

# NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the remotely held Parish Council Monthly Ordinary meeting on Monday 30<sup>th</sup> November 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, Hughes, Lipczynski, Tillotson and Walker (Quorate)          Clerk, Paul Hayward. 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 October’s 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. Clerk reported that local Beat Officer has sent his apologies and said that he cannot use Zoom as a virtual meeting platform due to DCP restrictions but hopes to attend when physical meetings resume in the near future.  <i>Clerk: Please note.</i></p> <p><b>b) County Councillor Report.</b>          No County Councillor report had been received.</p> <p><b>c) District Councillor Report.</b>          No District Councillor report had been received.</p> <p><b>d) P3 / Hon. Footpath Warden.</b>          Hon. Footpath Warden gave a verbal report including:</p> <p>P3 annual survey report received; Ted and Clerk would complete together before February 2021.          The “Cow Information” signs on FP16 had been removed by persons unknown. 2 of the 3 signs had been recovered and will be replaced / re-installed in the Spring.          Ted had met with the new Public Rights of Way (PROW) Officer, Emma Hellier (EH), and had outlined the minor repairs still pending. These will be attended to asap.          Updates received re: Harpford / Red Bridge and potential replacement project at site on Webbers Meadow.          EH had been made aware of long-running issues with FP1 and of Council’s wish that improvements be undertaken using the s.106 monies made available from the KAW development.          The matter of FP28 was to be discussed later in the meeting.          The issue of the uneven surface of FP3 was discussed and Mr. Swan offered to talk with landowner to determine whether the PC could undertake some levelling works via the P3 fund.  <i>Chair thanked Mr. Swan for all of his continuing works and efforts.</i></p> <p>Cllr. Bilenkyj raised the matter of an overgrown hedge and offered to provide Clerk with photos / location so he could attend to it.</p>	

	<p><b>e) Public Representations and questions.</b> No public questions or representations.</p> <p><b>With no other public speakers, Chair closed the public forum at 19.25hrs.</b></p>	
20/105	<p><b>Apologies for absence:</b> Cllr. Chapman (other commitments). Absence approved by Chair, seconded by Cllr. Tillotson. Resolved unanimously. Chair also offered Cllr. Ranger's apologies due to ill health.</p>	
20/106	<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>Chair declared a personal interest in agenda item 20/112b) as an associate of the landowner in question.</p> <p>No further declarations made. Chair reminded all members that further declarations could be made during the meeting if necessary</p>	
20/107	<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></p> <p>No matters considered as confidential other than those already listed on agenda.</p>	
20/108	<p><b>To consider and, if thought fit, approve the minutes of the Extraordinary meeting of Council held 19<sup>th</sup> November 2020:</b></p> <p><i>It was proposed by Cllr. Tillotson, seconded by Cllr. Lipczynski, that these minutes be approved. Resolved 7 for, 1 abstention (HH) 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><b>To consider matters arising from these minutes:</b></p> <p>None raised</p>	

20/109	<p><b>Chair's Announcements / Matters of Urgency / Statement on ongoing CV-19 situation:</b></p> <p>Chair outlined current CV19 infection trends in East Devon and reminded all residents to follow rules and to stay safe. The current local restrictions would end on 2/12 and Council would fall into Tier 2 thereafter; this tiering would be reassessed on 16/12.</p> <p>The local support network is still in place and operational.</p> <p>Chair asked all residents to shop locally wherever possible.</p> <p>It was felt that no further funds were needed at the present time but that if the situation worsened in the future, the Council could use its non-earmarked reserves and then seek to reclaim the monies so as to not delay any financial support packages decided upon. No further action needed at the present time. Clerk: Please add to December agenda</p>	
20/110	<p><b>Planning Matters to be considered:</b></p> <p><b>a) To consider planning applications received:</b></p> <p>i) 20/2520/FUL – Brookside Cottage, Station Road, NP. EX10 0ER. Constr. 2 storey side/rear extensions and a single storey rear extn. It was proposed by Cllr. Lipczynski, seconded by Cllr. Hughes, that Council did support this application. Resolved unanimously.</p> <p>ii) 20/2415/FUL – La Rosetta, High Street, NP. EX10 0DW. COU from restaurant to mixed use (restaurant and takeaway) and installation of replacement fan extraction equipment. <i>Summary of discussion:</i> <i>Concerns over noise and fumes from proposed use.</i> <i>Chair added support and welcomed the re-birth of the business as a valued parish / village amenity.</i> It was proposed by Cllr. Hughes, seconded by Cllr. Carpenter, that Council did support this application but wished to seek a condition of consent that the site be reassessed after a period of operation to ensure that the new equipment was operating at peak (published) performance to safeguard neighbour's interests. Resolved unanimously. Clerk: Please notify EDDC Planning Teams accordingly.</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>Planning application 20/2619/FUL had been received after agenda publication and Clerk confirmed that this could be considered at the Ordinary meeting on 21<sup>st</sup> December. Chair suggested that members avail themselves of the details of the application as it proposed the use of non-traditional building materials in the AONB. Clerk: Please add this application to December ORD agenda.</p>	

20/110 (Contin.)	<p><b>c) Tree (Planning) Matters;</b> None raised.</p> <p><b>d) Planning Determinations/Decisions;</b> As per published agenda</p> <p><b>e) Appeal Matters;</b></p> <p>None advised to Council at time of agenda publication.</p> <p><b>f) Planning Correspondence;</b> None received.</p>	
20/111	<p><b>Financial Matters</b></p> <p><b>a) To consider and review Financial Reports for November 2020:</b> Noted and reviewed. Chair highlighted key points.</p> <p><b>To consider and, if thought fit, approve payments for November 2020 (as previously circulated to members of Council):</b> These had previously been approved at the Extraordinary meeting held 19<sup>th</sup> November 2020 (see minutes above).</p> <p><b>b) Questions to RFO on these reports:</b> No questions raised.</p> <p><b>c) To consider review of the 1<sup>st</sup> draft of the Budget and Precept calculations and figures for 2021-22:</b> RFO had circulated a 1<sup>st</sup> draft of the 2021-22 Budget Forecast and Calculator. After review, several revisions were made (incl. cost centre reordering and removal of the expenditure contingency) and RFO was asked to rework the documents with a commensurate drop in proposed precept to £43,000. Noted. <i>RFO outlined some degree of “guesstimating” at this stage of the process as the next year’s grounds maintenance charges were not yet agreed and thus some deviation in the final figure was to be anticipated; similarly, exact details of final taxbase figure would not be released by EDDC until the New Year making a precise Band D equivalence figure impossible to calculate at this stage of the process.</i> RFO: Please prepare and add to Finance Committee agenda for 15/12 and on Full Council agenda 21/12. Recirculate papers for 2<sup>nd</sup> reconsideration with revisions. Chair thanked RFO for the clarity of the financial information received.</p>	RFO
	<b>Business to be considered:</b>	
20/112a)	<p><b>a) To consider and ratify recommended amendments to the Parish Neighbourhood Plan submission as put forward by EDDC and N/Plan Inspector:</b> Clerk had circulated these prior to the meeting. Cllr. Carpenter proposed, seconded by Cllr. Walker, that Council ratify these minor amendments. Resolved unanimously. Clerk: Please note and advise EDDC accordingly. Chair asked that the matter of the NP&amp;H N/Plan remain as a standing item on future Ordinary meeting agendas. Clerk: Please note and action accordingly</p>	Clerk  Clerk

20/112b)	<p><b>b) To consider update on the P3/Footpath complaint at Back Lane:</b></p> <p>Chair proposed that Standing Orders be suspended to allow Hon. Footpath Warden to participate and make a representation. Resolved unanimously.</p> <p><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>The Hon. Footpath Warden outlined his recent meetings with the new Public Rights of Way officer (DCC). There was then a lengthy discussion on this subject. Key points raised:</p> <p><i>There was no disagreement over the point of access to the land. The issue of a “Diversion Order” was raised but members felt that the works needed to cut down trees and hedges to enable the diversion would adversely affect wildlife for minimal gain on a matter of principle.</i></p> <p><i>There was a general consensus that the Parish Council is not keen on additional development in Back Lane due to the pre-existing dangers to pedestrians and residents from vehicles travelling at speed and using Back Lane to avoid a congested A3052.</i></p> <p><i>Frustration that EDDC do not appear to enforce environmental damage and offences in the AONB where such protections should be especially relevant and adhered to.</i></p> <p><i>Concerns that badger setts had been disturbed and wildlife harmed. Concerns about the environmental impact of the significant volume of hardstanding used on site and the impact on flooding in Back Lane.</i></p> <p><i>Confirmation that EDDC were aware of onsite activity and were still investigating.</i></p> <p>Clerk was asked to circulate any correspondence received on this subject and to add to December Ordinary agenda for update.</p> <p>Clerk: Please note.</p> <p>Cllr. Dalton asked that Chair revert back to Cllr. Burhop. Chair proposed that Standing Orders be resumed. Resolved.</p>	Clerk
20/112c)	<p><b>c) To consider proposals for tree planting and maintenance in the parish; Cllr. Hughes to report:</b></p> <p>Cllr. Hughes presented his Tree Report to Council (this having been previously circulated to members).</p> <p>Key points / actions proposed:</p> <p><i>Suggestion that, for every tree felled, another 2 or 3 are planted in mitigation/replacement.</i></p> <p><i>Suggestion that any felled trees are logged and stacked as a habitat improvement measure, with smaller branches and leaves (brush) being chipped and spread as soil improver.</i></p> <p><i>Cllr. Tillotson highlighted a dangerous branch (on Council land) that was posing a hazard to road users and pedestrians.</i></p> <p><i>It was proposed that this be removed as a matter of urgency due to safety hazard involved. (see below for substantive proposal)</i></p> <p><b>Continued on next page</b></p>	

<p>20/112c) (Continued)</p>	<p><i>Clerk suggested that a new unique email address be created to allow tree related enquiries to be quickly processed and sent to Council. Agreed.</i></p> <p><i>Clerk: Please create <a href="mailto:trees@newtonpopplefordandharpford-pc.gov.uk">trees@newtonpopplefordandharpford-pc.gov.uk</a> and publicise via website and social media streams.</i></p> <p><i>It was suggested that the damaged bench underneath the tree canopy on Webber's Meadow be removed as soon as possible as a public safety measure; that wood to be stacked up as an eco-habitat amenity. Agreed.</i></p> <p><i>Clerk: Please note and liaise with Cllrs. at the point that the tree felling (below) is to be carried out, or beforehand if possible.</i></p> <p><i>Chair thanked Cllr. Hughes for his time and effort in putting the report together and hoped that members would engage in the debate proposed.</i></p> <p><i>The Chair questioned whether the Willow tree on the VO Village Green was dangerous as previous reports had indicated that it was not a hazard. Cllr. Hughes reiterated his belief that both the Willow, and the Hazel, on VOVG were dangerous to passers-by in terms of falling branches and also in relation to possible stream blockages caused by falling debris.</i></p> <p><i>Cllr. Hughes put forward his proposal that the tree could be successfully lowered to ground level and would then regrow (and could be maintained) as a low willow hedge. This would remove the risks and also provide a nicer visual amenity and also allow light onto the Church which would improve that building too.</i></p> <p><i>The discussion then turned to the matter of the hedges on the VOVG boundary which had caused some consternation and concerns to residents in the past, ostensibly due to the timing and severity of the works previously undertaken by Council.</i></p> <p><i>Cllr. Hughes said that the hedge could potentially be laid which would provide both reduced maintenance costs going forward and also provide an appealing visual amenity and a better natural habitat for wildlife in the area.</i></p> <p><i>Chair proposed that the maintenance works proposed in the report, including the works on Venn Ottery Village Green, be approved and that works be delegated to Clerk, in conjunction with the Chair and Cllr. Hughes, to be completed as judiciously as possible; espec. any works which were considered urgent due to the safety aspects but subject to costs being brought forward to the Finance Committee for their consideration (aside from the urgent safety works which can be effected using Council's extant Delegated Authority within the Financial Regulations). Seconded by Cllr. Tillotson. Resolved unan.</i></p> <p><i>Clerk: Please note and action accordingly. Please proceed with urgent safety works and report back to Council. Please gather together quotes for the non-urgent works and present to Finance Committee asap.</i></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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20/112d)	<p><b>d) To consider update from Climate Change Emergency Working Party; Cllr. Bilenkyj to report:</b></p> <p>Cllr. Bilenkyj advised that two parish events had been arranged to promote climate awareness and environment (both to be held in a socially distant and compliant manner). 6<sup>th</sup> and 13<sup>th</sup> December. Cllr. Tillotson suggested that a Risk Assessment be carried out, <b>Cllr. Bilenkyj to liaise with Cllr. Chapman accordingly.</b> Chair asked the CCEWP to take on the responsibility (in conjunction with Cllr. Hughes) for parish tree planting. Clerk reported that a member of the public had posted a social media message that they had just arranged to plant another 100 trees in the parish privately. Clerk reported that CDE had not yet responded to Council's letter re: Climate Change co-operation and planting. <b>Clerk: Please make contact again to seek a reply.</b> <b>Please maintain this subject as a standing agenda item.</b></p>	<p>Cllr. Bilenkyj</p> <p>Clerk</p>
20/112e)	<p><b>e) To consider proposal for provision of a "skip" amenity at the allotment site to enable disposal of accumulated waste materials:</b></p> <p><i>Cllr. Tillotson has been afforded a dispensation to participate in, and vote upon, matters pertaining to the allotments where she holds a personal tenancy.</i> Summary of debate: <i>Agreement that a lot of debris / waste needed to be removed from the site and that it was unfair and unreasonable to expect Cllr. Tillotson to undertake this at her own time and expense using private transport.</i> <i>Cllr. Tillotson would require some assistance to both extract and collate the debris to be disposed of, and to load into the skip. Some tenants had offered their help; others had refused.</i> <i>Frustration that departing tenants left their debris for others to deal with and that costs of disposal fell to Council not tenants.</i> <i>Suggestion that maintenance/water fees could rise, or that a "holding deposit" be levied; to be returned at cessation of tenancy if all in order and site clear.</i> Chair proposed that these ideas and suggestions be covered at the next meeting of the Finance Committee. Agreed. <b>Clerk: Please add to next Fin. Comm. agenda.</b> <b>It was proposed by Cllr. Walker, seconded by Cllr. Carpenter, that a 12yd skip be ordered for delivery asap. at a cost of £441 incl. VAT. Resolved by 7 votes for, 1 abstention (MT).</b> <b>Clerk: please arrange as directed and advise skip delivery date to all members once known.</b></p>	<p>Clerk</p> <p>Clerk</p>
20/112f)	<p><b>f) To consider suggestion from member of the public for additional allotment space provision in land off Back Lane:</b></p> <p>Clerk had circulated letter of request to all members beforehand. Clerk advised that it was not appropriate to name the owner of the Clerk reported that there were currently 11 persons waiting for an allotment plot in the parish. Councillors discussed the suitability of the land in question for such an amenity use and agreed to direct Clerk to make appropriate enquiries of the owners to establish whether a sale might be considered. <b>Clerk: Please action and report back to Council.</b></p>	<p>Clerk</p>







	<b><i>With no further business to discuss, Chair closed council meeting at 9.35pm.</i></b>	
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Minutes of the remotely held Parish Council Monthly Ordinary meeting on Monday 30<sup>th</sup> November 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)

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

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

**Action Points from ORD meeting of NPHPC – 30<sup>th</sup> November 2020**

<b>Action Required</b>	<b>By Whom</b>	<b>By When</b>	<b>To/For</b>
Add CV19 / Tier restrictions matter to December agenda.	Clerk	21/12	Council
Submit planning comments to EDDC	Clerk	ASAP	EDDC
Add 20/2619/FUL to DEC agenda	Clerk	ASAP	Council
Councillors to review this application	Clerk	ASAP	Members
Amend 1 <sup>st</sup> draft of Budget & Precept Cals	RFO	By 15/12	Fin.Comm.
Add B&P review to Fin.Comm & 21/12 ORD	Clerk	ASAP	Council
Advise EDDC that N/Plan amends. were approved	Clerk	ASAP	EDDC
Add FP28 / Back Lane matter to DEC ORD	Clerk	Dec. 2020	Council
Create new Tree email address	Clerk	ASAP	Council
Proceed with urgent tree works under delegated authority i.c.w. Cllr. Hughes	Clerk	ASAP	Trees
Obtain quotes for non-urgent tree works	Clerk	ASAP	Fin.Comm.
Liaise with Cllr. MC re: risk assessment	Clerk	ASAP	CCEWP
Chase CDE for reply to earlier correspond.	Clerk	ASAP	CDE
Add Allotment matters to next F/Comm.	Clerk	15/12	Fin.Comm.
Order skip as resolved for allotment	Clerk	ASAP	Allot.
Contact owners of land in Back Lane re: potential sale for allotment provision	Clerk	ASAP	3 <sup>rd</sup> Party
Add VOVG 2 <sup>nd</sup> gate matter to next Fin.Comm	Clerk	15/12	Fin.Comm.
Contact grounds-works contractors for bridge footings quotations	Clerk	ASAP	Fin.Comm.
Obtain quotes for surgery redecoration	Clerk	ASAP	Fin.Comm.