

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the remotely held Parish Council Monthly Ordinary meeting on Monday 25th January 2021 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>Present (remotely): Cllrs. Burhop (Chair), Dalton (Vice-Chair), Bilenkyj, Carpenter, Chapman, Hughes, Lipczynski, Tillotson and Walker (Quorate). Clerk, Paul Hayward. Cllr. Val Ranger (EDDC) Hon. Footpath Warden, Ted Swan 1 member of the public (Multiple viewers via Facebook Livestream) <i>Meeting began at 7.00pm and Cllr. Dalton took the Chair in the absence of Cllr. Burhop.</i> <i>Cllr. Burhop joined the meeting at 7.05pm and took the Chair.</i></p>	
	<p>Chair welcomed all Councillors, and member of the public to Council’s January Ordinary ‘virtual’ meeting, made necessary by the current CV-19 situation which requires social distancing measures, held in accordance with Clause 78 CA 2020 *</p>	
	<p>Public Forum: a) Police Representative. No police report had been received and officers were unable to attend virtual meetings held via Zoom platform due to operational restrictions. Clerk was asked to respectfully ask that officers attend or submit a report beforehand as members wished to be aware of crime in the parish and to be able to question the local officers on matters such as road safety, ASB etc. <i>Clerk: Please correspond with local beat team accordingly.</i> b) County Councillor Report. County Councillor report had been received and published online and circulated to members before the meeting. No questions raised in response to report / content. Chair thanked Cllr. Wright for her time and efforts supporting the parish especially in regard to safety improvements on FEH. c) District Councillor Report. District Councillor report had been received and published. No questions raised by members. Chair thanked Cllr. Ranger for her time and efforts supporting the village and wider parish. d) P3 / Hon. Footpath Warden. Hon. Footpath Warden gave a verbal report including: Activity and usage of parish footpaths during current CV19 restrictions. FP17 being repaired together with works to permissive paths. FP21 (East Devon Way) – Stile replaced. FP14 (Harpford Woods) – Steps replaced by DCC at Bowd end. FP3 (VOR to Back Lane) – Clerk and FPW liaising with landowners to make under-foot improvements. Mr. Swan put a request to Council seeking consent for a new sign to be erected on Council owned land (off School Lane car park) with costs borne by 3rd party. Chair asked that this matter be added to next Ordinary meeting agenda. <i>Clerk: Please action accordingly.</i> <i>Chair thanked Mr. Swan for all of his continuing works and efforts.</i></p>	

	<p>e) Public Representations and questions. A member of the public made a representation regarding proposed new access arrangements onto Venn Ottery village green. Chair thanked them for their contribution and confirmed that the topic would be on the next Fin.Comm. agenda for further consideration.</p> <p>With no other public speakers, Chair closed the public forum at 7.25pm</p>	
20/131	<p>Apologies for absence: None. All Councillors in attendance.</p>	
20/132	<p>Declarations of Interest made / Dispensations Noted:</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><i>Chair declared a personal interest in agenda item 20/140b) as an acquaintance of the landowner in question.</i></p> <p>No further declarations made. Chair reminded all members that further declarations could be made during the meeting if necessary</p>	
20/133	<p>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: No matters considered as confidential other than those already listed on agenda.</p>	
20/134	<p>To consider and, if thought fit, approve the minutes of the Ordinary meeting of Council held 21st December 2020:</p> <p><i>It was proposed by Cllr. Chapman, seconded by Cllr. Dalton, 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>To consider matters arising from these minutes: Clerk confirmed that all websites had been updated with member's contact telephone numbers and email addresses as resolved.</p>	

20/135	<p>To consider and review the minutes of the Finance Committee meeting of Council held 14th January 2021: Noted. To consider matters arising from these minutes: Clerk confirmed that the water leak at the allotment had been located and repaired, and that a leak allowance claim had been made to SWW for the full cost of the water lost through leakage.</p>	
20/136	<p>Chair's Announcements / Matters of Urgency / Statement on ongoing CV-19 situation:</p> <p>Chair once again reminded all residents to follow rules and to stay safe and protect themselves and the NHS. Highlighted details of grants and financial assistance available via EDDC website. Clerk was asked (in his role as EDDC Councillor and Portfolio Holder for Economy) to clarify criteria and rules for applications which he did.</p>	
20/137	<p>To consider matters pertaining to road safety in the parish:</p> <p>i) Chair introduced this matter for discussion by firstly conveying his sympathies on behalf of the Parish Council to the family of Kenneth Cooper who was tragically killed before Christmas in a road traffic accident on the High Street.</p> <p>The Chair continued by reiterating his previous statements on the topic that this was the number one issue in the parish at the present time and that he wished to express his frustration that any remedial works or measures to reduce or limit speed were either delayed, or considered unviable by the relevant agencies.</p> <p>Members discussed the subject at length and the following observations/suggestions were made:</p> <p><i>Timing and settings of the crossing outside the Post Office (Chair had asked DCC to investigate this issue).</i></p> <p><i>Could the crossing be adapted/upgraded to include a camera to monitor crossings and prevent lights changing whilst residents still crossing?</i></p> <p><i>Concerns about positioning of the same crossing due to possible glare from the sun and visibility issues to the being on the brow of the hill.</i></p> <p><i>Need for a total 20mph limit throughout the village/A3052 section similar to that in Sidford with additional crossing points.</i></p> <p><i>Proposals for traffic calming measures which would also deliver climate change benefits designed to reduce speed and make parish more pedestrian friendly, which accord to Parish Council's CCAWP aims and objectives.</i></p> <p>It was suggested that Clerk be asked to write on behalf of Council to our County Councillor, copying in the Cabinet Member for Highways, Stuart Hughes, and our MP, Simon Jupp, to express Council's concerns and frustrations and to seek agreement and cooperation for a road safety assessment for the village and to lobby for tangible, urgent safety improvements. This action to be ratified at the next Full meeting of Council but to proceed asap due to the pressing nature of the matter.</p> <p>Clerk: Please note and correspond accordingly. Please add to February ORD agenda for ratification and review of any replies from parties involved.</p>	

	<p>ii) Discussion then turned to the matter of road markings and safety measures on School Lane to slow vehicles and provide a safer environment for parish schoolchildren. <i>Chair proposed that Standing Orders be temporarily suspended to allow Cllr. Ranger (EDDC) to speak on this matter. Resolved unan.</i> Cllr. Ranger reported that the proposed road marking works had been missed off the last tranche of works by DCC as they had determined them to speed reduction measures and not parking related. This was subsequently corrected and she was assured that it would be considered again shortly. Chair reported that he had been corresponding with DCC H/ways officer regarding the poor visibility at the A3052 junction where the public footpath met School Lane. No reply forthcoming at this time.</p> <p>iii) With regards to speed reduction measures in the Parish, Clerk reported that he was still awaiting an installation date from DCC for the two new VAS poles (in School Lane and at Burrow) and would chase DCC HWO accordingly and report back to Council with news when updated.</p> <p>iv) Finally, Council considered the recent delays to road marking works on FEH and noted, with utmost frustration and annoyance, that said works had been delayed due to the proposed markings being adversely affected by road salt used in cold weather. Councillors commented that, if this were the cause of the delay, then winter would not be the ideal time to schedule such works and that it needed to be done asap. Cllr. Ranger agreed and said that she and Cllr. Wright, had been liaising with DCC (as had the Clerk) to seek answers and explanations for this scheduling faux pas. Clerk: Please keep Council uptodate with progress in this regard.</p>	
20/138	<p>Planning Matters to be considered: a) To consider planning applications received: i) 20/2901/FUL – Grange Farm, NP. EX10 0BY Change of Use from Agricultural to Equestrian & Constr. of Menage <i>After lengthy discussion among members as to the nascent NHP Neighbourhood Plan, and the unacceptable loss of agricultural land in the parish, it was proposed by Cllr. Lipczynski, seconded by Cllr. Dalton, that Council did NOT support this application on the following grounds:</i> <i>The application does not accord to the Neighbourhood Plan and is contrary to policies EP1 and EP7.</i> <i>Resolved 8 votes for, 1 abstention (RW).</i></p> <p>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: i) 20/2365/FUL – Little Northmostown Barn, EX10 0NL Conversion of barn into 2 no. holiday lets & change of use of agricultural land for siting of a shepherds hut for holiday let. <i>It was proposed by Cllr. Dalton, seconded by Cllr. Carpenter, that Council did NOT support this application on the grounds that location is unsustainable, in the AONB, and outside the BUAB, represents overdevelopment, and would negatively affect road safety in the parish by the introduction of additional vehicles.</i> <i>Resolved 6 for, 3 abstentions (HH, RW and CBil.).</i></p>	

<p>20/138 (Contin.)</p>	<p>ii) 21/0022/FUL – Keble Court, Northmostown, EX10 0NL Insertion of window to ground floor (west elevation). It was proposed by Cllr. Lipczynski, seconded by Cllr. Chapman, that Council supported this application. Resolved unan. Clerk: Please submit consultee comments to planning authority.</p> <p>c) Tree (Planning) Matters; None raised.</p> <p>d) Planning Determinations/Decisions; None advised.</p> <p>e) Appeal Matters; None advised to Council at time of agenda publication.</p> <p>f) Planning Correspondence; To note receipt of EDDC Local Plan Consultation and to agree upon Council's formal response. Noting the response deadline of the 15th March, it was proposed by Chair that this matter be considered in more depth at the next Ordinary meeting of Council on 22nd February. Clerk to forward details to all members to allow a comprehensive debate at that meeting. Resolved unanimously. Clerk: Please add matter to February ORD meeting agenda and ensure all members are copied into EDDC correspondence on this topic.</p>	<p>Clerk</p> <p>Clerk</p>
<p>20/139</p>	<p>Financial Matters</p> <p>a) To consider and review Financial Reports for January 2021: Noted and reviewed. Chair highlighted key points.</p> <p>b) i) To consider and, if thought fit, approve payments for January 2021 (as previously circulated to members of Council): Payments to the value of £4122.61 Payment approval proposed by Cllr Walker, seconded by Cllr. Lipczynski. Resolved unanimously. RFO: Please make payments on due date accordingly.</p> <p>ii) To ratify amended payments for December 2020 in light of direct debits claimed: £4442.87 due to unexpected DD claim by SWW (related to leak allowance claim – see above) Ratification proposed by Chair, seconded by Cllr. Lipczynski. Resolved unanimously.</p> <p>c) Questions to RFO on these reports: No questions raised.</p> <p>d) To consider review of the Q3 budget monitor for 2020/21: RFO presented the Q3 budget report and highlighted variances from the forecast, especially additional unanticipated income. RFO asked for the underlying causes to be considered by the next Finance Committee meeting. Agreed. RFO: Please note and add to February F/Comm agenda accordingly, and also include the CyberRisk Insurance policy issue.</p>	<p>RFO</p> <p>RFO</p>

	Business to be considered:	
20/140a)	<p>a) To consider request from parishioner for provision of a Parish Council funded Grit Bin in lower King Alfred Way to alleviate risk from slippery road conditions thereat:</p> <p>Clerk presented a range of options and styles to members for their consideration. He advised that consent would be required from the landowner but that Council did have the power to provide such an amenity. It was proposed by Chair, seconded by Cllr. Hughes, that the Parish Council purchase the grit bin, and the necessary contents, at a cost of approx £200 and seek consent of the landowner as to siting the bin at the optimal location in that part of KAW. Colour of the grit bin to be green due to its location within the AONB. Delegated authority was afforded to Clerk to purchase and make necessary arrangements as above. Resolved unanimously. Clerk: Please note and action accordingly.</p>	Clerk
20/140b)	<p>b) To consider update on the P3/Footpath complaint at Back Lane:</p> <p>Chair proposed that Standing Orders be suspended to allow Hon. Footpath Warden (HFW) to participate and make a representation. Resolved unanimously. <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>After a lengthy discussion, and input from the HFW who provided some insight into the possible presence of badgers and their active setts, it was proposed by the Acting Chair that no further action was to be taken at the present time but that the Parish Council should monitor the situation and discuss when and if appropriate. resolved unanimously.</p> <p>Cllr. Dalton asked that Chair revert back to Cllr. Burhop. Chair proposed that Standing Orders be resumed. Resolved. Chair thanked Mr. Swan for his insight and contribution.</p>	
20/140c)	<p>c) To consider and, if thought appropriate, to approve Ordinary meeting dates of the Parish Council in 2021:</p> <p>Clerk had circulated a schedule of dates based on previous frequency and cycle of Ordinary meetings for member's review and approval. A recommendation was made to remove the scheduled meeting for August and replace with an Ordinary meeting on 27th September. It was noted that meeting start times had been brought forward (whilst meetings were being convened in virtual session) but that arrangements may require review after May 2021 when the current legislation that governs meetings expires (Coronavirus Act 2020). Council would consider a report from the Clerk at a forthcoming meeting explaining the logistical and financial implications of the forthcoming legislative changes. Proposed by Chair. Seconded Cllr. Carpenter. Resolved unan. Clerk: Please publish accordingly.</p>	Clerk

20/140d)	<p>d) To consider update from Climate Change Emergency Working Party (CCEWP):</p> <p>Cllr. Bilenkyj presented her report. Current Covid19 restrictions had impacted on physical gatherings and work parties and had prevented the Willow Planting Day taking place. It was agreed that this matter be reconsidered at February's ORD meeting.</p> <p><i>Clerk: please add a suitable item to February ORD agenda.</i></p> <p>Clerk reported that a local association had kindly offered a grant of upto £500 towards the costs of wildflower planting in the parish. Clerk had accepted "in principle" and thanked the association for their kind offer. Cllr. Bilenkyj offered her thanks too. Members of the CCEWP would attempt to meet before the date of the next ORD meeting on 22nd February. No further action req'd.</p> <p><i>At this stage of the meeting, Clerk advised Council that the 2hr limit for the meeting (as laid down in Council's Standing Orders) had been reached. Cllr. Walker proposed that Standing Order 1x) be suspended to permit the meeting to continue beyond 2 hours. Resolved unanimously.</i></p>	Clerk
20/140e)	<p>e) To receive and note the annual reminder of Councillor's obligations and duties in respect of NALC Legal Topic Note 30 (defamation):</p> <p>Clerk had circulated this document to all members (as is done each January) for their perusal and review. Report was noted. No questions raised by members. No further action necessary other than to minute this confirmation of the review and notation. <i>Clerk: Please diarise for January 2022 to recirculate and review.</i></p>	
20/141	<p>Correspondence received, not already circulated to members: None received since last meeting, not already circulated.</p>	
20/142	<p>Date and time of next meeting:</p> <p>The next Ordinary meeting of council will be held in remote session on Monday 22nd February 2021, at 7.00pm via the Zoom Platform. <i>Clerk: Please note and action accordingly.</i></p> <p><i>Chair wished to thank all members of the public for participating in this virtual meeting of the Parish Council.</i></p>	Clerk
20/143	<p><i>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.</i></p> <p><i>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 session at 9.00pm</i></p>	

20/144	<p>Matters to be considered in committee:</p> <p>i) To consider update on matters pertaining to allotments and facilities thereat.</p> <p>Members discussed the recent events at the allotment site and the intervention of the local Police authorities following reports of trespass and criminal damage & theft of Council's property. Clerk advised that crime reference numbers had been obtained from the local Police team via 101 service although members expressed some reservations that the matter was not taken seriously by local officers. Clerk was asked to liaise with the local Beat Team to follow up on this.</p> <p>Clerk outlined what steps might be possible moving forwards.</p> <p>Members were aggrieved that taking no action against the perpetrators would send the message that Council property could be stolen and damaged without penalty, censure or justice being served.</p> <p>Clerk was directed to seek the costs of obtaining an injunction against the parties committing trespass on the Council's land (in direct contravention of the Notice of Eviction served previously).</p> <p>It was proposed by Chair that demands be sent to all 3 parties involved seeking full recovery of Council's losses from the damage and theft of the Eco-Toilet and the additional costs incurred of providing cameras onsite and the time expended by the Clerk in attending to this matter. If, after 14 days, the monies were not repaid, then a further period of 7 days was to be allowed, before Council met again to reconsider what steps to take next (if necessary). Seconded by Cllr. Dalton. Resolved 8 votes for, with 1 abstention.</p> <p>Clerk: Please action as directed. Please advise Council if any response received or monies deposited. Re-issue demand after 14 days if no response / funds forthcoming. Please advise members of Injunction costs at earliest opportunity.</p> <p>Action Points on final page:</p>	
	<p>With no further business to discuss, Chair closed council meeting at 9.25pm.</p>	

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Signed as a true record of the meeting above:

Chair: _____

Date: _____

Action Points from ORD meeting of NPHPC – 25th January 2021

Action Required	By Whom	By When	To/For	Min Ref:
Liaise with Neighbourhood Police Beat Team re: attendance at ORD meetings	Clerk	ASAP	NBT	P/Forum
Correspond with named parties re: road safety improvements sought / suggested.	Clerk	ASAP	CW/SH/SJ/GS	20/137i)
Chase progress on FEH road works delay	Clerk	ASAP	CW/VR/DCC	20/137iv)
Submit Planning Comments	Clerk	ASAP	EDDC	20/138
L/Plan Initial Consultation review – Defer to February ORD meeting	Clerk	FEB 21	Council	20/138
Arrange payments for JAN21 as approved	RFO	ASAP	Payments	20/139
Add consideration of Cyber-risk Policy to February Fin.Comm agenda	Clerk	18/2	Fin.Comm.	20/139
Arrange purchase of new grit bin for KAW once landowner consent obtained	Clerk	TBA	KAW	20/140a)
Publish approved meeting dates	Clerk	ASAP	Websites/NB	20/140c)
Add CCEWP item to FEB ORD agenda	Clerk	FEB 21	Council	20/140d)
Diarise January 2022 for LTN30 reissue	Clerk	JAN 22	Council	20/140e)