

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council Ordinary meeting on
Monday 27th March 2017 in the Village Hall at 20.00hrs

ACTION by:

	<p>Present Cllrs. Jeffery, (Chair), Burhop, Downen, Kemp, Lipczynski, Tillotson, Walker & Zirker. Paul Hayward, Clerk, PC S.Lee and members of the public.</p>	
Public Forum	<p>Matters Arising for consideration / future discussion: Claire Wright, Independent candidate for Otter Valley Division addressed those present. Public concerns raised regarding notices applied to vehicles in School Lane car park, highlighting future parking enforcement action. Clerk to contact EDDC Cllr. Ranger and EDDC Parking Thanks received from VO residents regarding bench and tree provision on village green.</p> <p>Police Report PC Lee. Recorded crime; 1 in February '17. 2 in March '17. Ongoing activity such as thefts from cars, rural burglaries. Officers had been dealing with "off-road" offences nr. Woodbury Common. and had issued warnings to perpetrators. PC. Lee reiterated use of "101" number and suggested asking for operators name when logging crime / areas of concern.</p> <p>County Councillor Channon No report received. Member sent apologies.</p> <p>District Councillor Ranger No report received. Member sent apologies.</p> <p>P3 Warden report Very little to report other than repairs to steps on Bowd footpath. £100 received from DCC towards P3 maintenance reserves.</p> <p><i>It was noted that the Audio PA system was not working as it should. Cllr. Burhop volunteered to discuss the matter with the vendor.</i></p>	<p style="text-align: center;">PH</p> <p style="text-align: center;">Cllr. Burhop</p>
217	<p>Apologies for absence and to approve reasons given. Cllrs. Ranger and Coppell, County Cllr. Channon</p>	
218	<p>Declarations of Interest made. None received.</p>	
219	<p>Neighbourhood Plan Update</p> <p>The draft version of the report has been made available by Devon Communities Together (Clerk, please request invoice) but the final version is still not available, but will be imminently.</p> <p>The results of the Housing Needs survey have been circulated which reveal that 14 dwellings are required, of 1 or 2 bedrooms, which the King Alfred Way development will provide within its affordable allocation. Emma Coppell suggested that a meeting of the NHP Steering Group convene to discuss the next steps.</p> <p>Issue of S.106 monies was also discussed and the uses for which the funds available could be spent.</p>	<p style="text-align: center;">EC</p>

	<p>Suggestions included Badminton at the Pavilion, Skittle Alley, Keep Fit and Yoga equipment, an Outdoor Gym, cycle/running track and youth club provision.</p> <p>There was a query about exactly how much money was available and the geographic criteria to be applied to allow it to be spent. Chairman advised that she had be in contact with EDDC officers but was still awaiting clarification.</p> <p>The subject of S.106 and NHP to be discussed at the April meeting.</p> <p>Clerk, please note.</p>	PH
220	<p>Minutes</p> <p>Cllr. Walker proposed adoption of Minutes of the Ordinary meeting held on 27th February 2017. Seconded Cllr. Tillotson. 6/0/2. So adopted</p> <p>Cllr. Burhop proposed adoption of Minutes of the Finance meeting held on 17th January 2017. Seconded Cllr. Jeffery. 3/0/5. So adopted</p> <p>Cllr. Burhop proposed adoption of Minutes of the Finance meeting held on 9th March 2017. Seconded Cllr. Jeffery. 3/0/5. So adopted</p> <p>No matters arising from these minutes.</p>	
221	<p>Chairman's Announcements</p> <p>None.</p>	
222	<p>Planning</p> <p>a) Applications received for consideration.</p> <p>17/0589/FUL Littlecot House, Harpford Conversion to create Holiday Let. <i>Cllrs. Lipczynski and Downen both declared personal interests as near neighbours.</i></p> <p>Council supports approval but with conditions regarding drainage and highway safety. Prop. Cllr. Burhop. Secnd. Cllr. Tillotson 6/0/2</p> <p>17/0546/FUL Otter Dell, Harpford Extension and creation of new garage. Council supports this application. 8/0/0 Prop. Cllr. Jeffery. Secnd. Cllr. Burhop.</p> <p>17/0510/FUL Mallards, Newton Poppleford Construction Summerhouse and Garage Cllr. Jeffery proposed that a site visit of councillors be arranged to review the scheme and its possible impact on neighbouring properties. Secnd. Cllr Zirker. 8/0/0</p> <p>Clerk. Please submit these consultee comments to EDDC PD.</p> <p>No items to consider under b) to g) inclusive.</p>	<p>Chair</p> <p>PH</p>
223	<p>Financial Matters for Consideration</p> <p>a) Financial reports including receipts and payments for financial year, draft annual return summary, bank reconciliation and cashbook circulated to members. Proposed Cllr. Burhop. Seconded Cllr. Jeffery. 7/0/1. Approved</p> <p>b) Payments to be approved as previously circulated. Proposed Cllr. Jeffery. Seconded Cllr. Burhop. 8/0/0. Approved</p>	

	<p>c) Expenditure under Chairman's delegated authority. None.</p> <p>d) To consider additional bank signatories. Cllr. Walker volunteered to become the 4th signatory. Clerk to arrange paperwork with bank and circulate</p> <p>e) Update on Grant Applications made. Parishes Together Grant application for 2016/17 allocation has been provisionally approved, subject to ratification at EDDC Cabinet on 5th April. Negotiations will now begin on defining expenditure criteria, to include removal of Himalayan Balsam.</p>	PH
224	<p>To consider Casual Vacancy No election has been called. Requests for co-option to be placed on Noticeboards, Website, in Sidmouth Herald via press release. Deadline for volunteers to be the 17th April, matter to be considered at Ordinary meeting on 24th April.</p>	
225	<p>To consider arrangements for parish handyperson Matter was deferred to April's meeting to enable paperwork and information to be collated and personnel committee to be convened if possible. Decisions to be made in conjunction with "works in progress" schedule. Clerk to note</p>	PH
226	<p>To consider Tree Survey of parish Cllr. Kemp had volunteered to be Parish Tree Warden. Register of trees on parish land is a part of Risk Assessment program. EDDC offer guidance as to best practice. Cllr. Ranger can offer assistance when available. Clerk. Please contact EDDC Tree Services</p>	PH
227	<p>To seek volunteers for Chapter 8 training The VAS is installed and in working order, and is located at Otters Reach. Additional poles are also located by Pride Hair Salon, and on Exmouth Road. Clerk still attempting to get a definitive written statement on who can maintain and work on the unit, and whether Chapter 8 training is required. (Jean Clarke/Police may also assist) Clerk to continue to chase DCC Highways for exact rules via DCC Cllr.</p>	PH
228	<p>To consider arrangements for retirement of outgoing Clerk Council agreed to allow upto £250 for the retirement party. Proposed Cllr. Jeffery, seconded Cllr. Kemp. Approved 8/0/0 Council agreed to allow upto £250 for a suitable retirement gift. Proposed Cllr. Burhop, seconded Cllr. Zirker. Approved 8/0/0 Cllr. Jeffery also act as recipient for donations from Councillors and public in addition to above council contribution. Cllr. Zirker confirmed attendance at circa. 60 persons for party.</p>	
229	<p>To arrange meeting of Pavilion Trustees Chair suggested a meeting to be convened as soon as possible but after Easter, and taking into account future meetings of council. Pavilion availability MON/THU/FRI evenings. Clerk to circulate dates after 24/4/17 to members to respond with preferences.</p>	PH

230	<p>To consider, and if thought fit, approve and adopt policies:</p> <ol style="list-style-type: none"> 1) Expenses Policy. Cllr. Burhop offered to revise and amend policy and circulate to members for consideration in April. 2) Health and Safety Policy. Clerk to provide a composite version of policy with key bullet points using NALC model and other policies available. 3) Equal Opportunities Policy. Proposed Cllr. Burhop, seconded Cllr. Walker. Approved 8/0/0. Adopted 27/3/17 	<p>CB</p> <p>PH</p>
231	<p>To consider Greater Exeter Strategic Plan (GESP) consultation 2020 is the estimated completion date for implementation. It is likely to stand above both the EDDC Local Plan and any adopted Neighbourhood plans in place. Current consultation (first stage) is simply seeking to formalise issues involved and includes a call-for-sites for prospective developers of 5 dwellings or more, and also employment provision. It was proposed by Cllr. Burhop and seconded by Cllr. Zirker that Chair submits councils views and concerns to the consultation body by the deadline of 10th April. Approved 8/0/0</p>	HJ
232	<p>To review progress with NPHPC Action Plan Chair asked that members submit to Clerk any additions / deletions and the revised plan can be circulated as a new version for consideration and action. Clerk to monitor progress.</p>	PH
233	<p>Matters considered as urgent by presiding Chairman.</p> <ol style="list-style-type: none"> 1) Purchase of Hedge plants at Venn Ottery Village Green to repair damage caused previously. Proposed Cllr. Jeffery. Seconded Cllr. Burhop. Approved 8/0/0 2) Heater replacement at Surgery. <i>Matter deferred to finance committee when details of warranties are clarified. Option 1 and 2 discounted.</i> Clerk to also continue investigations as to covenants. 3) Village Plan Consultation <i>Matter deferred until April meeting for consideration.</i> 	<p>PH</p> <p>PH</p> <p>PH</p>
234	<p>Correspondence Clerk outlined correspondence received. EDDC Dog Waste “pick-up” stickers distributed</p>	
235	<p>Date and time of next ordinary meeting 24th April 2017 at 8.00pm</p>	
	<p><i>With no further business to discuss, Chairman closed Part A of the meeting at 10.16pm. Public and Press asked to leave the venue in accordance with provisions of Public Bodies(Admissions to meetings) Act 1960 as business to be conducted is confidential.</i></p>	
236	<p>Staff Matters Council resolved to pay outstanding holiday entitlement to former clerk in April. Chair to provide details to Clerk for processing Proposed Cllr. Jeffery, seconded Cllr. Zirker. Approved 6/0/2</p>	

236 Continued	<p>Clerk to process payroll for April in accordance with figures. Clerk confirmed that he is meeting with David Atkins later in the week to receive all the final paper files and electronic records and allotment and burial records. Clerk to ensure that Bank Credit book is received, and any outstanding files.</p> <p>Council agreed that PC CPU, and monitor, and miscellaneous office equipment is left with former clerk once hard drive files removed.</p> <p>Council asked that Clerk provide “open book” accounting records when submitting expenses claims to ensure complete transparency.</p> <p>Clerk outlined process for procurement whereby councils under common Clerk can share costs of stationery to benefit from economies of scale etc.</p> <p>Meeting Arrangements Council resolved to trial meetings at the Pavilion and also at Harpford Hall to negate the need to move audio-visual equipment from venue to venue, and to provide greater representation and public participation across the parish.</p> <p>Proposed Cllr. Kemp, seconded Cllr. Downen. Approved 8/0/0 Next meeting on 24th April 2017 to be held at Pavilion</p> <p>Clerk to contact NPVH of arrangements for April. Issue of future of the second screen which has not yet been installed at NPVH was deferred due to the lateness of the hour.</p>	PH
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Chairman _____

Date _____