

<b>Newton Poppleford &amp; Harpford Parish Council</b> <b>Annual Parish Council Meeting held following the Annual Parish Meeting at 8.35pm.</b>	
<b>Present:</b> Cllrs: Jeffery – Chairman, Coppell, Kemp, Ranger, Lipczynski, Tillotson, Walker & Zirker.	<b>Actions</b>
<b>Apologies:</b> - Cllrs: - Burhop, Clarke, and Police Sergeant Andy Turner.	
<b>In attendance:</b> - D G Atkins (Clerk & RFO)	
<p><b>Open Session</b></p> <p><b>Neighbourhood plan-</b> Emma Taylor said that the Plan group are continuing to work with Martin Parkes in defining the Questionnaire. An issue about up-dating the previous housing needs survey from 2011 had come up. The NP group could collect up-to-date information whilst collecting information through the Questionnaire.</p> <hr/> <p><b>Council meeting</b></p> <p><b>3.</b> Election of Chairman for the ensuing year: Cllr Jeffery nominated. Proposed Cllr Ranger, 2<sup>nd</sup> Cllr Zirker UNAN Cllr Jeffery duly thanks everyone for their support, read the acceptance of Office statement and duly signed it.</p> <p><b>4.</b> Election of Vice Chairman for the ensuing year: The Chairman proposed that chairs of the 3 Committees be nominated. Subject to Cllr Burhop agreeing and a chair of Planning Committee being established This was agreed. Proposed Cllr Jeffery, 2<sup>nd</sup> Cllr Kemp. 8-1 ABS Cllr Ranger.</p>	
<p><b>5. Declarations of Interest</b></p> <p><b>Cllr Lipczynski re planning application at Harpford as neighbour ( Personal)</b></p>	
<p><b>6. Minutes</b> of the meeting held on 21<sup>st</sup> May 2015 were approved and signed. Proposed Cllr Ranger, 2<sup>nd</sup> Cllr Downen 8-1 ALS <b>Minutes</b> of the meeting held on 25<sup>th</sup> April 2016 were approved and signed. Proposed Cllr Walker, 2<sup>nd</sup> Cllr Ranger UNAN.</p>	
<p><b>7. Actions List</b></p> <p>It was noted that some items were on the agenda for consideration. The updated list is attached to main minutes and emailed to all members.</p> <p>Trees on the Church Green,</p> <p>It was noted that a temporary tree preservation order had been placed on the two Oak trees on the church green. To do any work to the trees the PC will need to make an application for the works to EDDC. Mr Slade stated that some of the branches overhang his property and the pathway on the western side especially when wet <b><i>Action responses to the TPO should be made to EDDC by 22<sup>nd</sup> June 2016b.</i></b> Full Council should discuss and agree emotive issues such as works to trees. The EDDC tree officer indicated that the parish Council should regularly carry out an inspection of trees in the Parish Councils ownership. <b><i>Action Clerk to identify all trees under the responsibility of the PC.</i></b></p> <p>It was resolved to seek the assistance of the arboricultural department of the District Council to give a full report of the works that are required. <b><i>Action Clerk to arrange a report on the trees with EDDC.</i></b> The matter stands referred to the next PC meeting.</p> <p>Life ring by the river- The Parish Council needs to decide on the Location of a life ring at the river otter. <b><i>Action Planning Committee ?</i></b></p>	<p>A</p> <p>A</p>
<p><b>8. Decisions required</b></p> <p>VAS locations. confirmation was required by Mrs Pitchford on the sites previously considered, so that she could order the necessary posts and fixings. <b><i>Action; Information to be circulated and agree at the June meeting</i></b> The standard chapter 8 training at was for two days. This is not necessary for the task of changing batteries <b><i>Action on the Clerk to arrange</i></b></p>	A

<p><i>a more tailored training course and keep Cllrs Coppell &amp; Lipczynski informed..</i></p> <hr/> <p><b>9. Discussion Items</b>  <b>Xmas lunch.</b> Cllr Kemp was hoping to have some information from Cllr Channon on the matter. Resolved to place on next agenda.  <b>Emergency Plan.</b> The Chairman advised that she had looked at the information and templates and this action could be taken forward by a working group of Cllrs and other people. Volunteers for the group include Cllrs DZ,MC, HJ,AK and Lorna Dalton. this was ongoing and a working group of Cllrs and other people was required. Names agreeing to form the group are Cllrs DZ, MC, HJ, AK, and Lorna Dalton. <b>Action: Cllr HJ –It was agreed to try to meet before the end of June.</b></p> <p><b>Community Building Fund.</b> Cllr Coppell had brought this to the attention of the Council and it was noted up to £5000 grant could be claimed for community building. Resolved to consider a ‘ideas at the next PC meeting <b>Action: Cllr MC to circulate information on the fund to all members.</b></p>	<p>A</p> <p>A</p>
<p><b>10. Financial report</b>  Receipts, payments and balances to end of April . Schedule noted. The Clerk advised the meeting that he had reviewed the coding and reordered them and that the analysis programme was to be added to the system. Cllr Zirker made the point that special software might be required. <b>Action: Finance committee to review the changes that the clerk has made and agree them.</b></p>	<p>A</p>
<p><b>11. Planning Applications Received.</b>  16/1067/FUL Pine Leigh Harpford.  Proposal; Construction of Conservatory to rear of property, Porch extension to front and Insertion roof lights in the main roof. It was noted this was the first electronic application and most members had not been able to review it. Resolved to meet again on Thursday 26<sup>th</sup> may at 7-30pm in Harpford Hall to consider the parish Councils observations. <b>Action: Planning committee to respond to this application.</b></p>	<p>A</p>
<p><b>12. Reports</b>   They had been covered at the APM.</p>	
<p><b>13. Communications</b>  None</p>	
<p><b>14. Exchange of information.</b>  <b>Items for next meetings Agenda.</b> a part B item would be needed for consideration of personnel matters.  <b>Cost of a Parish Council questionnaire on Housing needs,</b> new survey on housing needs could be undertaken through the neighborhood plan process. Further detail is needed on the estimated cost and any other issues this raises. <b>Action Dr Taylor</b></p>	<p>A</p>
<p><b>Closure -</b> The meeting concluded at 9.50pm.</p> <p><b>Chairman</b></p> <p><b>Date</b></p>	