

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council monthly Ordinary meeting on Monday 28th June 2021 at 7pm held at the Pavilion building, Back Lane, Newton Poppleford.

	<p>Present (remotely): Cllrs. Carpenter (Acting Chair), Dalton, Tribble and Walker (Quorate). Clerk, Paul Hayward. Cllr. Jessica Bailey (DCC) Hon. Footpath Warden, Ted Swan 2 members of the public (MoP)</p>	ACTION by:
	<p>Chair welcomed all Councillors, and member of the public to the Council's June Ordinary meeting and outlined Fire Regulations and CV19 compliance/hygiene arrangements. Chair confirmed that meeting was quorate as per adopted Standing Orders.</p>	
	<p>Public Forum: a) Police Representative. PC Clatworthy had provided a police report beforehand which Acting Chair outlined. Noted. b) County Councillor Report. Cllr. Bailey had emailed a report to the Clerk before the meeting but it was received too late to circulate. Cllr. Bailey provided a verbal precis including: NP Branch Surgery consultations Public Rights of Way Road Safety in village Acting Chair thanked Cllr. Bailey for her assistance. 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) Verbal report from Mr. Swan on footpath matters in parish. Warm weather, coupled with rainfall, was causing exceptional growth and Mr. Swan was struggling to keep abreast of clearing all footpaths of foliage. Footpath 3 had been successfully re-surfaced and Mr. Swan thanked all volunteers for their efforts and enthusiasm. The path was now in a far better condition and would encourage walkers to use this as an alternative to the High Street route. Himalayan Balsam pulling events had been organised and Mr. Swan would liaise with Clerk to publicise dates and arrangements. All volunteers welcomed! Acting Chair thanked Mr. Swan for all his hard work throughout the year. e) Public Representations and questions. No public representations or questions. With no other public speakers, Acting Chair closed the public forum at 7.20pm</p>	
21/015	<p>Apologies for absence: Apologies received from Cllrs. Burhop, Bilenkyj, Chapman, Hughes, Lipczynski, Morgan and Tillotson. <i>It was proposed by Cllr. Tribble, seconded by Cllr. Dalton, that the apologies be accepted. Resolved unanimously.</i> Cllr. Ranger (EDDC) had also sent her apologies for absence.</p>	

21/016	<p>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.</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 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>Cllr. Tribble declared two pecuniary interests relating to agenda items 21/024 and 21/025.</p> <p>Acting Chair reminded all members that further declarations could be made during the meeting if necessary</p>	
21/017	<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>	
21/018	<p>To consider and, if thought fit, approve the minutes of the Annual meeting of Council held 24th May 2021: <i>Approval proposed by Cllr. Walker. Seconded by Cllr. Dalton. Resolved unanimously.</i> To consider matters arising from these minutes: <i>None raised.</i></p>	
21/019a)	<p>To review the minutes of the meeting of the Council's Finance Committee 10th June 2021 as circulated to members and to note and ratify recommendations: Noted by all present. <i>No matters arising.</i></p>	
21/019b)	<p>To review the minutes of the meeting of the Council's Policy and Personnel Committee 23rd June 2021 as circulated to members and to note and ratify recommendations: It was noted by all present that this meeting had been adjourned and that the meeting would be rescheduled. <i>No matters arising.</i></p>	

21/020	<p>Correspondence received: Emails (and social media posts) had been received by Council relating to dog walking amenity at Webbers Meadow and Chair summarised nature/content of the correspondence. It was noted by members with regret that the author of the correspondence was not at the meeting to speak on the subject despite seeking assurance that the matter would be discussed and having been formally invited by Clerk. After a general discussion regarding the potential options open to the Parish Council, it was felt (given the minimal number of members present) that the subject be deferred until the next Ordinary meeting in July for further debate. Clerk: Please note and add to July ORD agenda.</p>	Clerk
21/021	<p>Chair's Announcements / Matters of Urgency / Statement on ongoing CV-19 situation:</p> <p>Acting Chair highlighted recent Government proposals for the "roadmap" out of the current lockdown restrictions. He highlighted the need to delay the NPPFF FunDay originally planned for the 18/7 and that this was to be rescheduled.</p>	
21/022	<p>To receive update from Clerk as to recent uncontested election for Harpford ward seat on the Parish Council; to welcome Cllr. Morgan onto the Parish Council:</p> <p>Clerk provided verbal update as per agenda. Cllr. Morgan is currently convalescing after surgery and was unable to attend the meeting. Clerk asked Acting Chair for delegated authority to spend upto £50 on training materials for Cllr. Morgan who was unable to access these via online means hence hard copies (at cost) would be necessary. Agreed. Clerk: Please note and action accordingly. Seek ratification of this spend from Finance Committee at the earliest opportunity. Please liaise with Cllr. Morgan to complete New Councillor induction and to hand over necessary documents and to seek completion of Register of Interests and Declaration of Acceptance of Office forms.</p>	Clerk
21/023	<p>To consider matters pertaining to road safety in the parish:</p> <p>i) Re: Burrow Bus Stops. Clerk had met with Stagecoach Operations Manager and a Stagecoach Off-Duty driver on-site (as directed) and they had assessed the safety of the two stops and had made a recommendation that they be withdrawn from service as a matter of urgency as both unsafe for drivers and pedestrians. They would prepare a formal report for Council whereupon a formal notice of cessation could be agreed upon, issued and publicised to the NP community. They also requested that the bus shelter stop (at junction of Burrow Lane and A3052) be tidied up and foliage cut back on visibility grounds. Clerk to add to next Fin.Comm. agenda for approval of said works in conjunction with our retained maintenance contractors. Clerk: please note and action accordingly.</p> <p>ii) Clerk confirmed he had spoken with Maintenance Contractor regarding improvements to the bench seats inside the bus stops at Church Green and Pride Hair. Work in progress.</p>	Clerk

21/024	<p>Planning Matters to be considered:</p> <p>a)i) To consider planning applications received: ONE - 21/1238/LBC – Ashtree Farm, Northmostown. It was proposed by Acting Chair, seconded by Cllr. Walker, that the Parish Council support the application. Resolved unan. TWO - 21/1597/FUL – 22 Lower Farthings, NP. EX10 0HE Cllr. Tribble had declared a Pecuniary Interest in this matter as the applicant and would ordinarily have left the room during the debate as per the requirements of the Localism Act 2011. However, this would have resulted in the meeting being inquorate as per Council’s Standing Orders. Clerk therefore suggested that Cllr. Tribble seek a Dispensation under the Localism Act 2011 (Reason A) “that without a dispensation the number of persons prohibited from speaking and/or voting would be so great that Council’s business would be impeded” Cllr. Tribble requested a dispensation on those grounds accordingly. Approved nem.con. In relation to the planning application under consideration, it was proposed by Cllr. Walker, seconded by Acting Chair, that Council supported the application. Resolved 3 votes for, 1 abstention (SPT). Resolved nem.con. Cllr. Tribble requested that the dispensation previously approved be rescinded. Approved nem.con.</p> <p>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: ONE - 21/1335/FUL – Elm View, Burrow Lane, NP. EX10 0BW It was proposed by Acting Chair, seconded by Cllr. Walker, that the Parish Council ratify the decision to SUPPORT this application. Resolved unan. TWO - 21/1324/LBC – Court Place Cottage, Harpford. EX10 0NJ It was proposed by Acting Chair, seconded by Cllr. Walker, that the Parish Council ratify the decision to SUPPORT this application. Resolved unan. Clerk: Please respond to EDDC Planning dept. with these planning decisions.</p> <p>b) To consider planning applications received after primary agenda publication, and published on a supplementary agenda and previously circulated to members of Council: 21/0585/FUL – Hoppins Farm, Southerton. EX11 1SD Amended plans for Menage, hardstanding and track (retrospective) It was proposed by Acting Chair, seconded by Cllr. Tribble, that the Parish Council maintain its objection to this application on the grounds that it contravenes the “made” neighbourhood plan. 3 votes for, 1 against. Resolved.</p> <p>c) Tree (Planning) Matters: None advised to Council. d) Planning Determinations/Decisions: Noted as per agenda published. Clerk: Please update Parish Council website with these decisions.</p> <p>e) Appeal Matters: None advised to Council. f) Planning Correspondence: None received. g) To note and respond to planning consultations received: No consultations received / currently “live”.</p>	<p>Clerk</p> <p>Clerk</p>
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21/025	<p>Financial Matters</p> <p>a) To consider and review Financial Reports for June 2021: Noted and reviewed. Chair highlighted key points.</p> <p>b) To consider and, if thought fit, approve payments for June 2021 (as previously circulated to members of Council): Payments to the value of £5572.46 including payments for £361 in respect of late invoice received by RFO for settlement in respect of Council's CyberRisk Insurance Policy. Total: £5803.32. <i>Cllr. Tribble had declared a Pecuniary Interest in this matter as the applicant and would ordinarily have left the room during the debate as per the requirements of the Localism Act 2011. However, this would have resulted in the meeting being inquorate as per Council's Standing Orders. Clerk therefore suggested that Cllr. Tribble seek a Dispensation under the Localism Act 2011 (Reason A) "that without a dispensation the number of persons prohibited from speaking and/or voting would be so great that Council's business would be impeded"</i> Cllr. Tribble requested a dispensation on those grounds accordingly. Approved nem.con. Payment approval proposed by Acting Chair, seconded by Cllr Dalton. 3 votes for, none against, 1 abstention (SPT). Resolved nem.con. RFO: Please make payments on due date accordingly. Cllr. Tribble requested that the dispensation previously approved be rescinded. Approved nem.con.</p> <p>c) Questions to RFO on these reports: No questions raised.</p> <p>d) To ratify decision of Finance Committee to renew Council's All-Risks Insurance Policy with the Military Mutual Insurance Co. (this policy to run concurrently with the Traveler CyberRisk Policy): It was proposed by Acting Chair, seconded by Cllr. Walker to ratify this decision (to maintain continuous indemnity cover). Resolved unanimously. RFO: Please arrange renewal accordingly and make premium payment.</p> <p>e) To review and, if thought fit, to approve the Internal Auditor's report for the NPHPC 2020-21 Financial Year as previously circulated: (Annual Governance and Accountability Return 2020-21, Part 3) It was proposed by Acting Chair, seconded by Cllr. Walker to note and approve receipt of the report. Resolved unanimously. RFO: Please publish report online.</p> <p>f) To review and, if thought fit, to approve and sign the Annual Governance Statement for the NPHPC 2020-21 Financial Year as previously circulated; Section ONE/AGAR3: (Annual Governance and Accountability Return 2020-21, Part 3) After Council had considered the statements 1 to 9 inclusive and answered them in the affirmative, it was proposed by Cllr. Walker, seconded by Cllr. Tribble to note and approve the statements, and for the Acting Chair to sign them as per requirements of the relevant legislation. Resolved unanimously. RFO: Please publish report online and forward to External Auditor.</p> <p><i>Continued overleaf</i></p>	<p>RFO</p> <p>RFO</p> <p>RFO</p> <p>RFO</p>
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<p>21/025 Continued</p>	<p>g) To review and, if thought fit, to approve and sign the Annual Accounting Statement for the NPHPC 2020-21 Financial Year as previously circulated; Section TWO/AGAR3: <i>(Annual Governance and Accountability Return 2020-21, Part 3)</i> After Council had considered the financial statements 1 to 11 inclusive, it was proposed by Cllr. Tribble, seconded by Cllr. Walker to note and approve the statements, and for the Acting Chair to sign them as per requirements of the relevant legislation. Resolved unanimously. RFO: Please publish report online and forward to External Auditor.</p> <p>h) To review and, if thought fit, to note the supporting/ancillary paperwork for the NPHPC 2020-21 Financial Year Annual Return (AGAR) as previously circulated: <i>(Annual Governance and Accountability Return 2020-21, Part 3)</i> It was proposed by Acting Chair, seconded by Cllr. Dalton to note and approve ancillary/supporting paperwork as circulated. Resolved unanimously. RFO: Please publish report online and forward to External Auditor.</p> <p>i) To consider the dates for publication of the Notice Period for the Exercise of Public Rights together with an unaudited copy of AGAR3 (Sections ONE and TWO; above) and the Summary of Public Rights Document: Dates were noted as 1st July 2021 to 11th August 2021 inclusive. Noted. RFO: Please publish report online and forward to External Auditor.</p> <p>j) To consider any other matters pertaining to the Parish Council's 2020-21 Financial Accounts and AGAR3 submission to the External Auditor: None raised. RFO: Please publish as directed above and circulate response from External Auditor when their Assurance Audit has been completed.</p>	<p>RFO</p> <p>RFO</p> <p>RFO</p> <p>RFO</p>
	<p>Business to be considered:</p>	
<p>21/026a)</p>	<p>a) To consider update from Climate Change Emergency Working Party (CCEWP): In the absence of Cllr. Bilenkyj, Cllr. Hughes and other members of Council, the Acting Chair proposed that this matter be deferred until the July Ordinary Meeting. Proposed by Acting Chair, seconded by Cllr. Walker. Resolved unanimously. Clerk: Please add to July agenda. RFO was also asked to make contact with the Otter Valley Assoc. regarding a potential grant for re-Wilding Projects in the Parish. RFO: Please note and action accordingly.</p>	<p>Clerk</p> <p>RFO</p>
<p>21/026b)</p>	<p>b) To consider proposal for removal of broken public bench adjacent to River Otter road bridge (A3052): It was proposed by Acting Chair, seconded by Cllr. Dalton, to remove this bench on public safety grounds as it is no longer fit for use. Resolved unanimously. Clerk: Please note and action accordingly via PMC.</p>	<p>Clerk</p>

21/026c)	<p>c) To consider locations for proposed amenity planters across parish; the locations to be then passed to DCC Highways Team for approval under licence, prior to installation; to note recommendation of Finance Committee for expenditure via delegated authority to RFO of upto £1200 (net): In the absence of so many members of the Council, it was proposed by Acting Chair, seconded by Cllr. Walker, that this matter be deferred until the July Ordinary meeting for re-consideration. Resolved unanimously. Clerk: Please note and action accordingly. Add to July ORD agenda.</p>	Clerk
21/026d)	<p>d) To consider revised proposals for the refurbishment of the WC in Roberts Way and to reach agreement on whether to re-open the facility prior to the proposed refurbishment; update from Clerk on CV19 cleaning guidance and to note correspondence from 3rd parties living nearby: In the absence of so many members of the Council, it was proposed by Acting Chair, seconded by Cllr. Walker, that this matter be deferred until the July Ordinary meeting for re-consideration. Resolved unanimously. Clerk: Please note and action accordingly. Add to July ORD agenda.</p>	Clerk
21/026e)	<p>e) To consider proposal for the purchase and installation of a second eco-toilet at the Hunger Hill allotment site (as deferred from Finance Committee): In the absence of so many members of the Council, it was proposed by Acting Chair, seconded by Cllr. Walker, that this matter be deferred until the July Ordinary meeting for re-consideration. Resolved unanimously. Clerk: Please note and action accordingly. Add to July ORD agenda.</p>	Clerk
21/027	<p>Date and time of next meeting: The next ordinary Meeting of council will be held on Monday 26th July 2021, at 7.00pm at the Pavilion building in Back Lane. Clerk: Please note and publish agenda accordingly.</p>	Clerk
21/028	<p>Motion not proposed as not required.</p>	
21/029	<p>Matters to be considered in committee session: Motion not proposed as not required.</p>	
	<p><i>With no further business to discuss, Chair closed Council meeting at 9.00pm.</i></p>	

Minutes of the Parish Council monthly Ordinary meeting on Monday 28th June 2021 at 7pm held at the Pavilion building, Back Lane, Newton Poppleford.

Signed as a true record of the meeting above:

Chair: _____

Date: _____

Action Points from this Ordinary Meeting are shown below

Action Points from ORD meeting of NPHPC – 28th June 2021

Action Required	By Whom	By When	To/For	Min Ref:
Add WM Dog Walking discussion to JUL agenda	Clerk	26/7	FULL CNCL	21/020
Arrange JM induction and training materials	Clerk	ASAP	JM	21/022
Liaise with Maintenance Contractors re: Burrow Bus Shelter tidy up / clearance.	Clerk	ASAP	Via F/Comm.	21/023
Submit planning comments from PC	Clerk	By deadline	EDDC Plan.	21/024
Update website with planning decisions	Clerk	ASAP	Website	21/024
Make JUNE payments as approved	RFO	By 30/6	Payments	21/025
Renew INS policy with Military Mutual/WPS	RFO	ASAP	PC	21/025
Publish AGAR documents	RFO	ASAP	PC	21/025
Forward AGAR3 (signed) to PKF Littlejohn	RFO	By 30/6	PKF	21/025
Add CCEWP business to July agenda	Clerk	JUL	PC	21/026
Arrange removal of broken public bench	Clerk	ASAP	PMC	21/026
Add items c, d and e (21/026) to July agenda	Clerk	JUL	PC	21/026
Publish agenda for JUL agenda	Clerk	JUL	PC	21/027