

# NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the remotely held Parish Council Monthly Ordinary meeting on Monday 21<sup>st</sup> December 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), Dalton (Vice-Chair), Carpenter, Chapman, Hughes, Lipczynski, Tillotson and Walker (Quorate).                  Clerk, Paul Hayward.                  Cllr. Val Ranger (EDDC)                  Hon. Footpath Warden, Ted Swan                  0 members of the public                  (Multiple viewers via Facebook Livestream)</p>	
	<p><b>Chair welcomed all Councillors, and member of the public to Council’s December 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 and officers were unable to attend virtual meetings held via Zoom platform due to operational restrictions.</p> <p><b>b) County Councillor Report.</b>                  No County Councillor report had been received.</p> <p><b>c) District Councillor Report.</b>                  District Councillor report had been received and published.                  Update on forthcoming Four Elms Hill highway improvement works.                  Chair thanked Cllr. Ranger for her time and efforts supporting the village and wider parish.</p> <p><b>d) P3 / Hon. Footpath Warden.</b>                  Hon. Footpath Warden gave a verbal report including:</p> <p>Timber supplies purchased to repair FP17.                  Annual P3 survey of footpaths in parish completed - Mr Swan to liaise with Clerk re: submission of survey and financial data by February deadline.                  Additionally, conversation needed re: costs of proposed FP3 repair.</p> <p><i>Chair thanked Mr. Swan for all of his continuing works and efforts.</i></p> <p><b>e) Public Representations and questions.</b>                  No public questions or representations.</p> <p><b>With no other public speakers, Chair closed the public forum at 19.20hrs.</b></p>	

20/117	<p><b>Apologies for absence:</b> Cllr. Bilenkyj (conflicting commitment). Absence approved by Chair, seconded by Cllr. Carpenter. Resolved unanimously.</p>	
20/118	<p><b>Declarations of Interest made / Dispensations Noted:</b></p> <p>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>	
20/119	<p><b>To consider any matters listed on this agenda that Councillors consider should be dealt with as confidential business as per the provisions of The Public Bodies (Admission to Meetings) Act 1960:</b></p> <p>No matters considered as confidential other than those already listed on agenda.</p>	
20/120	<p><b>To consider and, if thought fit, approve the minutes of the Ordinary meeting of Council held 30<sup>th</sup> November 2020:</b></p> <p><i>It was proposed by Chair, seconded by Cllr. Lipczynski, that these minutes be approved. Resolved unanimously.</i> <i>It was not possible to sign the minutes as a true record. Clerk will liaise with Chair to make these arrangements in the future.</i></p> <p><b><i>To consider matters arising from these minutes:</i></b> None raised</p>	
20/121	<p><b>To consider and review the minutes of the Finance Committee meeting of Council held 15<sup>th</sup> December 2020:</b></p> <p>Noted. No matters arising.</p>	
20/122	<p><b>Chair's Announcements / Matters of Urgency / Statement on ongoing CV-19 situation:</b></p> <p>Chair outlined current worsening CV19 infection trends in East Devon and reminded all residents to follow rules and to stay safe as new restrictions were likely. Self-isolate if required, and follow rules applied. Support local businesses and consider whether a neighbour needs help or support. Council will continue to support community wherever and whenever possible as will local volunteers.</p>	

20/123	<p><b>To consider matters pertaining to length of meetings, and frequency of meetings of the Parish Council:</b></p> <p>Cllr. Dalton had asked that this matter be considered by Council and spoke regarding her concerns that meetings were too long and that too many were occasionally scheduled for the same evening. Comments raised by members: <i>That more meetings could be held over a longer period</i> <i>That more meetings would simply put a further burden on Clerk</i> <i>That virtual meetings tended to take longer than physical ones</i> <i>That meeting papers MUST be read before the meeting as review of them during the meeting slows down decision making.</i> <i>That extant Standing Orders did not allow for meetings of over 2 hrs.</i></p> <p>It was agreed by consensus that Clerk would, in future, provide a verbal warning to Chair when the meeting was approaching 1hr 45m whereupon the Chair can ask those present whether they wish to end the meeting at 2hrs or continue by suspending standing orders. Noted. Clerk: Please note and action accordingly hereafter.</p>	
20/124	<p><b>Planning Matters to be considered:</b></p> <p><b>a) To consider planning applications received:</b></p> <p>i) 20/2619/FUL – Laneside, High Street, NP. EX10 0DW Constr. single storey side/rear extensions and a front porch. <i>After lengthy discussion among members as to the materials proposed, scale and design of the proposals, and the fact that no other properties nearby would be comparable, it was proposed by Cllr. Dalton, seconded by Cllr. Lipczynski, that Council did NOT support this application on the following grounds:</i> <i>The proposed design and materials will be significantly at odds with adjoining properties and the overall character of the village</i> <i>The use of metal roofs is contrary to the Newton Poppleford Neighbourhood Plan which, whilst not yet adopted due to Covid19 constraints, has been found "fit" by an inspector and thus carries some weight in such matters.</i> <i>Contravention of N/Plan; policies - TD1 (a-b-c) and HDQ1 (e-f-k-x-y) - all apply.</i> <i>Furthermore, the proposed size and scale of the extension would appear over-dominant in comparison to the main dwelling and would thus be considered out-of-proportion</i> <i>Resolved 7 votes for, 1 abstention (HH).</i> Clerk: Please submit consultee comments to planning authority.</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> None considered.</p> <p><b>c) Tree (Planning) Matters;</b> None raised.</p> <p><b>d) Planning Determinations/Decisions;</b> As per published agenda</p> <p><b>e) Appeal Matters;</b> None advised to Council at time of agenda publication.</p>	Clerk

20/124 (Contin.)	<b>f) Planning Correspondence;</b> None received.	
20/125	<p><b>Financial Matters</b></p> <p><b>a) To consider and review Financial Reports for December 2020:</b> Noted and reviewed. Chair highlighted key points.</p> <p><b>c) To consider and, if thought fit, approve payments for December 2020 (as previously circulated to members of Council):</b> Payments to the value of £3499.79. <b>Payment approval proposed by Chair, seconded by Cllr. Walker. Resolved unanimously.</b> RFO: Please make payments on due date accordingly.</p> <p><b>c) Questions to RFO on these reports:</b> No questions raised.</p> <p><b>d) To consider review of the 4th draft of the Budget and Precept calculations and figures for 2021-22 (as per papers previously circulated):</b></p> <p>RFO confirmed that a revised (decreased) taxbase figure for the parish had been advised by EDDC (see below). After further discussion among members regarding possible future spending pressures, the financial challenges facing all parishioners at this difficult time, the fact that Council's spending was lower than usual due to Covid19 issues and taking on board the two recommendations of the Finance Committee, <b>it was proposed by Cllr. Dalton, seconded by Cllr. Hughes, that Council approves the forecast budget of £176,000 for 21/22 and that a precept figure of £47,500 be demanded from EDDC, equating to a balanced budget position with only a nominal increase of £0.11 per annum in Band D equivalence as a result of the reduced taxbase figure of 950, against 952 in the current financial year. Resolved unanimously.</b> RFO: Please publish Budget and Precept Forecast on website and submit precept demand to EDDC as above.</p> <p>It was further agreed that RFO and Chair would liaise to prepare a Budget and Precept statement for the parish to explain the reasoning and calculations behind this decision. RFO/Chair: please note and action accordingly by April 2021 to coordinate with receipt of parish Council Tax bills.</p> <p><b>e) To consider recommendation from insurance broker that Council consider the implementation of a supplementary Cyber Risks Protection Policy:</b></p> <p>It was proposed by Chair that this matter be deferred to Finance Committee for their deliberation and consideration. Agreed. Clerk: Please add to next Finance Committee agenda.</p>	<p>RFO</p> <p>RFO</p> <p>RFO/Chair</p> <p>Clerk</p>

	<b>Business to be considered:</b>	
20/126a)	<p><b>a) To consider and, if thought fit, to approve the membership of the ICO at a cost of £40 per annum:</b>  Clerk explained the need for this registration and confirmed that the annual fee is reduced to £35 if paid by Direct Debit.  <b>Chair proposed, seconded by Cllr. Dalton, that Council registers their membership and pays the annual fee by variable direct debit. Resolved unanimously.</b>  Clerk: Please note and action accordingly.</p>	Clerk
20/126b)	<p><b>b) To consider update on the P3/Footpath complaint at Back Lane:</b>  <b>Chair proposed that Standing Orders be suspended to allow Hon. Footpath Warden to participate and make a representation. Resolved unanimously.</b>  <i>At this point, the Chair stepped aside in light of his personal interest as an acquaintance of the landowner. Cllr. Dalton (Vice-Chair) took the Chair for the duration of this agenda item.</i></p> <p>The Hon. Footpath Warden spoke to update members regarding recent developments on the site. There was then a lengthy discussion on this subject citing both benefits resulting from the works undertaken, and concerns still outstanding. It was noted that the landowner had written to Councillors outlining the reason for his actions.</p> <p>It was suggested that matter be reconsidered in January at the next Ordinary meeting to allow Cllr. Bilenkyj, Chair of the CCEWP, to air her thoughts on the subject. Agreed.  Clerk: please add to January ORD agenda.</p> <p><b>Cllr. Dalton asked that Chair revert back to Cllr. Burhop. Chair proposed that Standing Orders be resumed. Resolved.</b>  Chair thanked Mr. Swan for his insight and contribution.</p>	Clerk
20/126c)	<p><b>c) To decide upon policy for publication of Councillor's addresses and contact details on website and parish noticeboards:</b></p> <p>Previously, due to ongoing events, these details had been removed from the website and noticeboards. Clerk highlighted that recent social media posts had (incorrectly) alleged that this was due to Clerk's insistence and, thus, Clerk wished Councillors to decide whether the information should be republished. Chair spoke and stressed that Councillors served the public and whilst the Clerk was ordinarily the first point of contact for general enquiries, he felt that all members of Councillors should be accessible by the residents of the parish.</p> <p><b>It was proposed by Chair, seconded by Cllr. Carpenter, that these details be reinstated onto the public access website &amp; N/Boards. Resolved unanimously.</b>  Clerk: Please collate the data required as soon as possible and action accordingly.</p>	Clerk

20/126d)	<p><b>d) To consider update from Climate Change Emergency Working Party; Cllr. Bilenkyj to report:</b></p> <p>In the absence of Cllr. Bilenkyj, it was proposed that this matter be deferred until January's Ordinary meeting. Current (and likely) Covid19 restrictions were likely to have an impact on physical gatherings and work parties. Clerk was asked to chase the delivery of the litter-picker units as previously ordered.</p> <p>Clerk: Please note and action accordingly. Add agenda item to January 2021 meeting</p>	Clerk
20/126e)	<p><b>e) To consider recommendations of the Finance Committee meeting held 15<sup>th</sup> December 2020 relating to the award of the Parish Council's 3-year Grounds Maintenance Contract as a result of the closed-bid competitive tender exercise:</b></p> <p>Chair outlined the recommendations of the Fin/Comm. Cllr. Hughes raised an issue of some poor grass cutting in the last contract period and asked that this be taken up with the successful bidder. Clerk confirmed that a "poor-performance" clause with financial repercussions was now included in the contract terms.</p> <p>Chair proposed that the 3-year contract be awarded to Contractor A, on the following terms: Year ONE as per bid schedule - £12,480 net Year TWO as per bid schedule - £11,513 net Year THREE as per bid schedule - £10,545 net</p> <p>Seconded by Cllr. Hughes. Resolved unanimously. Clerk: Please notify successful bidder and discuss the concerns/points raised by Cllr. Hughes. Please create a charging matrix for the forthcoming year to monitor invoices received against work plans provided. Please also notify those parties who were unsuccessful and thank them for their interest.</p>	Clerk
20/126f)	<p><b>f) To consider proposal for a permanent Christmas Tree on Greenbank with mains supply to provide illumination with possibility of additional planting:</b></p> <p>This proposal was positively supported and it was felt that this action would be better for the parish than the current proposal to fell and erect a Christmas Tree each year, and also add towards Council's Climate Change mitigation measures. It was suggested that Council contact the residents nearby to gauge their views on the proposal before anything proceeds; Chair offered to do this on Council's behalf. Cllr. Hughes confirmed that such a tree could be planted up until the end of February 2021.</p> <p>In order to allow quotes / costings to be obtained, it was suggested that the matter be deferred to the Finance Committee for further discussion and consideration.</p> <p>Chair: Please contact residents (if safe to do so, within constraints of current CV19 restrictions) and report back to Council/F-Comm. Clerk: Please add to next Fin.Comm. agenda. Please gather together quotes for tree purchase, electrical connection etc.</p>	Chair Clerk

20/127	<b>Correspondence received, not already circulated to members:</b> None received since last meeting, not already circulated.	
20/128	<b>Date and time of next meeting:</b> The next Ordinary meeting of council will be held in remote session on Monday 25th January 2021, at 7.00pm via the Zoom Platform.  <i>Clerk: Please note and action accordingly.</i>  <b><i>Chair wished to thank all members of the public for participating in this virtual meeting of the Parish Council and wished all present a very Merry Christmas and a Happy New Year.</i></b>	Clerk
20/129	This agenda item was not required and thus was not discussed.	
20/130	<b>Matters to be considered in committee:</b> This agenda item was not required and thus was not discussed.  <b><i>Action Points on final page:</i></b>	
	<b><i>With no further business to discuss, Chair closed council meeting at 9.00pm.</i></b>	

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

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

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

### Action Points from ORD meeting of NPHPC – 21st December 2020

Action Required	By Whom	By When	To/For	Min Ref:
Clerk to issue 2hr warning when time approaches	Clerk	n/a	Council/ Committee	20/123
Submit planning comments to planning auth.	Clerk	By due date	EDDC	20/124
Process payments for December account	RFO	ASAP	Bank	20/125
Submit Precept demand £47,500 to EDDC	RFO	ASAP	EDDC	20/125
Chair and RFO to liaise on Budget/Precept Statement to be published by April	Chair/RFO	By April	Publication	20/125
Add Cyber Insurance item to next F/Comm. agenda	Clerk	When scheduled	F/Comm.	20/125
Arrange ICO membership and fee payment	Clerk	ASAP	ICO	20/126a
Add matter of Back Lane footpath 28 to January agenda	Clerk	January 21	Council	20/126b
Obtain Cllrs. contact details and reinstate on website and noticeboards.	Clerk	ASAP	Council/NB Website	20/126c
Add CCEWP item to January 2021 agenda	Clerk	Jan 2021	Council	20/126d
Chase supplier of litter-picker units	Clerk	ASAP	Supplier	20/126d
Award 3-year GMC to successful bidder. Notify unsuccessful bidders.	Clerk	ASAP	Contractors	20/126e
Contact householders in proximity to Greenbank	Chair	ASAP	Residents	20/126f
Gather together costings for proposal discussed	Clerk	ASAP	Various	20/126f
Add Christmas Tree issue to Fin.Comm	Clerk	Jan 2021	F/Comm.	20/126f