

# NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council monthly Ordinary meeting on Monday 27<sup>th</sup> September 2021 at 7pm held at the Pavilion building, Back Lane, Newton Poppleford and also via concurrent Zoom Webinar.

	<p><b>Those Present:</b>          Cllrs. Burhop (Chair), Carpenter (Vice-Chair), Bilenkyj, Chapman, Dalton, Hughes, Lipczynski, Morgan, Tillotson and Walker (Quorate). <i>Clerk, Paul Hayward.</i>          Angela King (EDDC Neighbourhood Plan Officer)          Gill Cameron-Webb (N/Plan Steering Group)          Hon. Footpath Warden, Ted Swan          0 members of the public (MoP)</p>	<p><b>ACTION by:</b></p>
	<p><b>Chair welcomed all Councillors, guests and members of the public to the Council's September Ordinary meeting and outlined Fire Regulations and CV19 compliance/hygiene arrangements. Chair confirmed that meeting was quorate as per adopted Standing Orders.</b></p>	
	<p><b>Public Forum:</b></p> <p><b>a)</b> Presentation from Angela King &amp; Gill Cameron-Webb on the Newton Poppleford Neighbourhood Plan, its relationship with the EDDC Local Plan (both the current plan, and the one under review) and the ways in which the Parish Council (and wider community) can use the legal weight of the adopted N/Plan to influence and steer planning decisions in the parish. <a href="#">See agenda item below (21/052h) for proposals relating to the N/Plan and Council's use of the plan.</a>  <i>Chair thanked both speakers for their time and attendance.</i></p> <p><b>b) Police Representative.</b>          No Police Report available. Clerk was asked to chase DCP for the monthly crime/incident report.  <a href="#">Clerk: Please action accordingly.</a></p> <p><b>c) County Councillor Report.</b>          Cllr. Bailey had forwarded a report in advance of the meeting having also tendered her apologies for absence. Clerk confirmed that the report would be published on Council's website.  <i>Chair outlined the highlights from the report.</i></p> <p><b>d) District Councillor Report.</b>          Cllr. Ranger had forwarded a report in advance of the meeting having also tendered her apologies for absence. Clerk confirmed that the report would be published on Council's website.  <i>Chair outlined the highlights from the report.</i></p> <p><b>e) P3 / Hon. Footpath Warden (HFW)</b>          Verbal report from Mr. Swan on footpath matters in parish. Chair offered to write to DCC on one particular matter in order to push progress along.  <a href="#">Chair: Please liaise with Mr. Swan accordingly.</a>  <i>Chair thanked Mr. Swan for his continuing efforts and dedication to the parish.</i></p>	

	<p><b>f) Public Representations and questions.</b>  No representations made or questions asked.  <b>With no other public speakers, Chair closed the public forum at 7.40pm</b></p>	
21/044	<p><b>Apologies for absence:</b>  Apologies received from Cllr. Tribble.  <i>It was proposed from the Chair that the apology for absence be accepted. Resolved unanimously.</i>  Cllr. Ranger (EDDC) and Cllr. Bailey (DCC) had also sent their apologies for absence. Noted.</p>	
21/045	<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>Cllr. Dalton was afforded a dispensation * at the Ordinary meeting held 29<sup>th</sup> 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>Cllr. Dalton declared a pecuniary interest relating to agenda item 21/053b).</p> <p>Chair reminded all members that further declarations could be made during the meeting if necessary</p>	
21/046	<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> No matters considered as confidential other than those already listed on agenda (see 21/057)</p>	
21/047	<p><b>To consider and, if thought fit, approve the minutes of the Ordinary meeting of Council held 26<sup>th</sup> July 2021:</b>  <i>Approval proposed by Cllr. Walker. Seconded by Cllr. Lipczynski. Resolved unanimously.</i></p> <p><b>To consider matters arising from these minutes:</b>  3<sup>rd</sup> Party access to Venn Ottery Village Green (see 21/057)  Check with Grounds Maintenance Contractor re: pending works  Continue seeking WC cleaning quotes  Chair and Clerk to formally respond to CMP re: surgery consultation  Clerk/Chair: Please note and action accordingly.</p>	Clerk/Chair

21/048	<p><b>To review the minutes of the meeting of the Council's Finance Committee 23<sup>rd</sup> September 2021 as circulated to members and to note and ratify recommendations made therein:</b></p> <p>Chair outlined main points from the committee meeting. Noted by all present.</p> <p><i>Question raised on Firework event by Cllr. Lipczynski.</i></p> <p>Chair highlighted the ongoing project at Venn Ottery Village Green re: the replacement bridge, and Councillors noted the report from the Clerk re: a recent Risk Assessment. After discussion, <b>it was proposed from the Chair that the bridge be closed to public access with immediate effect; signage to be added around the green to that effect. Resolved unanimously.</b></p> <p><i>Clerk: Please note and arrange closure accordingly.</i></p> <p>The proposed creation of a VOVG Bridge Working Party was noted. <b>The Chair further proposed that Council accept the recommendation of the Finance Committee to enter into a contract with Contractor L to undertake the works at the entrance splay to the Back Lane Tennis Court car park (to a Heavy-Duty specification) for the quoted sum of £8494 plus VAT. Seconded Cllr. Walker. Resolved unan.</b></p> <p><i>Clerk: Please note and liaise with contractor as a matter of urgency to arrange completion of works by the 5/11 i.e., for the fireworks event which would utilise the car park.</i></p> <p>Clerk confirmed to Cllr. Walker (as Chair of the Finance Committee) that all of the service personnel in St. Luke's Cemetery (with the exception of Marine Rollason) were commemorated on the parish War Memorial at Church Green. Noted.</p>	
21/049	<p><b>Correspondence received:</b></p> <p>None received that had not already been circulated to members.</p>	
21/050	<p><b>Chair's Announcements / Matters of Urgency / Statement on ongoing CV-19 situation:</b></p> <p>Chair asked Councillors and other attendees to be careful, considerate and cautious whilst the CV19 situation remained ongoing.</p>	
21/051a)	<p><b>To consider matters pertaining to road safety in the parish:</b></p> <p>Chair expressed his frustration (and noted the same from Cllrs. Bailey and Ranger) at the lack of progress on Four Elms Hill. Noting that it had been more than 2 months since the HATOC meeting at which the necessary works had been flagged as "a matter of extreme urgency", he confirmed that Council, and Councillors, would continue to place pressure upon DCC to complete all relevant works as soon as possible.</p> <p><i>Clerk: Please note and add to next agenda for further updates.</i></p> <p>The Chair confirmed that the Newton Poppleford Community Speedwatch Team (CST) now had a Team Leader and that Speed Watch Team activity should commence imminently.</p> <p>Cllr. Morgan spoke regarding the issue of brambles and foliage growth on Back Lane, south of the FP3 entrance and adjacent to the Old Station Yard. It was agreed that Clerk would correspond with the landowner to highlight the risk to pedestrians and ask the landowner to attend to the problem. A similar request was made regarding overgrowth in Chestnut Way.</p> <p><i>Clerk: Please note and action accordingly.</i></p>	<p>Clerk</p> <p>Clerk</p>

	<b>Chair proposed that Standing Orders be suspended to allow public representations hereafter if so appropriate. Seconded Cllr. Hughes. Resolved unanimously.</b>	
21/051b)	<p><b>To consider matters pertaining to footpaths and public rights of way in the parish (P3):</b></p> <p>Mr. Swan covered some other points relating to footpaths in the parish and Clerk reported on the availability of some new hole filling materials that might be suitable for larger gaps in FP3 (western/midsection). Clerk to report back to Finance Committee re: potential costs.</p> <p>Clerk: Please note and obtain costings accordingly.</p>	
	<b>Chair proposed that Standing Orders be reinstated to preclude further public representations. Seconded Cllr. Carpenter. Resolved unanimously.</b>	
21/052	<p><b>Planning Matters to be considered:</b></p> <p><b>a)i) To consider planning applications received:</b>  ONE - 21/2325/FUL – Little Northmostown Barn, Northmostown. Amendments to previously approved application 20/2365/FUL. Addition of rooflights and conservatory.  It was proposed by Chair, seconded by Cllr. Dalton, that the Parish Council did NOT support the application as the proposed rooflights did not accord with the NPH Neighbourhood Plan * (Strategy 46) and because the proposed conservatory did not appear on any of the submitted plans and thus Council was unable to properly consider its impact on the surroundings.  Resolved nem. con.</p> <p>TWO - 21/2371/FUL – The Stables, Hoppins, Southerton. Installation of air source heat pump.  It was proposed by Cllr. Morgan, seconded by Cllr. Carpenter, that the Parish Council supported the application as the proposed installation was in accordance with the * NPNHP (Policies HQD1w. and EP1f.). Resolved nem. con.</p> <p>Clerk: Please respond to EDDC Planning dept. with these planning comments</p> <p><b>a)ii) To ratify planning decisions agreed by consensus decision and by virtue of the delegated authority afforded to the Clerk by the extant Delegation Policy (see agenda):</b>  ONE – 21/2113/FUL – Recommended Refusal  TWO – 21/2129/OUT – Recommended Refusal  THREE – 21/2202/FUL – Recommended Support.  FOUR – 21/2074/FUL – Recommended Support.  Chair proposed that the ratification of these already submitted recommendations be approved en bloc. Seconded Cllr. Chapman. Resolved nem. con.</p> <p><b>21/052 Continued Overleaf.</b></p>	Clerk

	<p><b>b) To consider planning applications received after primary agenda publication, and published on a supplementary agenda and previously circulated to members of Council:</b> <i>No applications to be considered under this agenda item.</i></p> <p><b>c) Tree (Planning) Matters:</b> <i>A matter pertaining to trees had arisen but was related to the already scheduled agenda item 21/057ii) and so Chair proposed that this item also be considered in committee session as it related to a named individual and thus was considered as confidential business.</i></p> <p><b>d) Planning Determinations/Decisions:</b> As per agenda published. Cllr. Hughes also advised that the planning application 21/1663/FUL (Bowhayes Trees) had also been approved by EDDC. <i>Clerk: Please update website accordingly.</i> Chair commented that the proposed Neighbourhood Plan Monitoring Report would be helpful in assessing the effectiveness of the approved N/Plan in conjunction with LPA decision-making.</p> <p><b>e) Appeal Matters:</b> None advised to Council.</p> <p><b>f) Planning Correspondence:</b> Correspondence had been received from the applicant for 21/1933/FUL which criticised Council’s decision-making process when it reached the decision to oppose the application at Elm View on the grounds that it contravened the adopted Neighbourhood Plan. <i>The Chair proposed that he be delegated to prepare a formal response to the author of the complaint, which he would circulate to all members for review and editing (if required) before despatch on behalf of the Council to the correspondent. Resolved unanimously.</i> <i>Chair: Please action accordingly</i></p> <p><b>g) To note and respond to planning consultations received:</b> None received as at time of agenda publication.</p> <p><b>h) To consider Council’s decision-making processes when considering planning applications in the parish now that the Neighbourhood Plan has been “made”:</b> Following on from the earlier presentation by Angela King, and Gill Cameron-Webb, and the subsequent discussion amongst members of Council, it had been suggested that the following actions be taken;</p> <p>1) That Council create a monthly, ongoing, Monitoring Report containing all planning applications received, and the outcome of the determination/decision at EDDC, to gauge the effectiveness (or otherwise) of the adopted Neighbourhood Plan policies.</p> <p>2) That members of the Council participate in external Planning Training if they felt it would be of assistance to them in understanding the planning system and legislation better.</p>	<p>Clerk</p> <p>Chair</p>
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	<b>Business to be considered:</b>	
21/054a)	<p><b>a)i) To consider update from Climate Change Emergency Working Party (CCEWP):</b></p> <p>A meeting of the CCEWP was scheduled for the 12<sup>th</sup> October 2021. It was suggested that the Terms of Reference for the Working Party, and their 10yr Action Plan, be recirculated all members to bring everyone up-to-speed with the purpose of the group.  <b>Clerk: Please action accordingly.</b>  Cllr. Hughes kindly offered to create a planting schedule/timetable for the CCEWP to consider on the 12<sup>th</sup> October.  It was agreed that the Action Plan should dovetail with the Council’s Climate Change aims and objectives, the Neighbourhood Plan and should consider matters such as hedgerows when issues of public safety might conflict with bio-diversity and habitat protection.  Cllr. Bilenkyj (Chair, CCEWP) welcomed new members and volunteers to come forward to help the group achieve its goals.</p> <p><b>a)ii) To consider tree planting projects in the parish:</b></p> <p>Cllr. Hughes kindly agreed to cost up the required tree planting materials and accessories that would be required to plant the trees being supplied free-of-charge to the parish by way of the various grant schemes that the PC had applied for. This can be considered by the Fin.Comm. when it next convenes.  <b>Cllr. Hughes: Please forward to Clerk as above.</b>  Cllr. Hughes reported that the trees in question would be delivered to Bowhayes Nursery as a single point of reference and he would kindly nurture them until the planting project could begin. Cllr. Bilenkyj encouraged all members of Council to volunteer for “planting duty” when the time comes.  Clerk confirmed that £2800 remained in the Council’s Project budget, some of which could be used for such tree-planting activity.</p> <p><b>a)iii) To consider plans for the planting of a landmark Jubilee tree in celebration of HM The Queen’s Platinum Jubilee – June 2022:</b></p> <p>After discussion on the possible location for such a landmark tree, Cllr. Hughes kindly offered to provide a quotation for an established “root-ball” specimen (possibly an Oak) which Fin.Comm. could consider in due course.  <b>Cllr. Hughes: Please forward to Clerk as above.</b></p> <p><b>a)iv) To consider matters pertaining to roadside growth in village/parish and to discuss proposals for effective weed control and maintenance:</b></p> <p>Further to a previously supported suggestion from Cllr. Chapman, the Chair proposed that a Parish Clean Up day be arranged encouraging all residents (where they are able) to clear the section of pavement in front of their properties and assist their neighbours where permissible. The Chair offered to draft the wording for an article in the Parish Magazine, to be supported by social media advertising, and publication of posters etc on websites and noticeboards.  <b>Chair: Please note and arrange accordingly for NOV edition.</b>  <b>Clerk: Please support with publicity elsewhere.</b></p>	<p>Clerk</p> <p>Cllr. Hughes</p> <p>Cllr. Hughes</p> <p>Chair Clerk</p>

21.00hrs	<i>As the meeting had been in progress for 2 hours already, the Chair proposed that Standing Orders be suspended to allow the meeting to continue. Secoded by Cllr. Carpenter. Resolved unanimously.</i>	
21/054b)	<p><b>b) To consider matters pertaining to recent and ongoing water mains disruption in the village &amp; parish:</b></p> <p>Clerk provided an update following correspondence with SWW. Discussion amongst Councillors as to ongoing issues in parish. Suggestion from Cllr. Bilenkyj that all leaks etc should be logged and reported individually. Chair suggested that a “self-help” surgery be arranged at the Pavilion for a Saturday afternoon, publicised accordingly, to allow Councillors to assist any members of the public who may be unsure as how to report faults and/or claim compensation for service disruptions.</p> <p><i>It was proposed by Chair that the Parish Council cover the hire costs of the Pavilion for the duration of the surgery “drop-in” event. Resolved unanimously.</i></p> <p>Chair offered to write an article for the Parish Magazine to inform residents that such an event would be arranged in the very near future.</p> <p><i>Chair: Please note and action accordingly.</i></p>	Chair
21/054c)	<p><b>c)i) To consider whether the Parish Council should participate in the 2022 CPRE “Churchyard of the Year” competition:</b></p> <p>After discussion, it was unanimously agreed that the Council should not participate as there were enough projects ongoing that would require discussion, consideration and officer/member time. Noted. No further action necessary.</p> <p><b>c)ii) To consider report from Clerk on Cemetery maintenance and memorial condition:</b></p> <p>As this subject had been covered comprehensively during the review of the minutes of the previous Finance Committee meeting held 23/9/2021, no further discussion was felt necessary.</p>	
21/054d)	<p><b>d)i) To consider and agree upon festive lighting style, design and colour for the forthcoming Christmas illuminations on Greenbank:</b></p> <p>After discussion, it was agreed that Clerk should provide quotes to the next Finance Committee meeting for LED lighting for both trees, using a switchable multi-coloured/ice-white style (if possible) with small bulbs for both trees on the Greenbank (existing and proposed). A cost of £200 per tree was agreed in principle but final decision on costs to be made by the Finance Committee when they considered the quotes. A suggestion was made that lights be kept on throughout the year but other members felt that this would not accord with Council’s declaration of a Climate Change Emergency. Lighting times and duration to be confirmed by Finance Committee and ratified by Full Council at end of October.</p> <p><i>Clerk: please provide quotes as directed.</i></p>	Clerk



21/054e)	<p><b>e) To ratify allotment expenditure of £260.87 (net) made under Clerk's delegated authority in August towards urgent maintenance costs:</b></p> <p>It was proposed by Cllr. Walker, seconded by Cllr. Lipczynski, that Council formally ratifies this expenditure. Resolved unanimously</p>	
21/054f)	<p><b>f) To consider update forthcoming Parish Firework Event:</b></p> <p>Chair updated Council as to ongoing actions and confirmed that the newly created Firework Working Group would be meeting on Wednesday 29<sup>th</sup> September at 7pm. Event was scheduled for 5/11 and a great deal of the arrangements had already been covered by the Finance Committee (see minutes 23/9). The event contractor had confirmed that stock was available and a budget had been agreed as per Fin.Comm. recommendations.</p> <p>Councillors considered a letter of complaint/objection received by a Councillor and discussed the basis for continuing with an organised event (lasting approximately 15 minutes) rather than encouraging multiple smaller (and less controlled) individual events in the parish over a longer period of time and with no time restraints.</p> <p>members expressed a desire for the Parish Council to consider the use of silent fireworks and/or drones to create the lighting effects and it was agreed to raise this with the contractor after this event to determine cost and technical implications. It was also suggested that a community survey might be undertaken after the event to gauge parish opinion and feelings on this matter which Councillors fully accepted was unpopular with some residents but equally very welcomed by many others. It was suggested that Finance Committee consider a review after the event and make their recommendations accordingly. No further action at this time.</p> <p>Clerk: Please add to Finance Committee agenda in December.</p>	Clerk
21/054g)	<p><b>g) To consider Parish Council's response to the ongoing EDDC WC consultation exercise:</b></p> <p>It was unanimously agreed that Council would NOT submit a formal consultation response. Members of Council were encouraged to submit individually if they so wished.</p> <p>Proposed by Chair, seconded by Cllr. Walker. Resolved unan.</p>	
21/054h)	<p><b>h) To consider Parish Council's response to the ongoing EDDC Gambling Policy consultation exercise:</b></p> <p>It was unanimously agreed that Council would NOT submit a formal consultation response. Members of Council were encouraged to submit individually if they so wished.</p> <p>Proposed by Cllr. Lipczynski, seconded by Cllr. Chapman. Resolved unanimously.</p>	
21/055	<p><b>Date and time of next meeting:</b></p> <p>The next ordinary Meeting of council will be held on Monday 25<sup>th</sup> October 2021, at 7.00pm at the Pavilion building in Back Lane.</p> <p>Clerk: Please note and publish agenda accordingly.</p>	Clerk

21/056	<p>It was proposed by the Chair, seconded by Cllr. Dalton, 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. Resolved unanimously. All members of the public left the meeting at this point.</p>	
21/057	<p><b>Matters to be considered in committee session:</b></p> <p><b><i>i) To consider Clerk’s report on allotment matters and to authorise policy changes and proposed allotment expenditure accordingly:</i></b></p> <p>It was proposed by Chair, seconded by Cllr. Lipczynski, that the following actions be taken:</p> <ul style="list-style-type: none"> <li>a) Amendments to allotment Terms and Conditions be approved.</li> <li>b) That the Parish Council introduce a new 12m Probationary Period for all future allotment tenancies.</li> <li>c) That expenditure for a skip amenity to be approved.</li> <li>d) That the creation of an Allotment Association be explored.</li> <li>e) That quotes for proposed new equipment be considered by the next Finance Committee meeting in October.</li> <li>f) That “Notices of Non-Cultivation” be sent to the 4 tenants identified.</li> <li>g) That bills for this tenancy year would be created and passed to allotment manager for distribution and collection of charges due.</li> <li>h) That the Parish Council gratefully accept the offer of £333 from Waitrose Stores to be used on allotment amenity as Council felt appropriate.</li> </ul> <p>Resolved nem. con.  Clerk: Please note and action accordingly in conjunction with allotment management and allotment volunteers.</p> <p><b><i>ii) To consider matters pertaining to access arrangements at Venn Ottery Village Green (SW):</i></b></p> <p>After receiving report from Clerk following recent correspondence between Council and its legal representatives, it was felt that the Parish Council should still seek to continue with the original course of action proposed previously (ie. a land transfer in exchange for rights-of-access across 3<sup>rd</sup> party land). However, Councillors did not wish to meet all the legal costs and believed that the 3<sup>rd</sup> party should meet any costs above £1000. If the 3<sup>rd</sup> party did not agree to this, then Council should consider alternative action as suggested in accordance with the legal advice received to date.</p> <p>It was proposed by the Chair, seconded by Cllr. Hughes, that Council should proceed on this basis. Resolved with one objection and one abstention.</p> <p>Clerk: Please note and relay this decision to the 3<sup>rd</sup> party and seek their response. Please bring this matter back to the Parish Council when reply received.</p> <p>There was then a further discussion regarding trees (in the same location) and it was agreed that Clerk should seek clarification on whether any TPO’s were in place and, if not, seek quotes for the urgent removal of the trees as they were assessed to be in poor health and a risk to the public. Clerk: Please note and action.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p><b>iii) To discuss planning correspondence received which was considered “confidential” as it related to a complaint by a parishioner regarding another parishioner:</b></p> <p>Correspondence had been received from a parishioner relating to building works in an adjoining property. This had been initially reported to two Councillors – Tillotson and Dalton – but the matter had been brought to the wider attention of Council with author’s prior agreement. Chair highlighted the Parish Council’s lack of powers in this regard as the matter was primarily a civil one between two parties on matters outside of the PC’s jurisdiction. The Chair offered to contact the two parties involved and seek to mediate between them and bring the matter to a mutually agreeable conclusion although it was recognised that the issues involved were contentious. It was asked of the Chair that he signpost the various other agencies involved to the two parties, namely;  Environmental Health (EDDC)  Planning/Enforcement (EDDC)  Highways (DCC)  Chair: Please note and action accordingly.</p>	Chair
	<p><b>With no further business to discuss, Chair closed Council meeting at 10.15pm.</b></p>	

Minutes of the Parish Council monthly Ordinary meeting on Monday 27<sup>th</sup> September 2021 at 7pm held at the Pavilion building, Back Lane, Newton Poppleford and also via concurrent Zoom Webinar.

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

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

**Action Points from this Ordinary Meeting are shown on next page**

**Action Points from ORD meeting of NPHPC – 27<sup>th</sup> September 2021**

<b>Action Required</b>	<b>By Whom</b>	<b>By When</b>	<b>To/For</b>	<b>Min Ref:</b>
Chase Police Reports	Clerk	ASAP	Council	PFb)
Liaise with Chair re: CMP	Chair/Clerk	ASAP	Council	21/047
Arrange closure of VOVG bridge	Clerk	ASAP	VOVG	21/048
Contact surfacing contractor for Back Lane	Clerk	ASAP	Council	21/048
Add road safety matters to OCT agenda	Clerk	OCT	Council	21/051a)
Contact landowners in Back Lane re: foliage	Clerk	ASAP	3 <sup>rd</sup> Party	21/051a)
Liaise with P3 HFW re: FP3 repairs	Clerk	ASAP	HFW	21/051b)
Submit Planning Comments	Clerk	ASAP	EDDC	21/052a)
Update website re: 21/1663/FUL approval	Clerk	ASAP	Website	21/052d)
<b>Chair to respond to complainant re: Elm View</b>	<b>Chair</b>	<b>ASAP</b>	<b>3<sup>rd</sup> Party</b>	<b>21/052f)</b>
Create a new Monitoring Report for N/Plan	Clerk	ASAP	Council	21/052h)
Investigate planning training courses	Clerk	ASAP	Councillors	21/052h)
Add discussion items to next Fin.Comm. agenda	Clerk	20/10	Fin.Comm.	21/053a)
Make payments for Council accounts	RFO	By 30/9	Accounts	21/053b)
Add Cllr. Dalton to Fin.Comm. membership	Clerk	ASAP	Website	21/053d)
Re-circulate original CCEWP Action Plan and Terms of Reference to all members	Clerk	ASAP	Council	21/054a)
<b>Provide Clerk with tree planting costs</b>	<b>Cllr. Hughes</b>	<b>ASAP</b>	<b>Clerk</b>	<b>21/054a)</b>
<b>Provide Clerk with quotations for Jubilee Tree</b>	<b>Cllr. Hughes</b>	<b>ASAP</b>	<b>Clerk</b>	<b>21/054a)</b>
<b>Chair to add article to NOV parish magazine re: potential parish clean-up day; Clerk to promote via social media and websites</b>	<b>Chair/Clerk</b>	<b>ASAP</b>	<b>Parish Mag.</b>	<b>21/054a)</b>
<b>Chair to add article to NOV parish magazine re: SWW disruption and proposed “drop-in” surgery event for parishioner support.</b>	<b>Chair</b>	<b>ASAP</b>	<b>Parish Mag.</b>	<b>21/054b)</b>
Provide quotations to Fin.Comm. for specified lighting for Christmas Illuminations.	Clerk	20/10	Fin.Comm.	21/054d)
Add Firework Review item to DEC Fin.Comm.	Clerk	DEC 2021	Fin.Comm.	21/054f)
Action allotment proposals accordingly and create bills.	Clerk	ASAP	Allotment Tenants	21/057i)
Relay Council’s decision to 3 <sup>rd</sup> party re: VOVG access	Clerk	ASAP	3 <sup>rd</sup> Party	21/057ii)
See clarity on TPO status of trees at VOVG and seek quotes thereafter.	Clerk	ASAP	Var.parties	21/057ii)
<b>Chair to liaise with parties as per planning correspondence received.</b>	<b>Chair</b>	<b>ASAP</b>	<b>3<sup>rd</sup> Parties</b>	<b>21/057iii)</b>