

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the remotely held Parish Council Monthly Ordinary meeting on Monday 26th April 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)

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| | Present (remotely): Cllrs. Burhop (Chair), Dalton (Vice-Chair), Bilenkyj, Carpenter, Chapman, Hughes, Lipczynski, Tillotson, Tribble and Walker (Quorate). Clerk, Paul Hayward. Cllr. Claire Wright (DCC) Cllr. Val Ranger (EDDC) Hon. Footpath Warden, Ted Swan PC Clatworthy (off duty) 2 members of the public (MoP) (Multiple viewers via Facebook Livestream) | ACTION by: |
| | Chair welcomed all Councillors, and member of the public to the Council's April Ordinary 'virtual' meeting, made necessary by current CV-19 situation which requires social distancing measures, held in accordance with Clause 78 CoronaVirus Act 2020 | |
| | Public Forum: a) Police Representative. PC Clatworthy presented a brief report on activity in the parish and answered questions from members of Council and the public. Chair thanked PC Clatworthy for taking the time to attend outside of his usual working hours. b) County Councillor Report. Cllr. Wright presented her final report before standing down as County Councillor for the parish. c) District Councillor Report. District Councillor report had been received from Cllr. Ranger and published. No questions from Councillors or MoP. d) P3 / Hon. Footpath Warden (HFW) Mr. Swan was having difficulty accessing the meeting via Zoom. Chair said that he would allow Mr Swan to contribute if he joined the meeting at a later stage) e) Public Representations and questions. No public representations or questions. With no other public speakers, Chair closed the public forum at 7.30pm | |
| 21/001 | Apologies for absence: None – all members present. | |
| 21/002 | Declarations of Interest made / Dispensations Noted: All members present are, by definition, members of the NPPFF Trustee Board and declare a personal interest in that capacity. 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 This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as Allotment Manager.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> | |

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| 21/002 (contin.) | <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>Cllr. Dalton was afforded a dispensation * at the Ordinary meeting held 29th March 2021 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 an allotment tenant. * <i>Localism Act 2011 (s.33)</i></p> <p>Chair reminded all members that further declarations could be made during the meeting if necessary</p> | |
| 21/003 | <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> | |
| 21/004 | <p>To consider and, if thought fit, approve the minutes of the Ordinary meeting of Council held 29th March 2021: <i>Approval proposed by Cllr. Dalton. Seconded by Cllr. Lipczynski. Resolved unanimously.</i></p> <p>To consider matters arising from these minutes: Statement from Cllr. Hughes re: land designation at Bowhayes Farm Cllr. Bilenkyj and Clerk to liaise re: RSD reporting. Update from Chair re: forthcoming DCC / PCC elections and N/Plan referendum (all on same day) Confirmation that Turner Close Play area works completed and Clerk asked whether members wished to hold a publicity event to mark the occasion. Clerk to circulate dates for next Policy and Personnel Committee meeting to allow the Policy review process to re-commence.</p> | |
| 21/005 | <p>Chair's Announcements / Matters of Urgency / Statement on ongoing CV-19 situation:</p> <p>Chair highlighted recent Government proposals for the "roadmap" out of the current lockdown restrictions. Chair reemphasised need for continued compliance and adherence to regulations and CV19 precautions to prevent a resurgence in infections & transmission (especially in light of newly announced "variants"). Chair confirmed that help was still available within the parish to those that needed it.</p> | |
| 21/006 | <p>To consider any matters pertaining to the forthcoming NP&H N/Plan referendum (scheduled for 6th May 2021):</p> <p>Chair had covered this matter above under 21/004 (Matters arising). Nothing further to be discussed.</p> | |

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| 21/007 | <p>To consider matters pertaining to road safety in the parish:</p> <p>i) A request had been received seeking the Council's agreement to the re-siting of the bus stop at Burrow on the A3052 (western section). Clerk was asked to make contact with the Bus Operator to enquire as to the feasibility of the proposal. Clerk: please note and action accordingly.</p> <p>Cllr. Bilenkyj raised the issue of the existing metal bus stop on Church Green and highlighted the uncomfortable seats therein. It was felt that some cosmetic adaptations might be possible to the shelter (which was a Parish Council asset) and also to perhaps install some additional planters thereabouts to provide greenery and habitat. Clerk: Please liaise with Parish Maintenance Contractor and DCC to ascertain what could be achieved here.</p> | |
| 21/008 | <p>Planning Matters to be considered: Chair proposed suspension of Standing Orders to allow public representations. Seconded Cllr. Walker. Resolved unanimously.</p> <p>a) To consider planning applications received:</p> <p>i) 21/0947/FUL – 4 Burrow Close, NP. EX10 0BS It was proposed by Cllr. Lipczynski, seconded by Cllr. Hughes, that the Parish Council support the application. Resolved unan.</p> <p>ii) 21/0816/FUL – 2 Burrow Close, NP. EX10 0BS It was proposed by Chair, seconded by Cllr. Lipczynski, that the Parish Council support the application (as amended). 9 votes for, 1 abstention (MT). Resolved.</p> <p>iii) 21/0901/FUL (0902/LBC) – Wisteria Cottage, NP. EX10 0EG It was proposed by Cllr. Carpenter, seconded by Cllr. Hughes, that the Parish Council support the application. 9 votes for, 1 abstention (SPT). Resolved Clerk: Please respond to EDDC Planning dept. with these decisions.</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: None advised</p> <p>c) Tree (Planning) Matters: None advised to Council.</p> <p>d) Planning Determinations/Decisions: Noted as per agenda published. Clerk: Please update Parish Council website with these decisions.</p> <p>e) Appeal Matters: 20/1510/FUL – Highfield, Higher Way. Appeal lodged against refusal. It was agreed that no further representations be made to the Appeal hearing other than those already submitted by the Parish Council</p> <p>f) Planning Correspondence: None received.</p> <p>g) To note and respond to planning consultations received: No consultations received / currently "live".</p> | |

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| | <p><i>Mr. Swan (Footpath Warden) re-joined the Zoom meeting. Chair proposed the suspension of Standing Orders to allow Mr. Swan to present his P3/Footpath report. Seconded Cllr. Chapman. Resolved unanimously.</i></p> <p>Mr. Swan outlined current works in parish on the public right of way network. Chair thanked Mr. Swan for his hard work and diligence. <i>Chair proposed the resumption of Standing Orders. Seconded Cllr. Chapman. Resolved unanimously.</i></p> | |
| 21/009 | <p>Financial Matters</p> <p>a) To consider and review Financial Reports for April 2021: Noted and reviewed. Chair highlighted key points.</p> <p>b) To consider and, if thought fit, approve payments for April 2021 (as previously circulated to members of Council): Payments to the value of £5572.46 including payments for £180 in respect of late invoices received by RFO for settlement. <i>Payment approval proposed by Cllr. Lipczynski, seconded by Cllr Walker. Resolved unanimously.</i> RFO: Please make payments on due date accordingly.</p> <p>c) Questions to RFO on these reports: No questions raised.</p> <p>d) To consider virements between Council's reserves as a result of the Year End Financial Outturn position:</p> <p>The follow virements were discussed, and then <i>proposed by Chair, seconded by Cllr. Tillotson. Resolved unanimously.</i> <i>£5910 to be vired.</i> <i>£500 to Allotment Reserve</i> <i>£1000 to Play Reserve</i> <i>£1000 to Trees and Climate Action Reserve</i> <i>£2000 to Cemetery Wall Repair Reserve</i> <i>£1410 (balance) to WC Refurbishment Reserve.</i> RFO: Please arrange as necessary.</p> <p>e) To consider and review Financial Year 2020/21 out-turn reports (to end Q4): Noted.</p> <p>f) To consider inception date for previously approved CyberRisk Policy: <i>After discussion, it was proposed by Chair, seconded by Cllr. Hughes, that the policy should begin with immediate effect to protect Council against the risks previously considered but that a renewal date be sought to allow all future policies to run concurrently with Council's main "all-risks" policy ie. June renewal annually. Resolved unanimously.</i> RFO: Please arrange with our broker accordingly.</p> <p>g) To consider grant funding application from Exmouth Ring and Ride group: £327.00 sought as part of a funding package covering the entire local area. <i>Grant award approval proposed by Cllr. Lipczynski, seconded by Cllr. Walker. Resolved unanimously.</i> RFO: Please make payment in May and advise group accordingly.</p> | <p>RFO</p> <p>RFO</p> <p>RFO</p> |

| | Business to be considered: | |
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| 21/010a) | <p>a) To consider update from Clerk as to the arrangements likely to be necessary for the legal and Covid19 compliant hosting of Council meetings after 6th May 2021:</p> <p>Clerk confirmed that Parish Council meetings after 6th May 2021 would have to be undertaken in physical form as the legislation to allow “virtual” meetings had not been extended. After significant debate, it was agreed that Council would host physical meetings (according to CV19 compliance guidelines) in a venue suitably equipped to provide digital connectivity and that Council would “aspire” to provide a hybrid meeting solution wherever possible. Clerk: Please note and make arrangements for the Annual Meeting of Council to be held in a physical setting, with suitable digital connectivity and space for CV19 compliant distancing and cleaning protocols.</p> | Clerk |
| 21/010b) | <p>b) To consider proposal that the PC should make an application for grant funding under a scheme promoted by DCP re: POCA proceeds (for use on projects promoting public safety in the parish):</p> <p>It was proposed by Cllr. Carpenter, seconded by Cllr. Hughes, that Council should apply for the full costs of the proposed CCTV system at the Pavilion and Playing Field. Resolved unanimously.</p> <p>Clerk: Please note and action accordingly. Please liaise with PC Clatworthy during the application process.</p> | Clerk |
| 21/010c) | <p>c) To consider training courses for staff/members in the coming months:</p> <p>Clerk was asked to make contact with DALC to determine what courses were available going forwards (virtual or “in person”), their costs and the dates available. Clerk: Please note and action accordingly.</p> | Clerk |
| 21/010d) | <p>d) To consider update from Climate Change Emergency Working Party (CCEWP):</p> <p>Cllr. Bilenkyj presented her report. A new “bug hotel” installed in parish. CCEWP feature in May Parish Magazine Cllr. Bilenkyj had attended a Parish Council CCE forum meeting. Very interesting and helpful online tools highlighted to allow people to see the difference their actions can make at a local level. Chair thanked Cllr. Bilenkyj and the group for their continued enthusiasm and positivity.</p> | |
| 21/010e) | <p>e) To receive update from Clerk as to status of the current Casual Vacancy (CV) in Harpford ward:</p> <p>Clerk reported on recent discussions with EDDC Electoral Services who (re: other elections) were a little pressed for time at present. Clerk was asked to obtain further clarification re: the process for filling the CV and return back to Council thereupon. Clerk: Please note and action accordingly.</p> | |

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| 21/010f) | <p>f) To receive update on Play and MUGA sports / play amenity projects:</p> <p>Clerk advised that the Turner Close Play Area installation was now completed (see earlier minutes). With regards to the MUGA project, it was agreed that Council should press ahead now that CV19 restrictions were easing to take advantage of the s.106 monies available. Clerk: Please add this matter to the next Finance Committee meeting so that a plan of action can be agreed upon and taken forward as a matter of urgency.</p> | Clerk |
| 21/011 | <p>Correspondence received, not already circulated to members: None received since last meeting, not already circulated.</p> | |
| 21/012 | <p>Date and time of next meeting:</p> <p>The Annual Meeting of council will be held on Monday 24th May 2021, at 7.00pm at a venue to be determined. Clerk: Please note and action accordingly.</p> | Clerk |
| | <p>Chair proposed that – as the meeting was reaching the two-hour mark – Standing Orders be suspended to allow the consideration of business to continue. Resolved unanimously.</p> | |
| 21/013 | <p>It was proposed by Chair 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. Seconded Cllr. Dalton.</p> <p><i>Chair thanked all members of the public for participating in this virtual meeting of the Parish Council. All members of the public left the meeting.</i></p> | |
| 21/014 | <p>Matters to be considered in committee session:</p> <p>a) Matters pertaining to allotment eco-toilet and associated assets. It was proposed by Chair to accept the suggested wording from the 3rd party and to allow collection of the chattels specified, from the roadside, under the supervision of Councillors, and that both parties agreed to make no further claims on the other, considering the matter now closed. 9 votes for, 1 objection (LD). Resolved. Clerk: Please note and liaise with parties involved to facilitate the collection as agreed and the signing of the necessary paperwork.</p> <p>b) Matters pertaining to complaint about allotment tenant. It was proposed by Chair that Clerk write to tenant formally outlining the nature of the complaint (and enclosing a copy of the T&C's) and asking that behaviour improve. If no improvement observed, or if unacceptable behaviour continues, then Council will re-consider and take action as necessary. Resolved with 2 abstentions (MT and LD). Clerk: please note and action accordingly.</p> | |

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| 21/014 (contin.) | <p>c) Matters pertaining to proposed access gateway at SW corner of Venn Ottery Village Green.</p> <p>It was proposed by Chair, seconded by Cllr. Chapman, that:</p> <p>i) Clerk and Cllr. Hughes discuss the proposals with the parties concerned to establish agreement on the following;</p> <p>ii) Who the legal owner(s) of the land parcel will be?</p> <p>iii) That the Parish Council will be afforded unencumbered access to the green in perpetuity as a condition of the agreement.</p> <p>iv) That the Parish Council will meet the legal costs of the land transfer upto the value of £1000 in order to establish the rights of access referred to in 21/014c)iii).</p> <p>Resolved with 9 votes for, 1 abstention (LD).</p> <p>Clerk/Cllr. Hughes: Please note and liaise accordingly.</p> | |
| | <p><i>With no further business to discuss, Chair closed Council meeting at 9.45pm.</i></p> | |

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Signed as a true record of the meeting above:

Chair: _____

Date: 24th May 2021

Action Points from this Ordinary Meeting are shown on next page

Action Points from ORD meeting of NPHPC – 26th April 2021

| Action Required | By Whom | By When | To/For | Min Ref: |
|---|----------------|----------------|-----------------------|-----------------|
| Arrange dates for next PPC meeting | Clerk/Chair | ASAP | PPC | 21/004 |
| Organise publicity event for Turner Close | Clerk/PC | TBA | Press | 21/004 |
| Chase DCC re: Planter licences (incl. bus stop) | Clerk | ASAP | DCC | 21/007 |
| Consult with PMC re: bus stop seats upgrade | Clerk | ASAP | PMC/SS | 21/007 |
| Arrange Stagecoach meeting re: Burrow stop | Clerk | ASAP | Stagecoach | 21/007 |
| Execute virements between reserves | RFO | ASAP | Accounts | 21/009 |
| Liaise with broker re: CyberRisk cover start | RFO | ASAP | CR/Ins. | 21/009 |
| Pay ER&R grant award May 2021 | RFO | May 2021 | Grant | 21/009 |
| Arrange Annual Meeting for 24/5 @ PAV | Clerk | May 2021 | Council | 21/010 |
| Apply for POCA grant for CCTV project | Clerk | ASAP | Council | 21/010 |
| Ascertain training courses available DALC | Clerk | ASAP | DALC | 21/010 |
| Chase EDDC Elec. Serv. For CasVac status | Clerk | ASAP | EDDC | 21/010 |
| Liaise with FinCom for progress on MUGA and Play projects | Clerk | ASAP | F/Comm. | 21/010 |
| Arrange Eco-Toilet collection and paperwork | Clerk | ASAP | 3rd Party | 21/014 |
| Write to Allotment Tenant and remind of T&C's | Clerk | ASAP | Tenant | 21/014 |
| Undertake actions re: VOVG access project | Clerk/HH | ASAP | 3 rd Party | 21/014 |
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