodically for further review and amendments / additions / deletions.</p>	<p>Clerk</p>
	<p><b>Business to be considered:</b></p> <p><b>Continued on next page</b></p>	

20/067a)	<p><b>a) To note the proposed sale of the land at King Alfred Way, formerly earmarked as site for a community GP surgery; Council to consider whether making a formal representation regarding the matter to Clinton Devon Estates:</b></p> <p>Chair provided a precis of recent events and the timeline that has resulted in the proposed sale of this land to a 3<sup>rd</sup> party.  Cllr. Hughes put forward an alternative perspective on how the Council might approach this thorny and contentious issue.  Several Councillors spoke in favour of the new approach, whilst others felt that the landowners had not made good on earlier promises to the NP&amp;H community and were unlikely to do so in the future.  Cllr. Bilenkjy wondered whether Council’s representation could seek funding (as mitigation for the loss of the site) for community tree planting elsewhere in the parish.  Cllr. Lipczynski felt that the Parish Council could try and be seen as the “peacemaker” in negotiations and discussions rather than always as the protagonist, a view challenged by some Councillors given the history of the site.  Chair asked for suggestions as to where some community funding from CDE might be spent. Suggestions included:</p> <p><i>Tree Planting</i>  <i>MUGA improvements</i>  <i>Skate Park / Bike track (ramped)</i>  <i>Red Bridge replacement / refurbishment</i>  <i>Footpath improvements on A3052 road bridge</i>  <i>Surgery waiting room / consulting room improvements</i>  <i>Additional village facilities for all residents</i></p> <p>Chair concluded by summing up his view that the community was particularly angry and upset by these recent developments and press coverage and that the (now-withdrawn) surgery building was originally offered as a community gift (earlier DMC meeting refers) and then offered subsequently on commercial lease terms, but that despite the Parish Council wishing to negotiate on those terms, the matter had been taken to appeal without any further meetings of the Parish Council with the 3<sup>rd</sup> party despite many approaches by the PC.  Vice-Chair stated that adverse press reaction seemed to have no effect on any negotiations nor elicit any further movement from the 3<sup>rd</sup> party.  After further discussion, with contributions by members with diametrically opposing views, <b>the Chair recognised that the present Council wished to take a different approach to previous members and that he was duty bound as Chair to recognise this new position. Therefore, Chair proposed that a letter be drafted by he and the Clerk as soon as possible, encompassing all of the views expressed by members, and seeking a meeting to discuss financial support for the parish to contribute towards the projects listed above and others. Resolved; 7 votes for, 0 against and 2 abstentions (Cllrs. Dalton &amp; Tillotson).</b>  Chair / Clerk: Please note and prepare a draft letter accordingly, to be circulated to all Councillors before signature.</p>	Chair/Clerk
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<p>20/067b)</p>	<p><b>b) To consider recommendations of the Finance Committee with regards to the WC facilities in Roberts Way, NP and to agree a plan of action for the re-opening of this public amenity:</b>  A lengthy discussion ensued amongst members of Council.</p> <p>Questions / views raised:  <i>Numbers of users per day (RW)</i>  <i>How often does WC need to be cleaned per day? (LD)</i>  <i>4 times per day is the EDDC method currently (MC)</i>  <i>Does the WC being open have wider public interest considerations in terms of health and wellbeing? (Chair)</i>  <i>Could just the RADAR facility be re-opened to minimise costs? (MT)</i>  <i>Can the CCTV records provide evidence for usage no's? (RW)</i>  <i>Could refurbishment be enhanced to provide touch-free facilities and equipment? (Chair)</i>  <i>Estimated duration of a major refurbishment project incl. all planning, permissions, consents and works – 9/12 months (Chair)</i>  <i>Could Pavilion external WC's be opened too as a supplementary option for users? Additional costs of cleaning those too? (RW)</i>  <i>Council has reserves to use in emergencies – this constitutes an emergency in my view (Chair)</i></p> <p><i>It was proposed by Chair, seconded by Cllr. Tillotson, that the public WC's in Roberts Way be re-opened as soon as possible subject to increased frequency of cleaning, sourcing a cleaning contractor to undertake those works, and also regular deep cleans, preparation and completion of a Risk Assessment, provision of hand sanitiser units, gel and paper towels and dispensers, and cleaning to be undertaken on a 7-day per week basis. Resolved unanimously.</i></p> <p><i>Clerk: Please note and action accordingly. Please refer this matter back to the next Finance Committee meeting with costs for the above conditional actions. Please circulate formal guidance to members as received from 3<sup>rd</sup> party / external sources.</i></p> <p><i>Cllr. Tillotson advised the meeting that the allotment tenants had agreed between them that the eco-toilet at the allotment site should remain closed due to the significant risk of CV-19 infection given the fact that the waste disposal was water-free and requires a great deal more human involvement to deal with.</i></p> <p><i>9.00pm; At this point, the Chair's internet connection failed and he left the "remote" meeting. Cllr. Dalton assumed the Chair once again.</i></p> <p><i>Acting Chair proposed that the allotment eco-toilet remain closed for the time being. Seconded Cllr. Bilenkyj. Resolved unan. (8/0/0)</i></p> <p><i>Cllr. Burhop re-joined the meeting at 9.05pm and assumed the Chair.</i></p> <p><b>Continued Overleaf – 20/067c)</b></p>	<p>Clerk</p>
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20/067c)	<p><b>c) To consider report from Climate Change Emergency Working Party; Cllr. Bilenkyj to report:</b>  Cllr. Bilenkyj provided a report to Council on recent activity within the working party, that group having met recently in a social-distant manner (without Mr. Jeffries who sent his apologies).</p> <p>Ideas and thoughts on tree planting and habitat conservation were put forward, including the willow copse on Webbers Meadow (2) and the cessation of the mid-season grass topping cut on Webbers Meadow (1&amp;2) which would have dual effects; protecting the ecology of the area, and reducing Council's Grounds Maintenance costs. Cllr. Hughes elaborated on these points and highlighted the Co2 benefits to the parish environment and the overall improvements to parish amenity and aesthetic.</p> <p>He was minded to advise that a great deal of the works could not be done until Autumn / Winter and that they were likely to cost a fair amount, although grants may be available (subject to application). The planting of willow both as an amenity and as a potential source of revenue through Biomass Fuel production was certainly to be explored.</p> <p>Cllr. Carpenter commented that Sand Martins had been seen too. Cllr. Bilenkyj will provide a further report to the July meeting and asked that some of the expenditure proposed above be incorporated into the letter to CDE seeking community financial support. Cllr. Bilenkyj also intended to liaise with Cllr. Cathy Gardner (Sidmouth) who has been working on projects involving wildflower planting and re-wilding.</p> <p>Other matters discussed at this stage of the meeting:  <i>Air quality tests in the village / undertaking of a CO2 test in parish</i>  <i>Potential for a "Repair Café" in the Pavilion once that re-opens.</i>  Chair reminded members that funds were set aside in this years budget for tree planting and similar eco-projects.</p> <p>Cllr. Bilenkyj – please provide report in July as mentioned above.</p>	Cllr. Bilenkyj
	<p><i>Chair proposed that Standing Orders be suspended to allow non-members to speak on following agenda items.</i>  <i>Resolved unanimously.</i></p>	
20/067d)	<p><b>d) To consider matters pertaining to parish footpaths (P3) and, in particular, consider outcomes of the meeting between DCC Cllr. Wright and DCC officers in respect of the Red Bridge at Harpford:</b></p> <p>Cllr. Ranger (EDDC ward member for NP&amp;H) gave a short summary of the recent meeting on site (undertaken according to CV-19 social distancing regulations) between Cllr. Wright, herself, the Hon. P3 warden and 2 DCC Public Rights of Way officers.</p> <p>DCC have offered to repair the western side of the bank and a smaller repair to the eastern bank (Harpford village side). This will require the consent of the landowner and will need to be completed by September as the bridge may well not survive another Autumn/Winter season unless repairs are completed beforehand. This work has been made possible by virtue of additional central funds that DCC has received in recent months.</p> <p><b>Continued overleaf</b></p>	



<p>20/067d) Continued</p>	<p>This news was warmly received by members of Council. It was also noted that a local petition was to be initiated to prove additional community support for the preservation of the crossing.</p> <p>It was also suggested that Council formally write to Cllr. Wright to offer their support for the urgent repair works. <b>Proposed by Chair, resolved unanimously.</b> Clerk/Chair: Please draft and circulate to all members before sending to Cllr. Wright.</p>	<p>Chair/Clerk</p>
<p>20/067e)</p>	<p><b>e) To consider Council’s response (and proposed actions) to Devon County Council’s “Doing what matters” consultation, which relates to parish highways:</b> It was noted that due to the timing of the consultation (and the deadline response date) was unduly affected by the early meeting of the Parish Council in June. It was proposed that Clerk be directed to seek an extension of the deadline to allow a longer review of the consultation document and preparation of a formal response. Clerk: please action accordingly and liaise with DCC Highways Officer. Please circulate consultation document again and ask all members to comment.</p>	<p>Clerk</p>
<p>20/067f)</p>	<p><b>f) To consider matters pertaining to Venn Ottery / Southerton ward:</b> <i>i) Anti-Social behaviour in green lanes (following on from recent event by Wayside).</i> Cllr. Hughes outlined the event which took place recently involving an overturned 4x4 vehicle which was then temporarily abandoned onsite. Chair invited Mr. Swan to speak on the matter. He suggested that at TRO might be applied for which banned all vehicles (including motorbikes etc) other than farm vehicles from the green lane. This would require DCC involvement. Clerk to investigate costs and procedure. Clerk: Please note and action accordingly. Report back when response received. <i>ii) Proposed alterations to grass cutting area on VO village green.</i> Cllr. Hughes reported that he had received two representations from residents following the last grass cut on the green. One positive, one negative. It was subsequently suggested that contractors leave, from hereon in, a 2-3 meter wildlife strip around the perimeter of the village green, other than in front of the gates, bridge path and access points. Clerk highlighted that contractually we were obliged to pay the agreed sum for the cutting of VOVG but that the new proposals could be factored into the forthcoming re-tender. Clerk: Please notify grounds maintenance contractors as to the new grass cutting style. <i>iii) Maintenance of the bridge from churchyard to VOVG</i> It was felt that this safety issue needs addressing on an urgent basis as it was demonstrably Council’s land on both sides of the bank according to the Land Registry search results. It was suggested that Clerk seek advice and prices from DCC Public Rights of Way team as they were able to offer parishes “standard width bridges” for parish footpaths under P3 scheme and as both pieces of land were under Councils ownership, any new supports etc could be easily consented to. Clerk: Please liaise with DCC PROW team and report back outcome.</p>	<p>Clerk  Clerk  Clerk</p>

<p>20/067f) Continued</p>	<p><b>f) To consider matters pertaining to Venn Ottery / Southerton ward:</b>  <i>iv) Proposals for repair / replacement of gate access SE of the Village Green, adjacent to property known as Slightly Foxed.</i>  Cllr. Hughes had been directed by Council to discuss this matter further with the owner of the property on which the existing gate was hinged as they felt the current gate was unsafe and could cause structural damage to their property. Cllr. Hughes confirmed that access through the gate onto Council's land (The Village Green) was subject to the landowner's consent, which he was advised would not be unreasonably withheld, as he owned the land (car parking area) to the north of the gate.  Cllr. Hughes initial enquiries had revealed that a large and small gate combination unit, with a new supporting post on the opposite side to Slightly Foxed (small gate still hinged to that property) would cost around £200 plus costs of fitting, materials etc  <b>It was proposed by Chair, seconded by Cllr. Chapman, that Council seek agreement from the landowner in question to re-hang a new smaller gate from his property and to arrange the installation (subject to the consent) of a new large/small gate unit (and fixing post) at that point – costs upto £500 (net) incl. Labour charges. Resolved unanimously.</b>  Clerk: Please correspond with property owner (through Cllr. Hughes) to seek consent for the works proposed.   Cllr. Hughes: Please provide Clerk with link to supplier of such a gate combination.   Clerk: Please liaise with handyperson to make notional arrangements for the fitting of such a gate at this location.</p>	<p>Clerk  Cllr. Hughes  Clerk</p>
	<p><i>Chair proposed that Standing Orders be resumed. Resolved unanimously.</i></p>	
<p>20/068</p>	<p><b>Correspondence received, not already circulated to members:</b>  Chair updated Council as to recent correspondence on the subject of Casual Vacancies in Newton Poppleford, and Harpford, wards. Clerk advised that he would follow statutory process in light of new information received therein. Noted.  Clerk: Please notify EDDC Electoral Services as per CVP guidelines and regulations, noting recent revisions to the process as per Clause 78 of the Coronavirus Act 2020</p>	<p>Clerk</p>
<p>20/069</p>	<p><b>Date and time of next meeting:</b>  The next meeting of council will be held in remote session on Monday 27<sup>th</sup> July 2020, at 7.00pm via the Zoom Platform, this being an Ordinary Meeting of the Council; Clerk asked Chair to consider convening an Extraordinary Meeting of Council beforehand to consider matters which had come to light after publication of tonight's agenda and which required Council's decision before the 27<sup>th</sup> July. Chair asked Clerk to seek available dates from members of Council and report back.  Clerk: Please note and action accordingly.</p>	<p>Clerk</p>
	<p><b><i>With no further business to discuss, Chair closed council meeting at 10pm.</i></b></p>	

Minutes of the remotely held Parish Council Monthly Ordinary meeting on Monday 29<sup>th</sup> June 2020 at 7pm via Zoom Webinar Platform as per legislation contained within section 78 of the Coronavirus Act 2020 \* (meeting also “livestreamed” to Council’s Facebook Page)

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

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

### **Action Points from ORD meeting of NPHPC – 29<sup>th</sup> June 2020**

<b>Action Required</b>	<b>By Whom</b>	<b>By When</b>	<b>To</b>
Investigate 30mph stickers for parish bins etc	Clerk	21/7	Suppliers
Order NO PARKING signs for Webbers Meadow gates (Del. Auth.)	Clerk	ASAP	Suppliers
Enquiry regarding outside cinema screening on playing fields	Clerk	ASAP	Exm. TC EDDC
Submit EDDC planning comments	Clerk	30/6	EDDC LPA
Make JUNE payments as approved	RFO	30/6	Lloyds
Make NPHPC Grant awards in July	RFO	July	Lloyds
Add Action Plan to F/C agenda	Clerk	August	
Prepare draft letter to CDE re: KAW and community funding options	Chair/Clerk	ASAP	CDE
Re-open toilets with cleaning etc to CV19 standards as per guidelines	Clerk	ASAP	Suppliers Contractors
Prepare CCED / Environmental Report	Cllr. Bilenkyj	27/7	Council
Prepare draft letter re: Red Bridge repair support	Chair/Clerk	ASAP	DCC. CW
Contact DCC HWO re: DWM consultation and re-circulate to all members.	Clerk	ASAP	DCC HWO
Contact DCC HWO re: TRO for Green Lane adjacent to Wayside, Venn Ottery	Clerk	ASAP	DCC HWO
Contact Grounds Team re: VOVG grass cutting	Clerk	ASAP	GMT
Contact DCC PROW for bridge pricing options	Clerk	ASAP	DCC PROW
Contact VO property owner for gate consent	Clerk/Cllr. Hughes	ASAP	Owner
Provide Clerk with costings/link for new gate and post	Cllr. Hughes	ASAP	Clerk
Contact handyperson to discuss installation	Clerk	ASAP	H/Person
Enquire dates for EOM	Clerk	ASAP	Members