

NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

Chair: Cllr. Chris Burhop
Half Acre
High Street
Newton Poppleford EX10 0ED

clerk@newtonpopplefordandharpford-pc.gov.uk

Clerk: Jacqui Baldwin
c/o The Pavilion
Back Lane
Newton Poppleford EX10 0EZ

Dear Councillor,

You are summoned to the Annual Meeting of
Newton Poppleford and Harpford Parish Council
taking place at The Pavilion, Back Lane, Newton Poppleford at 7pm on Monday, 22nd May 2023

All council meetings are open to the public and the press
Public Bodies (Admission to Meetings) Act 1960
ALL MEETINGS MAY BE RECORDED BY MEMBERS OF THE PUBLIC

Chair will outline Fire Regulations and evacuation procedure


To consider the following business:

AM23/01	Election of Chair
AM23/02	Chair to sign Declaration of Acceptance of Office
AM23/03	Election of Vice Chair
AM23/04	Vice Chair to sign Declaration of Acceptance of Office
AM23/05	Members to sign Declarations of Acceptance of Office and consent to receive email communications
AM23/06	To consider apologies for absence and approve if accepted (LGA 1972 S.85(1))
AM23/07	Declarations of interest from members of the Parish Council/Dispensation Requests
AM23/08	To consider the co-option of members to the Council to fill post-election vacancies (Representation of the People Act 1985 s.21)
AM23/09	Co-opted members to sign Declarations of Acceptance of Office
AM23/10	To receive and, if thought fit, approve Minutes of the previous Ordinary Meeting held on 24th April as previously circulated To consider any matters arising from those Minutes
AM23/11	To note arrangements for the payment of Chair and Members Allowances for 2023/24
AM23/12	To consider Committee Terms of Reference and memberships for 2023/24: a) Finance b) Policy & Personnel c) Planning
AM23/13	To consider nominations for Voluntary Footpath (P3) Warden
AM23/14	Chair to propose suspension of Standing Orders to allow Public Forum:
	Public Forum Some reports may have been circulated beforehand and published on-line

	<ul style="list-style-type: none"> a) Neighbourhood Policing report b) County Councillor report: Cllr. Jessica Bailey c) District Councillor report: Cllr. Chris Burhop d) Report from Ted Swan, Parish Footpath Warden e) Allotment Managers report: Cllr. Tillotson f) Questions and representations from residents/parishioners
AM23/15	Chair to propose resumption of standing orders to close Public Forum
AM23/16	To consider any matters listed on this Agenda that Councillors believe should be dealt with as confidential business as per the provisions of The Public Bodies (Admission to Meetings) Act 1960 (see Agenda item AM23/32)
AM23/17	<ul style="list-style-type: none"> a) To appoint the Responsible Financial Officer for 2023/24 b) To confirm bank mandate signatories for 2023/24 c) To consider arrangements for the renewal of the Council's insurance 2023/24
AM23/18	<ul style="list-style-type: none"> a) Acceptance and Approval of Internal Auditors Report for End of Financial Year Accounts 2022-23 b) To consider the Annual Governance Statement and, if approved, to authorise Chair to sign on behalf of Council (AGAR 3 pt 1) c) To consider Accounting Statements and, if approved, to authorise Chair and RFO to sign on behalf of Council (AGAR3 pt2) d) To confirm the dates for publication of the Notice Period for the Exercise of Public Rights
AM23/19	To review and, if thought fit, approve Council's Standing Orders
AM23/20	To review and, if thought fit, approve Council's Financial Regulations and Delegation policy
AM23/21	To review and, if thought fit, approve Council's Code of Conduct policy and to note requirement for Members to complete Register of Interests forms
AM23/22	To consider Council's membership of external bodies
AM23/23	Chair's announcements/matters of urgency for report only
AM23/24	Financial Matters: <ul style="list-style-type: none"> a) To consider and review Financial Reports for May 2023 as per documents previously circulated to members and published on-line b) To note payments for approval for May as approved by the Finance Committee on 16th May 2023 and published on-line. c) Questions to RFO from members of Council relating to the financial reports.
AM23/25	Correspondence received: <ul style="list-style-type: none"> a) Venn Ottery – 'Music on the Green' event 24th June 2023
AM23/26	Planning Matters: <ul style="list-style-type: none"> a) To consider planning applications received prior to publication: 23/0785/FUL – Garden Cottage, Venn Ottery 23/0943/FUL – 2 Brook Meadow, Newton Poppleford b) To consider planning applications received after agenda publication (subject to circulation prior to the Ordinary meeting on separate agenda) c) Tree matters (Planning) Confirmation of Tree Preservation Order 22/0023/TPO d) Planning determinations/decisions advised e) To consider Council's Neighbourhood Plan 'Monitoring Report' Report update circulated to members of Council prior to the meeting
AM23/27	To review response to flooding event in the parish: <ul style="list-style-type: none"> a) Recovery Coordination Group actions

	<ul style="list-style-type: none"> b) Parish response and Emergency Plan review c) Resident 'Surgery' event d) Report on damage to Parish Council assets
AM23/28	<p>To consider matters pertaining to St. Luke's Church and Cemetery:</p> <ul style="list-style-type: none"> a) CCG proposals to improve biodiversity in the churchyard b) Access gates to cemetery/Commonwealth War Graves signage c) To consider a request from the church to install defibrillator signage on Council property.
AM23/29	<p>To receive an update on the installation of the new footbridge on Venn Ottery Village Green</p>
AM23/30	<p>Date of next Annual Meeting - Monday 20th May 2024 Date of next Ordinary Meeting – provisionally Monday 26th June 2023, 7.00pm at The Pavilion, Back Lane, Newton Popleford</p>
AM23/31	<p>It is proposed that, under the provisions of the Public Bodies (Admission to Meetings) Act 1960, 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.</p>
AM23/32	<p>Matters to be considered in committee session:</p> <ul style="list-style-type: none"> a) To receive an update on matters pertaining to the Surgery Building in Newton Popleford.

With no further business to consider, the Chair will declare the meeting closed.



Jacqui Baldwin, Clerk to the Parish Council, 16th May 2023

Under the Openness of Local Government Bodies Regulations 2014, members of the public are now permitted to take photographs, video and audio record the proceedings and report on all Council meetings (including on social media). No prior notification is needed but it would be helpful if you could let the Clerk or Chair know beforehand if you wish to film or record so that arrangements can be made to provide reasonable facilities for you to undertake such activity. This permission does not extend to parts of meetings which are not open to the public and you will be required to remove all recording equipment prior to the Council entering committee session.