

# NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

**Draft – yet to be approved**

Minutes of the Parish Council Monthly Ordinary meeting on  
Monday 26<sup>th</sup> February 2018 in Newton Popleford Village Hall at 20.00hrs

**ACTION by:**

	<p><b>Present</b> Cllrs. Jeffery, (Chair), Burhop, Coppell, Dalton, Kemp, Lipczynski, Ranger, Tillotson and Walker PC Steve Lee Hon. Footpath Warden, Ted Swan Clerk, Paul Hayward 8 members of the public</p>	
Public Forum	<p><b>Fire Regulations were outlined to those present.</b></p> <p><b>Police Report</b> February 2018 to date - 1 crime recorded..</p> <p>Local officers dealing with parking issues around parish esp. Otter Reach. Will liaise with DCC HWO to determine if double yellow lines can be applied at junctions. Speed checks continue.</p> <p><b>Devon County Councillor Claire Wright</b> <i>Issues raised / discussed:</i> Councillor Wright was unable to attend and had not provided a written report.</p> <p><b>East Devon District Councillor Val Ranger</b> <i>Issues raised / discussed:</i> Cabinet voted on EDDC Parking Consultation exercise. Varying proposals on increased charging are included. Full report will be emailed to Clerk for uploading to website.</p> <p><b>P3 / Footpath Warden report – Ted Swan</b> Ted outlined various works taking place currently. He and the Clerk had visited two properties where fencing was encroaching onto FP1. Neither resident was in at the time and so Clerk is writing to both properties asking for remedial works to be carried out. If this is not done, the matter is to be referred to DCC Public Rights of Way officers for further guidance. It was noted that Woodleys Joinery had recently completed a refurbishment to the P3 noticeboard on Church Green without charge as a gift to the community. Chair asked that a formal expression of Council's thanks be made to Brian and his team. <b>Clerk: please note and action accordingly.</b> Ted also updated Council on the willow whip replanting project.</p> <p><b>Village Hall Liaison report – Cllr. R Walker</b> Cllr. Walker reported that the VH were in the process of completing their window refurbishment project and that they eagerly awaited Council's decision on their grant application. A meeting is to be arranged between the three halls to take forward suggestions put together recently to promote better and friendlier co-operation. <b>Clerk: please note and action accordingly upon Cllr. Zirker's return.</b></p>	

	<p><b>Neighbourhood Plan update / report</b> Update from Emma Coppell; The Housing Style Consultation data analysis had been completed and a copy had been provided to the Clerk to upload to the PC website. There had been 57 responses. The steering group will meet shortly to start drafting policies but a call had gone out to the community for assistance in this respect. The SG will consider other successful N/Plan's for communities of a similar size to NP&amp;H and assess what their approach was. A target date of October 2018 is now anticipated for completion. <b>Clerk: Please upload report to website as directed.</b></p> <p><b>Public Questions</b> There was a representation regarding contractor parking on the Exmouth Road and Cllr. Ranger asked for further information so that she may take this matter forward with EDDC planning department in respect of possible breaches to planning approval conditions.</p>	
18/12	<p><b>Apologies for absence.</b> Cllrs. Downen &amp; Zirker. County Cllr. Claire Wright</p>	
18/13	<p><b>Declarations of Interest made.</b> All members present are, by definition, members of the NPPFF Trustee Board. Cllrs. Jeffery and Ranger declared a personal interest in agenda item 18/16b. as they are acquainted with applicant.</p>	
18/14	<p><b>Minutes</b> i) a) <i>Ordinary Meeting of Council 29<sup>th</sup> January 2018</i> <b>Cllr. Ranger proposed (P) adoption of the Minutes of the Ord. meeting held on 29<sup>th</sup> January 2018.</b> <b>Seconded (S) Cllr. Walker.</b> <b>Resolved unanimously. So approved.</b> b) <i>Meeting of Policy &amp; Personnel Committee 6<sup>th</sup> February 2018</i> <b>Cllr. Ranger (P) adoption of the Minutes of the Policy and Personnel Committee held 6<sup>th</sup> February 2018.</b> <b>(S) Chair. Resolved unanimously. So approved.</b> c) <i>Meeting of Finance Committee 20<sup>th</sup> February 2018</i> <b>Cllr. Burhop (P) adoption of the Minutes of the Finance Committee held 20<sup>th</sup> February 2018.</b> <b>(S) Cllr. Walker. Resolved unanimously. So approved.</b> ii) <i>Matters arising from these minutes</i> None raised. iii) <i>To ratify minutes of the Finance Committee meeting of 16<sup>th</sup> January 2018, previously approved by the Finance Committee.</i> <b>Cllr. Burhop (P) ratification of the Minutes of the Finance Committee held 16<sup>th</sup> January 2018.</b> <b>(S) Cllr. Walker. Resolved unanimously.</b> iv) <i>Matters arising from those minutes</i> None raised.</p>	Clerk
18/15	<p><b>Chairman's Announcements</b> None, that are not already covered on agenda.</p>	

<p>18/16</p>	<p><b>Planning</b></p> <p><b>a) Applications received for consideration;</b></p> <p>i) 18/0199/FUL Former Coal Yard, Back Lane, NP. Demolition &amp; constr. two of 4 bed dwellings &amp; office B1 unit. <b>Agent for applicant made a brief presentation regarding proposed development and took questions from public and Council.</b> Discussions included flood risk management, building design and materials, boundary issues for adjacent dwellings, conflict with developing Neighbourhood Plan for parish, contamination on site. <b>It was proposed by Chair, seconded by Cllr. Burhop that Council supported this application in principle and welcomed the use of an otherwise derelict brownfield site. Council also welcomed the inclusion of a commercial office space which would prove to be an economic benefit to the village. However, Council had concerns about the building materials proposed and the impact of the design on the existing street-scene in proximity. Council also felt that the dwelling designs were a little utilitarian and did not sit well with the existing rural style of adjacent dwellings. This substantive motion to support was resolved, 7/0/2.</b></p> <p><b>4 members of the public left the room at this point.</b></p> <p>ii) 18/0094/FUL High View, High Street, NP. Constr. log cabin as temporary accommodation, to be used thereafter as ancillary accommodation for family members. <b>There were two representations from members of the public.</b> After discussion, and in light of uncertainty as to the lawfulness of the proposed build and other matters raised in objections from third parties, it was agreed that Council, via Cllr. Ranger, would seek further clarification from EDDC Planning officers and would undertake a site visit to consider reports of other unauthorised construction onsite. Clerk to seek an extension on the period for consultee comments to take these matters into account. <b>Clerk: please note and action accordingly.</b> <b>Please arrange a site visit with Councillors as soon as possible.</b> <b>Cllr. Ranger: please liaise with EDDC and update all members with their response.</b></p> <p><b>b) Applications received for consideration after agenda;</b> 18/0212/FUL – 16 Capper Close, NP. Constr. front, rear and side extensions and external cladding. <b>Cllrs Jeffery and Ranger declared a personal interest in this matter but did not leave the room.</b> <b>Proposed Cllr. Burhop, seconded Cllr. Lipczynski, that Council supports this application. 6/0/3. So resolved.</b> <b>Clerk: please make appropriate submissions to EDDC planning re: consultee comments as above.</b> Clerk asked Cllr. Ranger to make representations to EDDC planning in respect of the slow download speeds experienced by those wishing to view online planning materials. Noted</p> <p><b>c) Minor EDDC amendments received;</b> None</p> <p><b>d) Tree Matters;</b> None</p> <p><b>e) Determinations;</b> as listed on agenda plus one additional; 18/0045/FUL – 7 Littledown Orchard, NP. Rebuild fire damaged dwelling. <i>Approval with conditions.</i> <b>(* denotes where decision was contrary to views submitted by Council)</b></p>	<p>Clerk</p> <p>Clerk</p>
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	<p>f) Enforcement Matters; None</p> <p>g) Correspondence received; None other than for 18/0094/FUL</p>	
18/17	<p><b>Financial Matters for Consideration</b></p> <p><b>a) Financial reports for January 2018 &amp; February 2018</b>  <b>Bank Reconciliations JAN18</b>  <b>Cashbook Summary as at FEB18</b>  <b>Budget Monitor as at FEB18</b>  <b>Income Expenditure report FEB18</b></p> <p>Additional reports were presented to Council as a result of recent queries from members of Council. It was recommended by Fin.Comm. that future reports are uploaded to Council website and members download / view from there and ask questions as required. Finance Committee will review overall financials regularly as part of their committee responsibilities and report back to Full Council as necessary. Acceptance of financial reports was;</p> <p><b>Proposed Chair, seconded Cllr. Burhop.</b>  <b>Resolved unanimously.</b></p> <p><b>b) Payment to be approved / ratified by Council</b>  <b>Payments to be approved for FEB18 as previously circulated.</b>  <b>Proposed Chair. Seconded Cllr. Burhop.</b>  <b>Approved unanimously.</b></p> <p><b>c) Expenditure under Chairman's delegated authority.</b>  None exercised.</p> <p><b>d) To consider applications for Grant Assistance.</b></p> <p>i) Newton Poppleford Village Hall - £500  <b>Proposed Chair. Seconded Cllr. Burhop.</b>  <b>Approved unanimously.</b></p> <p>ii) East Devon Citizens Advice Bureau – No amount requested. After discussion, it was agreed to offer same grant award as in previous financial years (£300 was the figure)  <b>Proposed Chair. Seconded Cllr. Burhop.</b>  <b>Approved unanimously.</b></p> <p>It was further agreed to make the cheques available immediately so as to ensure that the awards were paid within the current financial year and under the existing Grant Award Policy (see 18/18 d))  <b>Clerk: Please note and action accordingly and send to grant recipients with a suitable letter of congratulations.</b></p>	Clerk
	<b>Business to be considered:</b>	
18/18a)	<p><b>a) TO CONSIDER SUBSTANTIVE RISK ASSESSMENT REVIEW FOR 2017/18.</b></p> <p>This assessment had been considered and approved by Fin.Comm.  <b>Noted and accepted without further action.</b>  <b>Clerk: please note and pass to Internal Auditor for their consideration as part of Internal Financial Controls.</b></p>	Clerk
18/18b)	<p><b>b) TO CONSIDER CONSEQUENTIAL RISKS / BUSINESS CONTINUITY PROCEDURES.</b></p> <p>Chair had circulated a draft template for consideration.  <b>It was Proposed by Chair, seconded Cllr. Burhop that this matter be referred to Policy and Personnel Committee for their consideration and report back to Council.</b>  <b>Resolved unanimously.</b>  <b>Clerk: please note and add to next PPC agenda.</b></p>	Clerk

18/18c)	<p><b>c) TO CONSIDER PREPARATION OF PARISH EMERGENCY &amp; CONTINGENCY PLAN</b>  After discussion, it was agreed that the preparation and creation of the Parish Emergency Plan be delegated to Finance Committee by way of a working party in light of significant work involved.  Cllr. Coppell suggested that Councillors refer to the Uplyme Plan for guidance and inspiration.  <b>Clerk: please note and forward a link to this plan to all members.</b>  <b>Clerk: please add to next Fin.Comm. agenda for discussion.</b></p>	Clerk
18/18d)	<p><b>d) TO CONSIDER AND APPROVE SUBSTANTIVE GRANT ASSESSMENT AND AWARD POLICY FOR 2018/19.</b>  This policy has been revised by both PPC and Fin.Comm.  <b>It was proposed by Cllr. Burhop, seconded by Cllr. Coppell, that the policy be approved as per substantive version. Resolved unanimously.</b>  <b>Clerk: Please publish policy on website and create a separate tab within the website to highlight Council's Grant Policy.</b>  <b>Cllr. Walker; please highlight in next edition of Parish Newsletter.</b></p>	Clerk Cllr. Walker
18/18e)	<p><b>e) TO RECEIVE UPDATE ON S.106 PLAY CAPITAL PROJECT</b>  Clerk reported that EDDC S.106 Officer had agreed the Gazebo design and funding and that legal agreements were being drawn up to allow draw-down of the funds and installation of the equipment.  A meeting is to be arranged between Chair, Cllr. Ranger, Clerk and EDDC officers to discuss the remaining funds, the CIL allocation and to obtain a definitive procedural guide in order to prevent similar delays arising in the future.  <b>Clerk: please note and arrange accordingly.</b></p>	Clerk
18/18f)	<p><b>f) TO CONSIDER COUNCIL'S POSITION RE: BT KIOSK ON CHURCH GREEN.</b>  Clerk had circulated a report outlining options available.  After discussion as to potential uses and future costs of maintenance, <b>it was proposed by Cllr. Burhop, seconded by Cllr. Coppell, that Council formally apply to adopt this kiosk (a grade 2 listed structure) from BT for the sum of £1. Once legal formalities are complete, Council to consult with community again as to usage.</b>  <b>Clerk: please note and complete legal paperwork as directed. Please liaise with relevant providers to ascertain whether a wi-fi hotspot could be installed and report back to Council.</b></p>	Clerk
18/18g)	<p><b>g) TO CONSIDER APPLICATION TO D.C.C. FLOOD RESILIENCE GRANT FUND.</b>  <b>It was proposed by Cllr. Burhop, seconded by Chair, that an application be submitted for £1500 funding from this fund towards flood prevention and mitigation equipment. Resolved unanimously.</b>  <b>Clerk: please note and complete and submit application</b></p>	Clerk
18/19	<p><b>Matters considered as urgent by presiding Chairman.</b>  Western Power have offered the Council £500 towards tree planting in the parish (to cover purchase costs and materials but not labour costs to plant). A formal resolution to accept is required.  <b>It was proposed by Cllr. Kemp, seconded by Cllr. Burhop, that this grant award be accepted and spent accordingly. Resolved unanimously.</b>  <b>Clerk: please note and liaise with Western Power for receipt. Please update Cashbook Summary to earmark these funds.</b></p>	Clerk

	<p>Council has also been asked to nominate three “highway hotspots” which may be able to benefit from the additional resources available to DCC Highways for pothole repairs etc.</p> <p>The three areas nominated (in order of necessity):  Back Lane from Venn Ottery to the Pavilion  Venn Ottery Lane  Hunger Hill (past allotments)</p> <p><b>Clerk: please note and liaise with DCC HWO to see if any works can be brought forward in this respect.</b></p>	Clerk
18/20	<p><b>Correspondence</b>  None received that has not already been circulated to members.</p>	
18/21	<p><b>Date and time of next ordinary meeting</b>  The next meeting of council will be on Monday March 26th 2018 at 8.00pm, venue Newton Poppleford Village Hall.</p>	
	<p>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. Proposed Chair, seconded Cllr. Burhop.  <b>Resolved unanimously.</b>  <b>Members of public in attendance were asked to leave the room.</b></p>	
18/22	<p><b>To consider Tenders for Grounds Maintenance Contract 2018 to 2021.</b>  Cllr. Burhop outlined the deliberations and discussions of the Finance Committee, who had considered the three tender bids received, at the meeting of the 20<sup>th</sup> February 2018.  Cllr. Burhop and Clerk had met with the two directors recently and had negotiated a lower price for the contract and had obtained clarification on a number of matters pertinent to the works proposed.  <b>It was proposed by Cllr. Burhop, seconded by Cllr. Walker, that contractor B, ARCCAS (Midlands) Limited, be contracted for a period of 3 years at the revised rates agreed. The contract is NOT to include the areas currently maintained by DCC as this was deemed to be uneconomic for the parish at this time. Resolved unanimously.</b>  <b>Clerk: please note and notify the successful contractor and prepare a suitable contract document for their signature outlining the terms and condition contained within the Tender Specification document and the prices agreed. Please also notify the two unsuccessful contractors and thank them for their interest.</b></p>	
18/23	<p><b>To consider proposals for future strategy planning.</b>  The following proposals were put forward:  i) That financial reporting is maintained as proposed in 18/17a).  ii) That reports from Cllrs. and other representatives are received and circulated by Clerk in written format rather than a verbal presentation.  iii) That Business to be Conducted is used for decision making only and that updates are added to Action Plan Review List. Minutes to reflect decisions not verbatim discussion.  iv) Draft new format agenda to be reviewed by Chair as soon as possible for amendment and revision.</p>	

	<p>v) A “brainstorming” session of Council to be held every 3 to 6 months in committee to bring forward new ideas and to allow a vigorous and frank debate between members outside of the published order of business. Alternatively, this group to convene as a working party.</p> <p>vi) Extra planning committee meetings to be convened as felt necessary whenever significant planning applications are received.</p> <p><b>Clerk: please note and forward a draft March agenda to Chairman prior to the 16<sup>th</sup> March for her review.</b></p>	
<p><b><i>With no further business to discuss, Chairman closed council meeting at 9.55pm.</i></b></p>		

Minutes of the Parish Council Monthly Ordinary meeting on Monday 26<sup>th</sup> February 2018 in Newton Poppleford Village Hall at 20.00hrs

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

Chairman: \_\_\_\_\_

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

DRAFT