

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Draft – yet to be approved

Minutes of the Parish Council Monthly Ordinary meeting on
Monday 18th December 2017 in Newton Poppleford Village Hall at 20.00hrs

ACTION by:

	<p>Present Cllrs. Jeffery, (Chair), Burhop, Coppell, Dalton, Kemp, Lipczynski, Ranger, Tillotson, Walker & Zirker. PC Steve Lee P3 Warden, Ted Swan Clerk, Paul Hayward</p>	
Public Forum	<p>Fire Regulations were outlined to those present.</p> <p>Police Report December 2017 - 4 crimes recorded. November 2017 – 3 crimes recorded. PC Lee outlined possible changes to PCSO numbers and the way in which DCP are dealing with the changing face of crime eg. Online / Fraud / Child Exploitation etc.</p> <p>County Councillor Claire Wright No report provided. Cllr. Wright had a prior engagement to attend.</p> <p>District Councillor Val Ranger <i>Issues raised / discussed:</i> HATOC / Four Elms Hill safety issues / discussions Ongoing Tree issues re: Church Green School / Highway Safety. EDDC ongoing consultation re: Village Plan / BUAB (ends 2/2/17) Update re: WC Asset Transfer process / personnel changes. Parishes Together 18/19 – possible DAAT project.</p> <p>P3 / Footpath Warden report – Ted Swan Harpford path bridges (2) delayed until Spring/Summer 2018 Temporary Repairs undertaken to make path safe for transit. P3 survey underway, to be finalised by Feb18. Query raised re: FP by Cannon Inn. TS will investigate.</p> <p>Village Hall Liaison report – Cllr. R Walker Cllr. Walker updated Council following recent attendance at VHT event. Relationship between NPHPC and VHT needs to be improved and both parties need to work together for common good of community – “we are not in competition with each other”! VHT believe that NPHPC provides preferential treatment to NPPFF. Invitation extended to all VHT’s to NPPFF AGM on 18th January18.</p> <p>Neighbourhood Plan update / report Update from Cllr. Coppell; nothing new to add. Clerk: please add to JAN agenda for further updates.</p> <p>Public Questions No public questions.</p>	
515	<p>Apologies for absence. Cllr. Downen County Cllr. Claire Wright</p>	

516	<p>Declarations of Interest made. All members present are, by definition, members of the NPPFF Trustee Board. Cllrs. Dalton and Jeffery declared a personal interest in Agenda item xxx as they are acquaintances of the applicant's partner; Cllr. Zirker declared a personal interest in agenda item xxx as he is a close neighbour of the applicant. Cllr. Jeffery declared a personal interest in agenda item xxx as a resident of a dwelling near the area under discussion.</p>	
517	<p>Minutes <i>Ordinary Meeting of Council 27th November 2017</i> Cllr. Zirker proposed (P) adoption of the Minutes of the Ord. meeting held on 27th November 2017. Seconded (S) Cllr. Lipczynski. 7/0/3. So adopted <i>Meeting of Finance Committee 12th December 2017</i> Cllr. Burhop (P) adoption of the Minutes of the Finance Committee held on 12th December 2017. Seconded (S) Cllr. Walker. 10/0/0. So adopted Matters Arising from the approved Minutes above: <i>S106 play capital expenditure.</i> <i>Grass Maintenance Contract billing queries.</i></p>	
518	<p>Chairman's Announcements None, that are not already covered on agenda.</p>	
519	<p>Planning a) Applications received for consideration; 17/2494/VAR. Holmleigh, Bank Lane, NP. Variation of Conditions to replace approved single garage with a revised double garage. <i>Proposed CB Seconded RW. That Council supports this application subject to EDDC agreement that it does not constitute "over-development" of the site. 6/0/4. So resolved.</i> 17/2857/LBC (17/2856/FUL). Brook Farm, Venn Ottery Road, NP Revision to application 17/1728/FUL. Adaptation of windows. <i>Proposed HJ Seconded CB. That Council supports this application subject to listed building control conformance. 8/0/2. So resolved.</i> 17/2858/LBC (17/2819/FUL). Brook Farm, Venn Ottery Road, NP Remove wall and fence. Replace with new rendered wall. <i>Proposed CB Seconded AK. That Council supports this application subject to listed building control conformance. 8/0/2. So resolved.</i> Clerk: please make appropriate submissions to EDDC planning re: consultee comments as above. b) Applications received for consideration after agenda; None c) Minor EDDC amendments received; None d) Tree Matters; <i>As per District Councillors earlier report, a meeting has been arranged between Council officers, Councillors, EDDC Tree Officer and Contractor for 8/1/18 to discuss works and any action to be taken. Matter to be reconsidered in January's meeting.</i> e) Determinations; <i>Clerk updated Council as to Hillside Spa application; 17/1551/FUL This has now been withdrawn by the applicant.</i> f) Enforcement Matters; None g) Correspondence received; None</p>	Clerk

519 (Continued)	<h3>h) Other planning matters of urgency;</h3> <p>EDDC Village Plan (Main Modifications) Consultation. Review / Comment period ends 2nd Feb. 2018 Clerk: add to JAN agenda as consideration item. Clerk: please update website with new applications, determinations, etc.</p>	Clerk
520	<h3>Financial Matters for Consideration</h3> <p>a) i) Bank reconciliation as at 30.11.17 (P) Cllr Zirker. (S) Cllr. Burhop. Approved unanimously. ii) Cashbook Summary DEC17. (P) Cllr Burhop. (S) Cllr. Jeffery. Approved unanimously. iii) Budget Monitor DEC17. (P) Cllr Burhop. (S) Cllr. Walker. Approved unanimously. Clerk: Please upload financial documents to website for public reference / perusal.</p> <p>b) Payment to be approved / ratified by Council Payments to be approved for DEC17 as previously circulated with the addition of one late received payment to be made. Cllr. Zirker requested a schedule of works undertaken by Handyperson since inception of contract. Cllr. Burhop suggested that Clerk provide a photocopy of all invoices paid to date for all members as these itemised works completed. Cllr. Zirker also queried the payments to KMC Services in respect of WC cleaning as these were previously undertaken by Spotless, a limited company. It was agreed that Clerk will contact the contractor to obtain both copies of valid public liability insurance indemnity and also a written confirmation that the terms of the previous contract are accepted by the new legal entity undertaking said contract. Clerk: Please action accordingly. (P) Cllr. Burhop. (S) Cllr. Zirker Approved unanimously. Clerk: Please upload financial documents to website.</p> <p>c) Expenditure under Chairman's delegated authority. £50 paid from Chairman's Allowance towards insurance premium charges for Christmas Luncheon event at Village Hall.</p>	Clerk Clerk Clerk
	<h3>Business to be considered:</h3>	
521	<p>a) TO CONSIDER APPROVAL OF BUDGET AND PRECEPT DEMAND FOR NEWTON POPPLEFORD PARISH COUNCIL FOR 2018/19 Cllr. Burhop, as Chair of Finance Committee, outlined FC deliberations and rationale behind proposal. It was (P) by Cllr. Burhop. (S) Cllr. Kemp that a budget figure of £60112.50 be approved by Council to cover all anticipated expenditure during the next financial year. Approved unanimously. It was further (P) by Cllr. Burhop. (S) Cllr. Jeffery that a precept demand of £42500 (unchanged from 2017/18) be submitted to EDDC by Council in line with the budget figure approved above. Approved unanimously. The net effect of this precept demand, given the increased taxbase figure advised by EDDC, is a small decrease in Parish Council precept demand for financial year 18/19. Clerk: Please note and action accordingly. Please submit precept demand to EDDC by deadline specified. Please upload a public version of the approved budget onto the website.</p>	Clerk

522	<p>b) TO CONSIDER ADOPTION OF RED B.T. PHONEBOX ON CHURCH GREEN After lengthy discussion regarding costs, usage, loss of amenity, and alternate uses for the kiosk, it was agreed that Clerk will provide a briefing paper for all members ready for February 2018 meeting so that all aspects of the proposal can be considered. It was further suggested that the kiosk might be used as a village wi-fi hotspot. Clerk: please note and add to FEB agenda accordingly</p>	Clerk
523	<p>c) TO CONSIDER DCC/EDDC PARISHES TOGETHER GRANT FUND PROJECTS Clerk updated Council as to current developments with the 17/18 Grant Application for the Defibrillator Project and also with regards to the possible use of funds in the next financial grant award year. i) It was (P) by Cllr. Jeffery. (S) Cllr. Burhop that Council make a formal claim for the Grant Award approved so that the defibrillator project with the other parish councils can proceed in the New Year. Approved unanimously. ii) It was (P) by Cllr. Jeffery. (S) Cllr. Ranger that Council make a formal claim for the balance of the monies required from the 3 parish councils involved and that the composite sum, £10051, be expended in accordance with the terms and conditions of the grant award. Approved unanimously. iii) It was (P) by Cllr. Burhop. (S) Cllr. Jeffery that Council make arrangements for suitable training events once equipment is purchased and installed. Approved unanimously. Clerk: please note and complete grant claim process as instructed. Also, contact other councils involved to seek their match funding. Once received, place order for AED equipment and arrange for installation as per Grant T&C's. Regarding projects for the forthcoming Grant Award Year, Clerk has circulated a briefing paper on the initial proposals – shared community marquees. Cllr. Ranger earlier mentioned the possibility of a DAAT Night Landing Site in the parish and Council therefore agreed to contact the DAAT Grant Liaison Officer to invite him to present to council regarding the benefits of such an installation. Clerk: please note and action accordingly. Add to MAR agenda provisionally.</p>	Clerk Clerk
524	<p>d) TO CONSIDER FLOOD RISK / PREVENTION IN THE PARISH Clerk had circulated a briefing paper to all members in relation to this matter. After discussion, it was agreed that Clerk will contact all landowners concerned using a template letter, which is to be approved by Council beforehand, in light of potential costs to Council if works are required and landowner agreement / consent cannot be obtained. Clerk: please note and action accordingly.</p>	Clerk
525	<p>e) TO CONSIDER MEETING DATES FOR 2018 (P) Cllr. Jeffery. (S) Cllr. Kemp Approved unanimously. Clerk: please note and place a copy in each Council noticeboard and publish on website. Cllr. Walker; please add a suitable section to next parish newsletter edition.</p>	Clerk RW

526	<p>Update on Section 106 / CIL funding. Cllr. Jeffery declared a personal interest in this matter as a resident of Hoppins development. Cllr. Ranger advised that the earlier email (Mins. NOV) confirmed that the Gazebo purchase in Back Lane could proceed, subject to EDDC sight of the minutes where this was proposed. Clerk: please review minutes and forward copy to Sulina. With regards to the play provision connected with Hoppins development, Council agreed to invite Sulina to the March meeting in an attempt to resolve all the outstanding S.106 & CIL queries. Clerk: please liaise with ST to co-ordinate her attendance.</p>	<p>Clerk</p> <p>Clerk</p>
527	<p>Highways / Parish Maintenance issue i) Four Elms Hill. Clerk reported that DCC had agreed to install a new pole at the bottom of Four Elms Hill to mount the VAS upon. Whilst received with thanks, Councillors felt that the current pole opp. Back Lane would now be redundant and asked whether, to save taxpayers funds, that pole could be re-used. Clerk: please make enquiries to DCC Highways team. It was further agreed that the VAS unit should be moved, on a rolling basis, between Back Lane, Exmouth Road and Exeter Road, so as to maximise effectiveness in the village. It was felt that the Handyperson, having been Ch.8 trained, could assist. Clerk: please liaise with handyperson and Cllr. Lipczynski to arrange transfer on a 2-month rolling cycle. It was further felt that arrangements should be made for the data collected on the VAS unit to date to be downloaded and analysed. PC Lee indicated a wish to review the data if possible. Clerk: please liaise with DCC Highways team to determine what software (if any) is required to analyse this data and the means by which it can be transferred from the VAS unit safely and securely. ii) HATOC Update. Covered earlier in meeting by Cllr. Ranger. iii) Safety Mirror opp. Higher Way, Harpford. Clerk reported on DCC's position and decision on replacement of these mirrors. It was agreed, in light of that position, that NPHPC will enquire as to the costs of replacement, the issues of land ownership and consents, and the necessary agreements from DCC Highways for such a replacement asset. Clerk: please liaise with DCC Highways team and report back to Council asap. iv) Relocation of eastbound bus-stop at Lower Way location. Clerk advised that DCC were attempting to arrange the move despite earlier messages that this would not currently be possible. Clerk: please liaise with DCC Highways team and report back to Council asap.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
528	<p>Matters considered as urgent by presiding Chairman. None.</p>	
529	<p>Correspondence None received.</p>	

530	Date and time of next ordinary meeting The next meeting of council will be on Monday January 29 th 2018 at 8.00pm, venue Newton Poppleford Village Hall	
	<i>With no further business to discuss, Chairman closed council meeting at 10.05pm.</i>	

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Signed as a true record of the meeting above:

Chairman: _____ Date: _____