

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Draft – yet to be approved

Minutes of the Parish Council Annual meeting on
Monday 21st May 2018 in Newton Poppleford Village Hall at 8.00pm

ACTION by:

	<p>Present Cllrs. Burhop, Dalton, Downen, Kemp, Lipczynski, Tillotson, Walker and Zirker. Clerk, Paul Hayward. 4 members of the public.</p> <p>In the absence of Cllrs. Jeffery and Ranger, Cllr. Burhop was acting Chairman for the duration of the meeting.</p>	
	<p>Fire Regulations were outlined to those present.</p>	
18/43	<p>To elect a Chairman for the Parish Council: Cllr. Burhop sought nominations for Chair. Cllr. Walker proposed Cllr. Jeffery in her absence. Seconded by Cllr. Kemp. Clerk confirmed that Cllr. Jeffery had previously indicated her willingness to be nominated. Cllr. Burhop declined to be nominated. So resolved (7/0/1 absten.) Cllr. Jeffery was therefore elected to serve as Chair of the Parish Council until the date of the next Annual meeting, or until she resigns or becomes disqualified.</p>	
18/44	<p>Signing of Declaration of Acceptance of Office: In the absence of Cllr. Jeffery, this matter was deferred until Chair could sign the required forms. Clerk: Please obtain Cllr. Jeffery's signature as soon as possible.</p>	
18/45	<p>Election of Vice-Chairs for the Parish Council: It was proposed by Cllr. Zirker, seconded by Cllr. Walker, that Cllrs. Burhop and Ranger be re-elected as Vice-Chairs to Council. Clerk confirmed that Cllr. Ranger had previously indicated her willingness to be nominated. So resolved (7/0/1 absten.)</p>	
18/46	<p>Apologies for absence: Cllrs. Coppell, Jeffery and Ranger. So noted. DCC Cllr. Claire Wright and PC Lee also sent their apologies.</p>	
18/47	<p>Declarations of Interest made: All members present are, by definition, members of the NPPFF Trustee Board. Cllr. Burhop declared a personal interest in agenda item 18/64a) as he is acquainted with applicants in items iii), iv) and v).</p>	
18/48	<p>Minutes to be approved:</p> <p><i>i) Ordinary Meeting of Council 30th April 2018</i> Acting Chair proposed approval of the Minutes of the Ord. meeting held on 30th April 2018. Seconded Cllr. Downen. Resolved unanimously and therefore approved. Acting Chair signed minutes as a true record of that meeting</p> <p><i>ii) Finance Committee meeting 8th May 2018</i> Acting Chair proposed approval of the Minutes of the Fin.Comm. meeting held on 8th May 2018. Seconded Cllr. Zirker. Resolved unanimously and therefore approved. Acting Chair signed minutes as a true record of that meeting</p>	

18/49	<p>Matters arising from these minutes: Acting Chair outlined the virements proposed by Finance Committee based on the financial year end figures for 2017/18. The matter of Footpath One closure by DCC / Cavanna Homes was discussed and Clerk was asked to arrange a site meeting as soon as possible to reach a mutually satisfactory compromise.</p>	
18/50	<p>To consider Chairman's and Members Allowances for 18/19: It was proposed by Acting Chair, seconded by Cllr. Downen that the elected Chair be permitted to incur expenditure of upto £200 in the financial year in respect of their reasonable duties as Chair. Resolved unanimously. It was further proposed by Acting Chair, seconded by Cllr. Zirker, that members of Council do NOT receive nor claim any allowances (as permitted by statute) in the forthcoming year other than reimbursement of travelling expenses as per extant financial regulations. Resolved unanimously. Clerk : Please note.</p>	
18/51	<p>To consider Committee memberships for 2018/19: Finance Committee: unchanged at 6 members: Cllrs. Burhop, Dalton, Jeffery, Tillotson, Walker & Zirker (6) <i>Cllr. Dalton asked that it be minuted that she had not received the last agenda for the Finance Committee meeting 8th May.</i> Planning Committee: unchanged at 8 members: Cllr. Coppell had previously indicated his wish not to serve on this committee. Cllrs. Dalton, Downen, Jeffery, Kemp, Ranger, Tillotson & Walker (7) Policy and Personnel Committee: unchanged at 5 members: Cllrs. Coppell, Jeffery, Ranger, Tillotson & Zirker (5) It was proposed by Acting Chair, seconded by Cllr. Tillotson, that membership be confirmed as above. Resolved unanimously. Clerk: Please update website accordingly.</p>	
18/52	<p>To consider nominations for Honorary Footpath Warden: It was proposed by Cllr. Zirker, seconded by Cllr. Kemp, that Ted Swan be nominated to serve in this capacity. There were no further nominations. Resolved unanimously. Acting Chair thanked Ted for his many years of service and help in this role.</p>	
18/53a)	<p>To confirm bank mandate signatories: Current Bank Signatories: Cllrs. Burhop, Jeffery, Walker & Zirker. No changes proposed. So noted.</p>	
18/53b)	<p>To consider arrangements for Council's Insurance 2018/19: RFO outlined current arrangements and proposed consolidation as recommended by Finance Committee. It was noted that Finance Committee was due to consider the quotes received on 5th June 2018 prior to renewal 10th June 2018. Recommendation of the Finance Committee to be formally ratified by Council at next ORD meeting. Clerk: Please add to next ORD agenda for formal ratification.</p>	
18/54	<p>Acceptance and approval of Internal Auditors report for end of financial year 2017/18 as previously circulated: It was proposed by Acting Chair, seconded by Cllr. Walker, that the AGAR3 Internal Auditors Report be accepted and approved. Resolved unanimously. Clerk: Please add to the submission papers for the External Audit.</p>	

18/55	<p>To consider the Annual Governance Statement and, if approved, to authorise the Chairman to sign on behalf of Council with minute reference 18/55 duly recorded:</p> <p>It was proposed by Acting Chair, seconded by Cllr. Zirker, that the Council answer in the affirmative to all statements on Section ONE of the Annual Governance and Accountability Return for 2017/18 and that Chairman of Council, Cllr. Hazel Jeffery, be duly authorised to sign on behalf of Council to that effect. Resolved unanimously.</p> <p>Clerk: Please note and submit to External Auditor as required duly noting minute reference 18/55 by 11th June 2018.</p>	
18/56	<p>To consider the Annual Accounting Statements & ancillary financial records and, if approved, to authorise the Chairman to sign on behalf of Council with minute reference 18/56 duly recorded:</p> <p>It was proposed by Cllr. Kemp, seconded by Cllr. Dalton, that the Council approve the accounting statements on Section TWO of the Annual Governance and Accountability Return for 2017/18 and that Chairman of Council, Cllr. Hazel Jeffery, be duly authorised to sign on behalf of Council to that effect. Resolved unanimously.</p> <p>Clerk: Please note and submit to External Auditor as required duly noting minute reference 18/56 by 11th June 2018.</p>	
18/57	<p>To consider Member's Register of Interests and amend if required:</p> <p>Clerk reminded all Councillors to complete a new Register of Interests form for the new financial year so that these can all be uploaded to EDDC for public scrutiny.</p>	
18/58	<p>To review and, if thought fit, approve Council's Code of Conduct policy:</p> <p>It was proposed by Acting Chair, seconded by Cllr. Downen, that the existing Code of Conduct Policy be re-adopted unamended. Resolved unanimously.</p> <p>Clerk: Please note and uploaded a copy of the Policy with the revised adopted date to the Council's website.</p>	
18/59	<p>To consider Policy Review for the forthcoming year:</p> <p>As per a previous resolution of Council, it was agreed that all such policy reviews should be undertaken by the Policy and Personnel Committee as per that committee's Terms of Reference.</p> <p>So noted.</p>	
18/60	<p>Chairman to propose that Standing Orders be suspended:</p> <p>It was proposed by Acting Chair, seconded by Cllr. Zirker, that Standing Orders be suspended to allow public representations to be heard. Resolved unanimously.</p>	
	<p>Public Forum:</p> <p>A resident asked that Council publish details of all income and expenditure, line by line, on its website for public scrutiny. Acting Chair responded by stating that Finance Committee had responsibility for such information and that they would consider that request at their next meeting.</p> <p>A resident asked for guidance in respect of grant applications to Council; A second resident queried Council's policy for grant assistance in respect of the timings for receipt of applications and the criteria used to assess eligibility and community benefit. Acting Chair stated that Council's policy had gone through two separate committees and had then be discussed and approved by full Council by way of a democratic vote and that it was felt that the new policy was both consistent and fair.</p> <p>Clerk: Please forward a copy of the policy and application form to the resident concerned.</p> <p>No further questions or representations raised.</p>	

18/61	<p>Chairman to propose that Standing Orders be resumed: It was proposed by Acting Chair, seconded by Cllr. Lipczynski, that Standing Orders be resumed to allow the transaction of further business. Resolved unanimously.</p>	
18/62	<p>Chairs Announcements / Matters of Urgency for report only: None</p>	
18/63	<p>Financial Matters for Consideration</p> <p>a) Payment to be approved / ratified by Council Payments to be approved for MAY18 as previously circulated. Proposed Acting Chair. Seconded Cllr. Zirker. Approved unanimously.</p> <p>b) Expenditure under Chairman's delegated authority. None.</p> <p>c) Financial reports for May 2018 Bank Reconciliations April 2018 Cashbook Summary as at May 2018 Financial Reports noted by Council. Available on website for public access.</p>	
18/64	<p>Planning</p> <p>a) Applications received for consideration;</p> <p>i) 18/0865/FUL 19 King Alfred Way, NP. EX10 0DG Constr. 2 storey front / 1 storey side extension (see 17/1014/FUL) Following on from Council's previous consideration of this application, and after further discussion, it was proposed by Acting Chair, seconded by Cllr. Walker, that Council reverses its previous decision ie. that Council does now NOT SUPPORT this application on the grounds of light degradation into adjoining properties.</p> <p>ii) 18/0695/FUL Pump Cottage, Harpford, NP. EX10 0NJ Constr. single storey rear extension (see also 18/0696/LBC) It was proposed by Acting Chair, seconded by Cllr. Lipczynski, that Council SUPPORT this application. Resolved unanimously.</p> <p>iii) 18/1015/FUL Little Shule, NP, EX10 0BD Constr. detached garage and annexe. Cllr. Zirker declared a personal interest. Cllr. Burhop also declared a personal interest and vacated the Chair. It was proposed by Cllr. Lipczynski, seconded by Cllr. Downen, that Cllr. Kemp assume the Chair for the duration of this agenda item. Resolved unanimously. Cllr. Kemp proposed, seconded by Cllr. Dalton, that the Clerk be directed to arrange a site visit of this property, and to seek an extension of the comment deadline from EDDC to allow Cllrs. time to review this application more thoroughly in light of the size and scale of the proposed garage / annexe. Resolved (6/0/2 absten.) Cllr. Kemp vacated, and Cllr. Burhop resumed, the Chair.</p> <p>iv) 18/0959/FUL Rockford, Littledown Lane, NP. EX10 0EG Constr. two storey rear extension. Cllr. Burhop declared a personal interest as applicant known to him. It was proposed by Acting Chair, seconded by Cllr. Kemp, that Clerk seek to arrange a site visit and also to seek an extension to the comment deadline from EDDC. Resolved unanimously.</p> <p>v) 18/1077/FUL St. Lukes Church, High Street, NP. EX10 0EG Constr. of new meeting place. Cllr. Burhop declared a personal interest as both a member of the church and a member of the building working party and vacated the Chair. It was proposed by Cllr. Burhop, seconded by Cllr. Walker, that Cllr. Kemp once again assume the Chair for the duration of this agenda item. Resolved unanimously. It was proposed by Cllr. Walker, seconded by Cllr. Tillotson, that Council SUPPORTS this application. So Resolved (7/0/1 absten.)</p>	

18/64 (cont.)	<p>Cllr. Kemp vacated, and Cllr. Burhop resumed, the Chair. Clerk: please submit these comments to EDDC as soon as possible and arrange site visits with applicants / agents as directed. Please seek extensions for comments where necessary.</p> <p>b) Applications received for consideration after agenda; None</p> <p>c) Minor EDDC amendments received; None</p> <p>d) Tree Matters; <i>Ted Swan mentioned that the Alder trees on Webbers Meadow were looking the worse for wear and it was agreed that he, and Cllrs. should meet on Thursday at 6pm to assess the condition and report back to Council.</i> Clerk: Please note and add to next ORD agenda for discussion.</p> <p>e) Determinations; As per agenda published: 18/0093/FUL – Half Acre. Approved w. conditions. 18/0212/FUL – 16 Capper Close. Approved (standard time limit) 18/0575/FUL – 6 Parsons Close. Approved (standard time limit) (* denotes where decision was contrary to views submitted by Council)</p> <p>f) Enforcement Matters; None</p> <p>g) Correspondence received; None</p>	
	Business to be considered:	
18/65	<p>TO CONSIDER LOAN OF PARISH COUNCIL AUDIO EQUIPMENT TO VILLAGE HALL FOR COMMUNITY EVENT: Village Hall representatives had asked for loan of the PA speaker and wireless microphone for an event scheduled for 13th July. <i>It was proposed by Acting Chair, seconded by Cllr. Kemp, that Council make such equipment available as requested.</i> <i>Resolved unanimously.</i> Clerk to arrange handover upon signature to hall representative. Clerk: Please note and prepare a suitable handover sheet and then arrange collection ready for ORD meeting on 30th July.</p>	
18/66	<p>TO CONSIDER GDPR COMPLIANCE: Clerk updated Council as to current status of GDPR project and confirmed that Council would be compliant by the deadline date of 25th May.</p>	
18/67	<p>Correspondence a) Merchant Navy Day. This matter was deferred to the Finance Committee to consider.</p>	
18/68	<p>Date and time of next ordinary meeting The next meeting of council will be on Monday 25th June 2018, 8pm.</p>	
18/69	<p><i>It is 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.</i> <i>Proposed by Acting Chair, seconded by Cllr. Dalton.</i> <i>Resolved unanimously.</i> All members of the public left the room at this point.</p>	

18/70	Matters to be considered in confidence: It was proposed by Acting Chair, seconded by Cllr. Kemp that, in light of the absence of Cllr. Jeffery and Ranger, the items to be considered a) to c) inclusive under agenda item 18/70 be deferred until the next meeting of Council, scheduled as above. Resolved unanimously.	
	<i>With no further business to discuss, Chairman closed council meeting at 9.35pm.</i>	

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Signed as a true record of the meeting above:

Chairman: _____

Date: _____