

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council Ordinary meeting on
Monday 24th April 2017 in the Pavilion Centre at 20.00hrs

ACTION by:

	<p>Present Cllrs. Jeffery, (Chair), Ranger, Burhop, Downen, Kemp, Lipczynski, Tillotson & Zirker. Clerk and 4 members of the public.</p>	
Public Forum	<p>Fire Regulations</p> <p>Police Report No Police Representative in attendance. No figures for March / April available.</p> <p>County Councillor Channon Member sent apologies. Advised that potholes had been filled</p> <p>District Councillor Ranger White paper on Fixing our broken housing market. EDDC Village Plan consultation DCC consultation on community composting schemes Modern Day Slavery training Broadband in Rural areas Charging at Sidm. Manor Pavilion Car Park. EDDC HQ update. Move scheduled by end 2018.</p> <p>P3 Warden report No report received. Cllr. Zirker advised that “Balsam Bashing” scheduled for 4 Saturdays in JUN/JUL/AUG & SEP. Query raised re: timing of same.</p> <p>Public Questions</p> <ol style="list-style-type: none"> 1) Police attendance / presence in Venn Ottery. Which station has responsibility for response to calls? 2) Traffic concerns / potential accident black spot in KAW. Can some new signage be installed. New County Councillor in place after 5/5/17. Review then. 	
237	<p>Apologies for absence and to approve reasons given. Cllrs. Walker and Coppell, County Cllr. Channon</p>	
238	<p>Declarations of Interest made. None received.</p>	
239	<p>Minutes Cllr. Kemp proposed adoption of Minutes of the Ordinary meeting held on 27th March 2017. Seconded Cllr. Downen. 7/0/1. So adopted</p> <p><i>No matters arising from these minutes.</i></p>	
240	<p>Chairman’s Announcements None.</p>	
241	<p>Planning a) Applications received for consideration. 17/0917/FUL Four Elms Fruit Farm, Higher Way, Harpford Construction Agricultural Building Cllr. Lipczynski proposed, Cllr. Zirker seconded. Council supports application. 8/0/0</p>	

	<p>j) To consider payment for signage at Village Hall It was resolved that Council contacts Chairman of Village Hall Committee to advise that council is revising policy on grant funding and that, for the time being, council will not pay for this signage. Proposed Cllr. Ranger, seconded Cllr. Burhop. 6/0/2. Approved. Clerk to send formal confirmation of this resolution.</p>	Clerk
243	<p>To consider Casual Vacancy Only a single nomination has been received; Therefore, Lorna Dalton is hereby co-opted as a member of Newton Popleford and Harpford Parish Council. Clerk to arrange signing of Declaration of Acceptance of Office, and completion of Register of Interests for onward transmission to EDDC. Copy of NPHPC Code of Conduct to be provided, and a copy of The Good Councillor Guide in PDF format.</p>	Clerk
244	<p>To consider arrangements for parish handyman Matter was deferred until Personnel and Policy Committee could meet to review Terms and Guidance for this project. Clerk to note and liaise with Cllr. Ranger to arrange meeting dates.</p>	Clerk
245	<p>To consider Tree Survey of parish EDDC has created a new Curio App. Need to liaise with Cllr. Kemp to undertake tree survey on council land and other trees of note in parish. Clerk. Please contact Cllr. Kemp accordingly.</p>	Clerk
246	<p>To seek volunteers for Chapter 8 training Clerk has confirmed that all activity around VAS requires Ch.8 trained personnel. Risk Assessment is in place. Also, Insurance. Clerk to seek volunteers for these works. Parish Council will also need to provide suitable signage. Clerk to seek advice DCC Highways for costs and timings of the Ch8. Training. Clerk to also seek volunteers from parish via website and Sidmouth Herald, and noticeboards.</p>	Clerk
247	<p>To consider public speaking arrangements Original resolution July 2015 allowed for standing orders to be suspended to allow public participation at Chairman's discretion. Concerns about confusion over roles ie Members and Public. Chairman's prerogative is paramount to steer discussions. Public are given an opportunity to speak at the beginning of the meeting. Standing Orders state that meetings must last no longer than 2 hours. No amendments required to Council's Policy on Public Speaking.</p>	
248	<p>To arrange meeting of Pavilion Trustees A meeting of the Pavilion trustees is to be held on Monday 15th May to discuss the current financial position, to consider terms for field hire, and to consider relationship between Council and NPPFF. Cllr. Zirker to prepare accounts for members reference and review. Clerk to gather together data and information on field hire and financial implications of cross-funding and VAT.</p>	Clerk / DZ

249	<p>To consider Policies for adoption.</p> <p>1) Health and Safety Policy (revised) Proposed Cllr. Burhop. Seconded Cllr. Lipczynski. Approved. 8/0/0. Clerk to add to Policy database. Annual Review May '18</p> <p>2) Expenses Policy This matter was deferred until May meeting to allow further revisions to the policy wording after member amendments. Clerk: Please add to May agenda for consideration</p> <p>It was proposed that a further meeting of the Policy and Personnel Committee be convened to consider other policies due, including Cemetery Policy. Clerk highlighted the implications of a paper-only based administrative system (ditto, Allotments) and was instructed to research and collate details of suitable software packages for review by members at a later date, either via committee or at Full Council. Clerk: please note.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
250	<p>To consider Council's response to EDDC Village Plan Consult. After lengthy discussion, and with detailed contributions from District Councillor, Cllr. Ranger, it was proposed that NPHPC supports the proposal * as consulted upon, but with understanding that exception sites outside BUAB would always be considered if a proven housing need arose or was evidenced. Seconded, Cllr. Burhop. Approved 8/0/0. It was noted, however, that there was no provision for bungalows or single-person dwellings, for which a definite need has been evidenced in the past, and as a result of recent surveys. Also, issue of "sustainability" doesn't take into account Broadband availability. (* NPHPC preferred "tighter" boundary) (1 member of the public left during this agenda item discussion) Clerk to liaise with Cllr. Ranger to submit VP comments</p>	<p>Clerk</p>
251	<p>To consider recommendations of recent ROSPA report Six main areas to be dealt with:</p> <ol style="list-style-type: none"> 1. Chain cover on zipwire. 2. Surfacing on climber to prevent head impact 3. Backboards MUGA 4. Rocker; build up of ground levels 5. Turf below goal areas inside MUGA 6. Basket Swing; Finger Trap hazard. <p>Clerk: please liaise with two separate contractors to arrange works. Also, liaise with Colin Whitehall (groundskeeper) DZ has contact details.</p>	<p>Clerk</p>
252	<p>To consider and agree WC working party meeting dates. It was proposed that this matter be added to the remit of the Policy and Personnel Group for further consideration. Clerk to take forward as requested.</p>	<p>Clerk</p>
253	<p>To consider matter of EDDC pre-enforcement action at School Lane Car Park Cllr. Ranger has spoken to officers at EDDC regarding these notices. EDDC is being more proactive in the issue of breaches of the 23hr rule at this car park. Discussion covered issues such as Residents Parking Scheme / Use of Back Lane parking area Surgery parking. It was suggested that matter be added to agenda to consider the issue of parking in the wider School Lane area incl. school staff usage. Clerk: please liaise with Cllr. Ranger and EDDC re: future use</p>	<p>Clerk</p>

254	<p>To consider issue of allotment provision and administration Cllrs. Tillotson and Zirker declared an interest as allotment tenants. Cllr. Tillotson has her own records which do not appear to tally with those furnished by the former Clerk. Clerk has asked that a working party convene to consider allotment policy, rates of hire, tenancy agreements, plot availability, financial position etc. Additionally, a marking system would be an advantage to facilitate identification and administration. Clerk to liaise with Cllr. Tillotson and others to meet on-site and resolve all outstanding issues and maintenance matters. Cllrs. Jeffery, Ranger indicated interest in attending.</p>	Clerk
255	<p>Update on Neighbourhood Plan Cllr. Ranger reported that the NHP Steering Group was due to meet on 25th April and that a report would follow at next council meeting. Payment to Devon Communities has been approved for payment. Also, Section 106 update provided. CIL funds received into NPHPC Bank Account. Cllr. Ranger reiterated that no CIL would be forthcoming from King Alfred Way development (exempt) Clerk/Chair: to liaise with EDDC S106. Officer to consider spending criteria. Chair: To chase up second quotation for Gazebo provision.</p>	Clerk/Chair Chair
256	<p>To consider progress with Action List 2017/18</p> <ul style="list-style-type: none"> • Additional pole for VAS • Re-location of Bus Stop from Bridge • Plans for Bus Shelter “structure” which remains • Life Ring installation on Webbers Meadow w. signage <p>Clerk: to update list from Minutes as approved.</p>	Clerk
257	<p>Matters considered as urgent by presiding Chairman. None</p>	
258	<p>Correspondence Council requested that correspondence be listed on an exception basis, with Clerk acting as filter for items received and circulated to members.</p>	
259	<p>Date and time of next ordinary meeting 22nd May 2017 at 8.00pm, preceded by Annual Parish Meeting at 7.30pm at Village Hall.</p>	
	<p><i>With no further business to discuss, Chairman closed meeting at 10.20pm.</i></p>	

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Chairman _____

Date _____