

# NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the remotely held Parish Council Monthly Ordinary meeting on Monday 24<sup>th</sup> August 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), Bilenkyj, Carpenter and Tillotson (Quorate)                  Clerk, Paul Hayward.                  EDDC Cllr. Val Ranger                  Hon. Footpath Warden, Ted Swan                  1 member of the public (via Zoom link, multiple viewers on Facebook)</p>	
	<p><b>Chair welcomed all Councillors, and member of the public to Council’s August 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>                  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>Ongoing bank repairs to FP3 (see previous minutes)                  Update on path maintenance across parish.                  Himalayan Balsam project ongoing (but constrained by CV-19) and timetable in place for CDE liaison and community pulling;                  More volunteers sought.                  Issues regarding riparian responsibilities for Back Brook raised.</p> <p><b>e) Public Representations and questions.</b>                  Public representation from Mr. A McKenna (resident) regarding ongoing situation at allotment site and his concerns.                  Chair thanked Mr. McKenna for his contribution and outlined what Council was doing to deal with the queries and concerns raised.</p> <p><b>With no other public speakers, Chair closed the public forum.</b></p>	
20/082	<p><b>Apologies for absence:</b>                  Apologies received from:                  Cllrs. Chapman, Hughes, Lipczynski and Walker.  <b>Chair proposed approval of reasons for absence.</b>  <b>Resolved unanimously.</b></p>	

20/083	<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>	
20/084	<p><b>To consider and, if thought fit, approve the minutes of the Ordinary meeting of Council held 27<sup>th</sup> July 2020:</b></p> <p><b>It was proposed by Chair, seconded by Vice-Chair, that these minutes be approved. Resolved unanimously.</b></p> <p><b><i>To consider matters arising from these minutes:</i></b></p> <p>Wording for Badger Close Play Area CV-19 precaution signage. Wording for “Doing what matters” DCC / Hways submission. Clerk: Please liaise with Cllr. Tillotson and Chair respectively.</p>	Clerk
20/085	<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. School scheduled to re-open in September. Underlying message is still “Stay Vigilant”. Cllr. Bilenkyj expressed her concerns about her experiences in a nearby seaside resort where social distancing was not being undertaken, lack of masks, no signage, road markings etc. Clerk reported that the “Re-opening the High Streets Safely” fund had been extremely difficult to administer and distribute due to timing and funding constraints and regulations. It was hoped that more funds could be used by EDDC in a “custodian capacity” in the run-up to Christmas.</p> <p>RFO gave a verbal report confirming £483.46 remaining in the CV-19 contingency reserve.</p>	

20/086	<p><b>Planning Matters to be considered:</b></p> <p><b>a) To consider planning applications received:</b></p> <p>i) 20/1501/FUL – 26 Glebelands, NP. EX10 0HB Single Storey extension, alterations and rendering to brickwork It was proposed by Chair, seconded by Vice-Chair, that Council supports this application. Resolved unanimously.</p> <p>ii) 20/1507/FUL – Summerhay, Venn Ottery Rd, NP, EX10 0BU Constr. first floor extn. and side facing windows It was proposed by Chair, seconded by Cllr. Bilenkyj, that Council supports this application subject to a condition that existing hedge is maintained as an effective screen to protect neighbour’s privacy. Resolved unanimously.</p> <p>iii) 20/1510/FUL – Highfield, Higher Way, Harpford. EX10 0DU Constr. dormer windows to front and rear, raising of roof and new veranda. It was proposed by Chair, seconded by Cllr. Carpenter, that Council supports this application subject to a condition that render finish is painted white to match adjacent properties. Resolved unanimously.</p> <p>iv) 20/1596/VAR – 1 The Bank, High Street, NP. EX10 0UZ <b>Councillors declared interest as the parish Council is the burial authority for the cemetery to the south of this land.</b> <i>Clerk outlined position in relation to Council’s previous resolutions on this matter (ie. permitting landowner to close access route)</i> It was proposed by Chair, seconded by Cllr. Tillotson, that Council supports this application. Resolved unanimously.</p> <p>v) 20/1738/FUL – Fairview, Littledown Lane, NP. EX10 0BG <i>Chair declared an interest as an acquaintance of the applicant.</i> It was proposed by Cllr. Tillotson, seconded by Cllr. Bilenkyj, that Council supports this application. Resolved 4 for, 0 against, 1 abstention (CBur.)</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) 20/1724/FUL – 2 Parsons Paddock, Exeter Road, NP. EX10 0FD Construction of a swimming pool <i>Both Chair and Cllr. Tillotson declared an interest as acquaintances of the applicant.</i> It was proposed by Cllr. Carpenter, seconded by Cllr. Bilenkyj, that Council supports this application. Resolved 3 for, 0 against, 2 abstentions (CBur. &amp; MT)</p> <p>ii) 20/1764/FUL – Four Elms Fruit Farm, Harpford. removal of conservatory, constr. single storey extn. with terrace. It was proposed by Chair, seconded by Cllr. Tillotson, that Council supports this application. Resolved unanimously.</p> <p><b>c) Tree (Planning) Matters;</b></p> <p>20/1645/TRE – Ottersfield, Millmoor Lane, NP. Beech Tree; pruning and crown reduction. It was proposed by Chair, seconded by Cllr. Carpenter, that Council supports this application but wishes to seek assurances from both EDDC Tree Officers and applicant that every effort will be made to safeguard the health and beauty of this landmark parish tree. Resolved unanimously.</p>	
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<p>20/086 (Contin.)</p>	<p><b>d) Planning Determinations/Decisions;</b> As per published agenda</p> <p><b>e) Appeal Matters;</b> 20/0471/FUL – Holmleigh, Back Lane, NP. Appeal lodged. No further information available at this stage of the appeal process.</p> <p><b>f) Planning Correspondence:</b> Clerk outlined correspondence rec'd from West and Wales Utilities in relation to proposed easement works at Webbers Meadow. Noted. <i>No further comment necessary from Council.</i> Clerk to liaise with Utility company accordingly.</p>	
<p>20/087</p>	<p><b>Financial Matters</b></p> <p><b>a) To consider and review Financial Reports for August 2020:</b> Noted and reviewed. Chair highlighted key points.</p> <p><b>b) To consider and, if thought fit, approve payments for August 2020 (as previously circulated to members of Council):</b> <i>Clerk brought forward two additional invoices that he sought approval to pay to prevent interest / penalty fees arising due to late payment (should they be held over until September). Chair and Cllr. Tillotson declared interests as recipients of reimbursement of expenses as per schedule. Substantive payment total £6000.41 Chair highlighted main areas of expenditure. Cllr. Carpenter proposed. Seconded by Vice-Chair. Resolved 3 for / 0 against / 2 abstentions (CBur. / MT) RFO: Please arrange for these payments to be made accordingly.</i></p> <p><b>c) Questions to RFO on these reports:</b> No questions raised.</p> <p><b>d) To consider payments made under delegated authority by Chair/Clerk:</b> RFO confirmed that a new Union Flag had been purchased to replace the existing flag which was not longer fit to be flown. Noted.</p> <p><b>e) To consider affording delegated power to the RFO / Chair to make payments as necessary in September 2020 (when Council does not ordinarily meet):</b> <i>It was proposed by Vice-Chair, seconded by Cllr. Bilenkyj, that Council delegate authority as specified; any such payments to be reported to members at the time of payment and then to be ratified by Council at its next Ordinary meeting in October. Resolved 4 for / 0 against / 1 abstention (CBur.) RFO: Please note and action accordingly.</i></p> <p><b>f) To consider internal transfers between Council's accounts:</b> <i>It was proposed by Chair, seconded by Vice-Chair, that Council close its 32-day Notice account and transfer total balance (with interest) to the new Unity Trust Bank Instant Access account. In addition, the entire balance of the NWB "CIL" account to be transferred to the UTB "CIL" account; that account then to be closed once the Council was certain that any future CIL funds will be receipted to the correct account. Resolved unanimously. RFO: Please note and action accordingly.</i></p>	<p>RFO</p> <p>RFO</p> <p>RFO</p>

20/087 (Contin.)	<p><b>g) To consider potential for creation of a parish lottery:</b> Chair proposed that this matter be deferred until October's meeting to allow members to give this matter more thought. <b>Resolved.</b></p>	
	<p><b>Business to be considered:</b></p>	
20/088a)	<p><b>a) To consider replacement of damaged benches in the Play Area and on Webbers Meadow:</b></p> <p>After discussion, it was agreed to replace both the damaged picnic bench in the play area and the picnic bench in Webbers Meadow which has been damaged by floodwater with 2 new Man-Made Timber (MMT) picnic benches (brown colour) with a third bench to be purchased (as part of an ongoing special offer) – this one to be sited at a location to be agreed. Costs approved upto a maximum of £1000 including shipping. Fitting costs to be arranged with parish handyperson.</p> <p><b>Cllr. Tillotson proposed, seconded by Cllr. Bilenyj, that purchasing authority be delegated to Clerk &amp; Chair as are siting and installation arrangements. Resolved 4 for / 0 against / 1 abstention (LD).</b> Clerk: Please note and action accordingly.</p>	Clerk
20/088b)	<p><b>b) To consider proposal from Cllr. Hughes for the creation of an Amenity and Public Space Committee:</b> Chair proposed that this agenda item be deferred until October's meeting so that Cllr. Hughes could present his ideas on this subject. Clerk: Please add to OCT agenda. Cllr. Hughes: Please note and circulate a report to Councillors before next meeting date – 26<sup>th</sup> October.</p>	Clerk HH
20/088c)	<p><b>c) To consider report from Climate Change Emergency Working Party; Cllr. Bilenyj to report:</b> Cllr. Bilenyj spoke and highlighted the progress in this respect. The WP is due to meet again (subject to Covid-19 regulations) towards the end of September / early October. It was proposed by Cllr. Bilenyj that Gill Cameron-Webb be appointed to the working party as a public participant. Resolved unanimously. Cllr. Bilenyj hoped that the school could become more involved in this subject (given its profound implications for the children in the future) and offered to promote the October meeting via social media to encourage public participation and involvement. Cllr. Bilenyj – please liaise with Clerk to prepare a message that can be published on social media channels, noticeboards, website etc. <b>Chair proposed suspension of Standing Orders to allow Hon. Footpath Warden (HFW) &amp; Cllr. Ranger to participate in the debate. Resolved unanimously.</b> Mr. Swan (HFW) asked that the subject of tree planting be added to October's agenda so that Cllr. Hughes can participate; tree planting is traditionally done in November and December so time is short. Clerk: Please add to OCT agenda accordingly. <b>Chair proposed resumption of Standing Orders. Resolved unanimously.</b></p>	

20/088d)	<p><b>d) To consider purchase of an additional VAS (speed) unit and an additional pole for the Burrow area (A3052):</b></p> <p>After discussion on the benefits of the current VAS unit in reducing speeds through the village, it was proposed by Chair, seconded by Cllr. Tillotson, that Council purchases a second VAS unit (identical to the first from the same DCC approved supplier) and also liaises with DCC Highways Office to install another mounting pole on the A3052 (Burrow) highway. Cost no more than £3000 (excl. VAT) for the unit / costs for pole dependent on location and DCC charges. It was also proposed within this motion, that Council's Financial Regulations be suspended to allow the purchase from a single quotation (as opposed to 3 quotes) as the equipment was to be procured from a DCC recommended supplier, Westcotec Ltd. Resolved unanimously.</p> <p>Clerk: Please note and action accordingly and liaise with DCC to determine acceptable and suitable locations on the A3052 at Burrow for the placement of a new mounting pole.</p>	Clerk
20/088e)	<p><b>e) To consider revisions to the draft Grounds Maintenance Tender (GMT) document as per details previously circulated:</b></p> <p>Clerk has received feedback from several Councillors and has incorporated these into the extant draft tender document. Members asked that Clerk circulate the final draft prior to publication and distribution to prospective contractors. It was noted that inclusion (at this stage) does not infer that a particular maintenance site will be included in the final tender contract and that inclusion will be dependent on final quotes received.</p> <p>Clerk: Please note and re-circulate in time for Ordinary meeting of 26<sup>th</sup> October, to enable member review and final approval for tender collation.</p>	Clerk
20/088f)	<p><b>f) To consider Council's response to recent correspondence from Clinton Devon Estates in relation to community project funding sought by the Parish Council:</b></p> <p>After discussion, Clerk was delegated to write to CDE to ask them to attend a future meeting of the Parish Council to discuss their last response and to seek clarification on the matter of the proposed "community orchard". Clerk to report back if and when response received back.</p> <p>Clerk: Please correspond as directed.</p>	Clerk
20/088g)	<p><b>g) To consider update with regards to the "Red Bridge" at Harpford; repairs and possible replacement works:</b></p> <p>Chair proposed suspension of Standing Orders to allow Hon. Footpath Warden (HFW) &amp; Cllr. Ranger to participate in the debate. Resolved unanimously.</p> <p>Mr. Swan updated members on recent developments and progress. The DCC Contractor was attempting to negotiate with the landowner directly (at DCC's behest) but this was felt unfair to the contractor as they had no legal basis to do so.</p> <p><i>(Continued overleaf)</i></p>	

20/088g) (Contin.)	DCC Public Rights of Way team had not responded to Cllr. Wright at the time of this meeting. Cllr. Ranger spoke to explain that public support for the bridge petition was significant (2694 signatures) and that continued pressure was necessary to secure funding (and interest) for the scheme to prevent irrevocable damage and potential loss of the bridge amenity over the forthcoming winter period. Chair suggested that he, Cllr. Ranger and Mr. Swan approach the landowner to establish whether an arrangement could be brokered that worked for all parties. <b>Chair: Please liaise with Cllr. Ranger and Mr. Swan accordingly to coordinate a meeting date.</b>	Chair
20/088h)	<b>h) To Consider update on cemetery wall repairs:</b> Clerk had received confirmation from contractor that work was due to start on 8/9. Clerk was asked to monitor situation and report back to Council accordingly. <b>Clerk: please note.</b>	Clerk
20/088i)	<b>i) To consider update on proposed MUGA refurbishment:</b> It was suggested that Chair, Clerk, Cllr. Bilenkyj and her partner meet on site to review the quotes/designs received so far and discuss the way forward with this project. <b>Clerk: Please arrange a mutually convenient date/time accordingly</b> Cllr. Dalton asked about the play equipment spend and whether additional equipment could be spent in Back Lane Play Area. Clerk reminded Councillors that the decision had been made to direct such spending of s106 funds in Turner Close play area.	Clerk
20/088j)	<b>j) To consider matters pertaining to Venn Ottery Village Green:</b> In the absence of Cllr. Hughes, Chair suggested that this matter be deferred until the next Ordinary meeting. Agreed. <b>Clerk: please add to OCT agenda.</b>	Clerk
20/089	<b>Correspondence received, not already circulated to members:</b> Resident complaint re: dog mess issue at Venn Ottery DALC elections; nominations sought. <b>Clerk: please add both matters to October agenda for discussion.</b>	Clerk
20/090	<b>Date and time of next meeting:</b> The next meeting of council will be held in remote session on Monday 26 <sup>th</sup> October 2020, at 7.00pm via the Zoom Platform, this being an Ordinary Meeting of the Council. <b>Clerk: Please note and action accordingly.</b>	Clerk
20/091	<b>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 Vice-Chair. Resolved unanimously.</b> Chair thanked all for attending.  Facebook Livestream was terminated. Clerk confirmed that only Councillors remained in the meeting as per the requirements of the above legislation. Meeting moved into Committee with a separate Meeting ID code.	

20/092	<p><b>Matters to be considered in committee:</b></p> <p><i>a) To consider matters pertaining to Newton Poppleford parish allotment tenancies:</i></p> <p>Members discussed the ongoing situation with regards to correspondence received in relation to the on-site Eco-Toilet and an ownership claim over said amenity. After discussion, it was unanimously agreed that Clerk should write back to the correspondent disputing their claims and asserting the position that Council considers the original agreement to site the amenity at the allotment as a gift and/or donation, with the Parish Council having provided £350 in cash towards the project and also free-of-charge land allocation and officer/tenant time in providing and maintaining the amenity.</p> <p>Clerk: Please note and action accordingly.</p> <p><i>b) To consider matters pertaining to employee remuneration and performance review: Clerk left the meeting at this point.</i></p> <p>It was proposed by Chair that Council award a dual-point incremental pay increase to Clerk, to SCP 25, backdated until 1<sup>st</sup> February as per terms of contract. So resolved. Pension contributions to remain unchanged at present level.</p> <p>Clerk: Please note and action when payroll processed.</p> <p><b>Clerk re-joined the meeting at this point.</b></p> <p><i>c) To consider matters pertaining to the WC amenity in Roberts Way.</i></p> <p>Chair proposed that, in light of inability to find a commercial cleaner to undertake the cleaning and hygiene of the facility to Covid19 compliant standards, the WC block should remain closed to the general public. Seconded Cllr. Tillotson. Resolved unanimously.</p> <p>Clerk: Please note.</p> <p>It was also agreed that refurbishment planning should progress with as many hands-free amenities as were possible, and consideration being given to the provision of card payment devices, subject to later approval on their use at this site. In addition, the possibility of UV type cleaning to be given due consideration within the plans.</p> <p>Clerk: Please note and take forward with potential contractors.</p> <p>Finally, in anticipation of the re-opening of the WC facility, and the other community buildings in the parish, it was proposed by Chair that Council purchase a disinfectant “fogger” and compatible fluid to provide the means to deep-clean buildings and public spaces in respect of Covid-19 compliant cleaning guidance. Cost £350. Resolved unanimously.</p> <p>Clerk: please note and action accordingly.</p> <p><b>Action Points on final page:</b></p>	<p>Clerk</p> <p>Clerk</p>
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<b><i>With no further business to discuss, Chair closed council meeting at 10.30pm.</i></b>
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*Signed as a true record of the meeting above:*

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

**Action Points from ORD meeting of NPHPC – 24<sup>th</sup> August 2020**

<b>Action Required</b>	<b>By Whom</b>	<b>By When</b>	<b>To/For</b>
Purchase 3 x new MMT picnic benches and arrange installation and siting.	Clerk	ASAP	Supplier
Purchase a new Westcotec VAS unit for the parish and a new mounting pole for the Burrow area (A3052) in liaison with DCC	Clerk	ASAP	Westcotec DCC
Grounds Maintenance Tender; finalise draft and circulate to all members for approval at October’s meeting.	Clerk	ASAP By 26/10	Members
Correspond with CDE re: community funding and community orchard.	Clerk	ASAP	CDE
Liaise with Mr Swan and EDDC Cllr. Ranger to meet regarding “Red Bridge”	Chair	ASAP	TS/VR
Liaise with contractor re: cemetery wall repairs	Clerk	ASAP	AP
Chair, Clerk, Cllr. Bilenkyj to meet re: MUGA	Chair/Clerk/CBil.	TBA	Meeting
Discuss VOVG with Cllr. Hughes	Clerk/HH	ASAP	VOVG
Correspond re: Eco-Toilet at allotment site	Clerk	ASAP	MR
Process Pay Award for September payroll	RFO	Sep. 2020	Clerk
Purchase “fogger” as directed & fluid	Clerk	ASAP	Supplier
Liaise with contractors re: WC refurbishment	Clerk	ASAP	Various