

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Draft – yet to be approved

Minutes of the Parish Council Monthly Ordinary meeting on
Monday 24th February 2020 in Newton Popleford Village Hall at 20.00hrs

ACTION by:

	<p>Present: Cllrs. Burhop (Chair), Dalton (Vice-Chair), Bilenkyj, Chapman, Hughes, Jeffries and Walker (Quorate) Clerk, Paul Hayward. DCC Cllr. Claire Wright Police representative. 1 member of the public.</p>	
	<p>Chair outlined fire regulations and highlighted emergency exits to public and members of Council.</p>	
	<p>Public Forum:</p> <p>a) Police Representative. January crime report discussed.</p> <p>b) County Councillor Report. Cllr. Wright gave a verbal report concerning County matters.</p> <p>c) District Councillor Report. Written copy provided and published online.</p> <p>d) P3 / Hon. Footpath Warden. Hon. Footpath Warden was unable to attend but had confirmed to Clerk that all matters pertaining to the parish P3 network were in order.</p> <p>e) Public Representations and questions. Representations from parishioner regarding planting on Council's land and the forthcoming installation of birdboxes. Chair thanked parishioner for their continued community service and generosity. With no further representations, Chair closed the public forum.</p>	
20/014	<p>Apologies for absence: Cllr. Carpenter, Lipczynski and Tillotson. Reasons noted and approved unanimously. Also, Cllr. Val Ranger (EDDC) Ted Swan, Hon. Footpath Warden</p>	
20/015	<p>Declarations of Interest made / Dispensation Requests:</p> <p>All members present are, by definition, members of the NPPFF Trustee Board and declare a personal interest in that capacity.</p> <p>Other declarations made: Chair declared a personal interest in agenda item 20/020 as he had an interest in a housing rental company. Vice-Chair declared a personal interest in agenda item 20/021a)ii) as an acquaintance of the applicant. Cllr. Hughes declared a personal interest in agenda item 20/023a) as the proprietor of a local tree supply company.</p>	

20/016	<p>To consider and, if thought fit, approve minutes of previous Ordinary meeting held Monday 20th January 2020: Chair proposed approval of the Minutes of the Ordinary meeting held on 20th January 2020. Seconded Cllr. Walker. Resolved unanimously and therefore approved. Chair signed the minutes as a true record of that meeting <i>Matters arising from these minutes:</i> VAS data capture and analysis Tree felling in Back Lane car park and remedial works thereafter.</p>	
20/017	<p>To consider and review minutes of previous Finance Committee meeting held Monday 10th February 2020: Recommendations noted and reviewed. <i>Matters arising from these minutes:</i> MUGA replacement quotations and progress WC refurbishment quotes (see below) CCTV project (see below) Climate Change Emergency Declaration implications Title Ownership administration for Playing Field (see below)</p>	
20/018	<p>Chair's Announcements / Matters of Urgency: None</p>	
20/019	<p>To consider current Casual Vacancy for Newton Poppleford ward: (Sections 83 to 91 incl. of the Local Government Act 1972 apply) Chair outlined the vacancy that exists and thanked former Cllr Lee for her service to both the Council and the wider community. Clerk outlined the legal process that follows a Notice of Casual Vacancy and reported that 5th March 2020 is deadline for receipt of demand from 10 electors for an election. If that deadline passes, then CVP4 will be issued and Council may choose to fill the vacancy by process of co-option at the March Ordinary meeting. Noted.</p>	
20/020	<p>To consider, and if thought fit, to approve the draft Neighbourhood Plan (substantive) for submission to EDDC prior to inspection: Chair re-stated his personal interest in this matter and his intention to abstain in the vote. Chair proposed to suspend Standing Orders to allow public participation. Resolved unanimously. Chair thanked the Chair of the Steering Group (GCW) for her hard work, dedication and tenacity and for preparing, revising and publishing the document before Councillors. Further minor amendments were suggested and integrated into draft NHP document. Confirmation of public engagement was received. GCW outlined the process that would follow and the timescales involved. Vice-Chair also declared an interest in the matter as a member of the Steering Group at this point of the meeting. It was proposed by Cllr Jeffries, seconded by Cllr Hughes, that Council approve the formal submission of the draft document as amended to EDDC and thereafter to inspection. Resolved 6/0/1 abst. Clerk was delegated to prepare a suitable letter to EDDC under his signature to accompany the revised document and other accompanying documents. Clerk: Please note and action accordingly. Chair proposed to resume Standing Orders. Resolved unanimously. Member of the Public and Cllr. Wright left the meeting at that point.</p>	

20/021	<p>Planning Matters to be considered:</p> <p>a) Applications received for consideration; <i>i) 20/0274/FUL – Willowdene, 8 Burrow Lane, NP Chair proposed Council's support. Seconded Cllr Walker. Resolved unanimously.</i> <i>ii) 20/0171/FUL – Otter Bungalow, Back Lane, NP After discussion regarding the proposed parking allocation, it was proposed by Chair, seconded by Cllr Walker, that Council did NOT support this application at the present time due to the inadequacy of the parking provision (one space) and the fact that this provision was contrary to the policies contained in the draft Neighbourhood Plan document, approved for submission under agenda item 20/020 above. Resolved 5/0/2 abstentions.</i> <i>Clerk: Please notify EDDC Planning Teams of these decisions as soon as possible. Please also copy to ward member, Cllr Ranger.</i></p> <p>b) Tree (Planning) Matters; None advised</p> <p>c) Determinations/Decisions; As per published agenda and detailed on website.</p> <p>d) Appeal Matters; None advised</p> <p>e) Planning Correspondence: None received</p>	Clerk
20/022	<p>Financial Matters</p> <p>a) To consider and review Financial Reports for February 2020. Noted and reviewed. Chair outlined highlights and mentioned reserves and possible virements for Fin.Comm. to consider after end of this financial year.</p> <p>b) Questions from members to RFO on these reports. Question regarding use of Community Events Reserve. Suggestion that Council should consider the VE 75th Anniversary celebrations and the financial implications arising. Chair suggested that this matter be considered at next Finance Committee meeting.</p> <p>c) To consider and, if thought fit, to approve payments for February 2020. <i>It was proposed by Chair, seconded by Cllr Jeffries, that payments in the sum of £2771.08 (as published online on the Council's website) be approved for payment. Resolved unanimously.</i> <i>RFO: Please arrange for these payments to be processed and duly authorised.</i></p> <p>d) To consider expenditure under delegated authority. <i>None to be considered.</i></p>	RFO

	Business to be considered:	
20/023a)	<p>a) To receive report on Council's nascent Tree Policy / Tree survey and to agree forward steps as a result: <i>Cllr. Hughes had declared a personal interest in this matter earlier.</i> i) Report was reviewed and contents considered. Chair proposed acceptance of report. Seconded Cllr Bilenykj. Resolved unanimously. ii) Councillors considered how the recent Climate Change Emergency Declaration could be influenced and affected by matters pertaining to trees in the parish. Cllr Hughes confirmed that the safety aspects raised in the report needed to be addressed as a matter of urgency and a programme of works agreed to deal with these in the interest of public safety. Cllr Hughes was mindful of his personal (and potential perceived) pecuniary interests and Clerk suggested that he consider seeking a Dispensation from Council accordingly. In the meantime, Chair proposed, seconded by Cllr Jeffries, that Cllr Hughes be asked to review the report and present to Council his assessment of the works required, ranked in order of urgency and priority. Cllr Jeffries offered to assist. Resolved unanimously. Clerk: Please add this to March agenda. Cllrs Hughes and Jeffries: Please liaise and report back to Council in March.</p>	Clerk HH / MJ
20/023b)	<p>b) To consider proposal that Council create a Climate Change Working Party and, if approved, to consider Terms of Reference, meeting schedule etc: Chair reported that the following members of Council had expressed an interest in forming said Working Party: Cllrs Bilenykj, Carpenter, Hughes and Jeffries. It was proposed by Chair, seconded by Vice-Chair, that the working party be formed with this membership. Resolved unanimously. Clerk: please update website accordingly. Clerk had circulated three sample terms of references for such a working party and it was felt that the members should meet initially to consider the Terms of reference that they considered suitable and a schedule of meeting dates and bring these back to Council for approval. Proposed Chair, seconded Cllr Jeffries. Resolved unan. Member of CCWP: Please note and make the necessary arrangements. This matter will be included on March 2020 ORD agenda.</p>	Clerk
20/023c)	<p>c) To consider recommendations of Finance Committee regarding forward progress with WC refurbishment project: Chair of Finance Committee, Cllr Burhop, outlined the revised plans and specifications for the proposed refurbishment of the WC facility which had been previously recommended for approval by the Finance Committee (see 20/017 above). After further review and discussion, it was proposed by Chair, that; i) Council proceed with the project as per plans considered. Seconded by Cllr Chapman and resolved unanimously. ii) Clerk be duly delegated to liaise with EDDC Building Control team to ascertain the process, and fees, relating to building control compliance. Seconded by Cllr Hughes and resolved unanimously. iii) That Clerk be delegated to obtain three competitive quotes based on the plans and specifications approved. Seconded by Cllr Bilenykj and resolved unanimously. Clerk: please note and action accordingly. This matter, and information received, to be considered by Finance Committee.</p>	Clerk

20/023d)	<p>d) To consider Council's attendance at Ottery St Mary Health (Hospital) Forum: No members of Council wished to attend on the rescheduled date. No further action proposed at the present time. Clerk: please notify OSM Town Council accordingly.</p>	Clerk
20/023e)	<p>e) To consider recommendations of Finance Committee regarding forward progress with village CCTV installation: After a lengthy discussion on the merits and pitfalls of a village CCTV installation, potentially based in the church tower (subject to further agreement), it was felt that the matter be deferred until the efficacy of the existing CCTV system at the WC block could be assessed (and an extension to cover the car park reviewed). Clerk was directed to contact EDDC to discuss implications for GDPR etc on coverage that included images of car park users, this being an EDDC asset currently. Clerk: Please note and contact EDDC accordingly. Furthermore, Council was minded to support the principles of a CCTV system at the Pavilion Building on Back Lane in the wider interests of public safety and security, especially as Council's play asset was immediately adjacent. Chair proposed, seconded by Cllr Bilenkyj, that Council formally minute their support and liaise with the Trustees of the NPPFF to take this project forward as a matter of urgency. Resolved unanimously.</p>	Clerk
20/023f)	<p>f) To consider recommendations of Finance Committee regarding forward progress with proposed registration of land in Back Lane (known as the Playing Field): It was proposed by Chair that this matter be deferred until the next Full meeting of Council for further consideration as the meeting was almost out of time. Resolved unanimously. Clerk: Please add to next Full Council agenda.</p>	Clerk
20/023g)	<p>g) To consider further report from Clerk as to financial and administrative implications of forthcoming website accessibility regulations: It was proposed by Chair that this matter be deferred until the next Full meeting of Council for further consideration as the meeting was almost out of time. Resolved unanimously. Clerk: Please add to next Full Council agenda.</p>	Clerk
20/023h)	<p>h) To consider arrangements for, and organisation of, the proposed Parish Clean Up day on Saturday 28th March: Proposals: i) Council to use amended poster version SJ for general publicity ii) Chair to print and laminate copies for hard copy display iii) Clerk to advertise on social media platforms iv) Village Hall to be booked from 9.30am until 2.30pm 29/3 v) A budget of £50 from Community Events fund authorised for suitable refreshments vi) Clerk to liaise with EDDC Streetscene re: litter picking equipment, hi viz and collection gabs etc vii) Chair to liaise with school to drum up enthusiasm viii) Cllr Hughes to liaise with VOSRA to seek participation ix) Cllr Jeffries to contact Val Ranger re: Harpford Hall use on 28/3 Proposed by Chair. Seconded by Cllr. Walker. Resolved Unan.</p>	Clerk / Cllrs.

20/024	Correspondence received, not already circulated to members: None other than that already circulated.	
20/025	Date and time of next meeting: The next meeting of council will be on Monday 30 th March 2020, at 8.00pm at the Newton Poppleford Village Hall, this being an Ordinary Meeting of the Council. <i>It was suggested by Cllr. Jeffries that Council consider hosting the monthly meeting at other halls in the parish from time to time to encourage participation and to prevent exclusion. Chair suggested that the matter be considered at the next monthly ORD meeting.</i> Clerk: Please add to March agenda for discussion.	Clerk
20/026	<i>It was 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 Chair, seconded by Vice-Chair</i> <i>Resolved unanimously.</i>	
20/027	Matters to be considered in committee: a) Matters pertaining to service contracts. It was noted that Council was seeking to assign the contract to a new party with immediate effect and it was therefore proposed that Clerk be duly delegated to advertise locally to gauge interest and report back to Council accordingly. Councillors were also asked to consider possible contractors and liaise with Clerk to explore these options. Noted. Clerk: Please action accordingly.	
	<i>With no further business to discuss, Chair closed council meeting at 10.30pm.</i>	

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Signed as a true record of the meeting above:

Chair: _____ Date: _____