

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council Monthly Ordinary meeting on
Monday 24th September 2018 in Newton Poppleford Village Hall at 20.00hrs

ACTION by:

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| | <p>Present: Cllrs. Jeffery, (Chair), Burhop, Coppell, Dalton, Downen, Kemp, Lipczynski, Ranger, Tillotson and Walker. DCC Claire Wright. Clerk, Paul Hayward. Hon. Footpath Warden, Ted Swan 16 members of the public</p> | |
| <p>Public Forum:</p> | <p>Fire Regulations were outlined to those present.</p> <p>a) Written Police Report Circulated to Cllrs. Published online. Ongoing issues with traffic and speeding along A3052.</p> <p>b) DCC Report, Cllr. Claire Wright. Issues raised: <i>HATOC 29/11/18</i> <i>Hospital Closures and Adult Social Care</i> <i>Broadband in Newton Poppleford</i> <i>Post-Brexit Environmental analysis.</i></p> <p>c) EDDC Report, Cllr. Val Ranger As circulated. Available on website. <i>Questions raised re: dog waste stencils and publicity.</i> <i>Parking charges and car park revenues</i></p> <p>d) P3 report represented by Ted Swan. <i>FP1. Foliage and weeds cleared.</i> <i>FP16 new bridges installed.</i> <i>Path to Doctor's Surgery cleared.</i> <i>FP11&12 (Harpford woods) – fallen trees to be cleared.</i> Chair thanked Ted for his works across the parish.</p> <p>e) Public Questions</p> <p>i) Issues regarding waste dumping in Back Brook by Hazel Close. <i>Clerk: Please liaise with EDDC / EA to seek resolution.</i></p> <p>ii) Contractor / Traffic safety issues on KAW site. <i>DCC CW: To liaise with Highways re: possible road safety measures within KAW estate incl. traffic calming / signage.</i></p> <p>iii) NPPFF / Changes to Pavilion management arrangements. Publicity to make community aware of changes and to seek volunteers for the new Management Committee. Chair explained handover process & interim transitional measures. Questions re: booking process. Council was urged to thank all those who had contributed to Pavilion over recent years.</p> <p>No further questions / representations.</p> | |
| <p>18/100</p> | <p>Apologies for absence: Cllr. Zirker (Holiday). Noted and approved by Council.</p> | |
| <p>18/101</p> | <p>Declarations of Interest made: All members present are, by definition, members of the NPPFF Trustee Board. Chair and Cllr. Dalton declared personal interests in planning applications 18/1988/FUL and 18/2016/FUL respectively as applicants were known to them.</p> | |

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| 18/102 | <p>To receive and, if thought fit, approve Minutes of previous Ordinary meeting held Monday 30th July 2018: Chair proposed approval of the Minutes of the Ordinary meeting held on 30th July 2018. Seconded Cllr. Ranger. Resolved 9/0/1 and therefore approved. Chair signed minutes as a true record of that meeting <i>i) Matters arising from these minutes</i> No matters arising. There was no Ordinary meeting of Council in August 2018.</p> | |
| 18/103 | <p>To receive and consider the minutes of the Planning Committee held Thursday 23rd August 2018: Recommendations and decisions of that Committee, as shown in the minutes, were noted. No matters arising raised by Councillors.</p> | |
| 18/104 | <p>To receive and consider the minutes of the Finance Committee held Thursday 11th September 2018: Recommendations and decisions of that Committee, as shown in the minutes, were noted. <i>i) Matters arising:</i> <i>Purchase of Noticeboard for St. Luke's Cemetery (see below)</i> <i>Arrangements for Parish Bonfire Event 2/11/18</i></p> | |
| 18/105 | <p>Chair's Announcements / Matters of Urgency: Chair reported that she had attended the school for a site visit and that the new facilities were very impressive and would be of great benefit to parish children and their families. On the matter of the parish noticeboard for St. Luke's Cemetery, the Clerk had been directed by Finance Committee to seek additional costs for the provision of an engraved bar on the proposed noticeboard; The revised cost of £944 was beyond the delegated authority previously resolved hence the need for further approval by Council. Cllr. Burhop proposed, seconded by Cllr. Ranger, that Council proceed with the purchase with the additional engraving for this sum. Resolved unanimously. Clerk: Please note and arrange purchase and installation accordingly.</p> | |
| 18/106 | <p>Financial Matters: <i>a) To consider payments to be approved for payment for September 2018 as per schedule previously circulated and published online and to ratify final, amended, Schedule of Payments approved for August 2018.</i> It was proposed by Cllr. Burhop, seconded by Cllr. Ranger, that payments for the sum of £6198.90 in September 2018, and for the revised sum of £5213.37 in August, be approved and ratified respectively. Resolved unanimously. Clerk: Please make payments for September accordingly. <i>b) To consider expenditure made under Chair's / RFO's delegated powers as per adopted Financial Regulations (extant).</i> As circulated previously. i) Emergency Drainage works at WC - £180 ii) Donation to Royal British legion for Centenary Commemorative Silhouette for display on Church Green - £250 <i>Continued overleaf</i></p> | |

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| 18/106 (Cont.) | <p><i>c) To consider and review the financial reports for September 2018 which have previously been published on the Council's website.</i> Noted and accepted.</p> <p><i>It was proposed by Cllr. Burhop, seconded by Cllr. Lipczynski, that the sum of £153.95 be returned to EDDC in respect of Parishes Together Grant Funding for 2016/17 which remained unspent.</i> Resolved unanimously.</p> <p><i>Clerk: Please liaise with EDDC to arrange transfer back to them.</i></p> <p><i>d) Questions relating to financial reports and accounts.</i> No matters raised by Councillors.</p> | |
| 18/107 | <p>Planning</p> <p>a) Applications received for consideration;</p> <p>i) 18/2016/FUL – Garden of Highlands, Capper Close, NP. Constr. 2 no. dwellings and formation of access, parking etc. <i>Councillors had undertaken a site visit prior to the meeting.</i> <i>Representations received from neighbours at Chair's invitation.</i> <i>After lengthy discussion, it was proposed by Chair, seconded by Cllr. Burhop, that Council recommended REFUSAL of this application on the grounds of:</i></p> <p><i>Loss of light amenity to neighbouring dwellings</i> <i>Over-development of a small plot with insufficient amenity space.</i> <i>Concerns over building levels and retaining walls</i> <i>Concerns regarding limited parking and existing traffic issues</i> <i>Loss of trees</i></p> <p>Resolved 9/0/1 (LD abstained)</p> <p>ii) 18/1988/FUL – Otter Bungalow, Back Lane, NP. Demolition existing bungalow, Constr. two storey house <i>It was proposed by Chair, seconded by Cllr. Kemp, that Council SUPPORT this application.</i> Resolved unanimously.</p> <p><i>Clerk: Please submit the comments to EDDC within requested timeframe.</i></p> <p>b) Determinations; As per agenda: <i>Clerk: Please publish the decisions on Council's website.</i></p> | |
| | Business to be considered: | |
| 18/108 | <p>To consider partial repayment of Council's loan to NPPFF: Clerk advised that a VAT reclaim of £3406.22 for the NPPFF was currently in processing with HMRC.</p> <p><i>It was proposed by Chair, seconded by Cllr. Burhop, that Council seek reimbursement of £3400 from NPPFF against the total liability of £5100 as soon as those funds have cleared. Remaining balance of £1700 to be repaid over maximum period of 4 years at a rate of £425 per annum subject to minimum of £1000 remaining in NPPFF accounts thereafter. Resolved unanimously.</i></p> <p><i>This resolution would need to be counter-resolved and approved by the NPPFF Trustee Board at their next meeting.</i> <i>Clerk: Please note and action accordingly.</i></p> | |

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| 18/109 | <p>To consider Council’s management arrangements as Sole Trustee to NPPFF and the Pavilion:</p> <p>Chair outlined proposed interim arrangements following Cllr. Zirker’s resignation as manager of the Pavilion. Chair thanked Mrs. Swan for acting as deputy manager in the intervening period. Press articles had been drafted for publication and volunteers sought for a new management committee. NPPFF Trustee Board were scheduled to meet again on 26th September to take matters forward re: governance and day-to-day administration etc. Chair thanked Cllr. Zirker for his dedication and zeal in promoting and managing the Pavilion to date.</p> <p>A new User Group forum was being established and the inaugural meeting of that group was due to be held imminently.</p> | |
| 18/110 | <p>To consider proposals for naming of new road as “Beech Drive” as recommended by developer, Greendale Living:</p> <p>Cllr. Ranger advised that the trees on site were not protected by a TPO but rather by a condition of the planning approval.</p> <p>It was proposed by Cllr. Ranger, seconded by Cllr. Kemp, that Council apply formally for a TPO (Tree Protection Order) to be placed upon the Beech tree at the top end of the development. Resolved unanimously.</p> <p>Clerk: Please action accordingly and liaise with EDDC Tree Officers to take forward.</p> <p>Furthermore, after discussion, it was proposed by Cllr. Ranger, seconded by Cllr. Kemp, that an alternative name of “Beech Close” be suggested, being more in keeping with a small-scale development of 3 dwellings and with neighbouring roads with similar layouts ie. Badger Close, Down Close etc. Resolved unanimously.</p> <p>Clerk: Please note and respond to EDDC accordingly.</p> | |
| 18/111 | <p>To consider Council’s participation in DAAT Night Landing Site project at Back Lane playing fields:</p> <p>Clerk outlined preliminary discussions with DAAT re: provision of a night landing site lighting column at the playing fields. Planning Consent would be required and project cost likely to be in the region of £5600, of which approx. 50% would be funded via DAAT grant, the remainder to be raised locally via a variety of sources.</p> <p>It was agreed that NPPFF approval would be required, the playing fields being their property, even if Council were to take the lead in bring the project to fruition.</p> <p>General consensus was that this would be a worthwhile asset and amenity for the parish and residents.</p> <p>Cllr. Downen asked whether additional electrical supplies could be incorporated as an amenity for the playing fields for events etc. Clerk advised that it was possible, but that funds for the same would have to come from local sources not the DAAT grant which could only be spent on the lighting column per se.</p> <p>It was suggested that the matter be raised at the next NPPFF Trustee Board meeting and also revisited thereafter by Full Council.</p> <p>Clerk: Please note and add to agendas accordingly.</p> | |

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| 18/112 | <p>To consider matter of dog waste preventative measures in the parish:</p> <p>Cllr. Ranger outlined what preventative / educational measures were used throughout the district. It was confirmed that dog waste (bagged) can be disposed of in general waste bins. EDDC can supply paint stencils to mark pavements in areas where dog waste is an issue.</p> <p>Clerk: Please liaise with EDDC to determine costs of stencil and temporary marking paints.</p> <p>Cllrs. expressed frustration that the problems stems from inconsiderate owners, not the dogs themselves, and that ongoing campaigns appear to have had little effect on those who turn a blind eye to the problem.</p> <p>Clerk outlined budget spend vs. allocation in respect of this cost area - £840 spent vs £900 budgeted.</p> <p>Members of the public felt that visible paint markings might be detrimental to property values and may discourage potential house-buyers if the perception was that dog waste was a major problem in that road / street etc.</p> <p>It was agreed to monitor the situation in the parish and discuss further when figures as above are available for consideration.</p> <p>Clerk outlined budget spend vs. allocation in respect of this cost area.</p> | |
| 18/113 | <p>To consider expenditure relating to WW1 Armistice Centenary Commemoration:</p> <p>Cllr. Burhop outlined proposed plans for Commemorative event at the Primary School on Saturday 10th November.</p> <p>Council agreed that this was a worthwhile event and very important given the number of parish residents who had given their lives 100 years ago in the service of the country.</p> <p>It was proposed by Chair, seconded by Cllr. Kemp, that the Parish Council underwrite the event up to a maximum of £400 to be paid via reimbursement to the organisers and subject to provision of receipts for Councils accounting and auditing purposes.</p> <p>Resolved 8/0/2.</p> <p>Clerk: please note and add to OCT agenda for update.</p> <p>Please liaise with organisers re: reimbursement of their costs.</p> <p>Chair also confirmed that she will be laying a wreath on behalf of the Parish Council at the War memorial on Sunday 11th November, the supply of which had kindly been arranged via a local resident and the Royal British Legion.</p> <p>PC Lee is making arrangements for traffic to be halted temporarily during the 2 Minute's silence.</p> | |
| 18/114 | <p>Correspondence received, not already circulated to members:</p> <p>i) DALC Annual Report and Commemorative Booklet</p> <p>ii) Exmouth Exterminator Cycle Event 20th October via Tipton SJ.</p> | |
| | <p>Date and time of next ordinary meeting:</p> <p>The next meeting of council will be on Monday 29th Oct. 2018, at 8.00pm at the Village Hall.</p> | |
| 18/115 | <p>It was 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 by Chair, seconded by Cllr. Burhop. Resolved unanimously.</p> <p><i>All members of the public left the room at this point.</i></p> | |

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| 18/116 | <p>Matters to be considered in confidential committee:</p> <p>a) Staff Matters. Recent concerns raised by Clerk were discussed at length. It was agreed that Cllrs. Jeffery, Ranger and Burhop would draft a letter to be given to the member concerned highlighting areas which had been considered not in keeping with the Council's adopted Code of Conduct. The matter would also be taken up with the EDDC Monitoring Officer and with DALC Legal Dept. Cllrs. were unanimously in agreement that all members must abide by both the Code of Conduct and the Nolan principles when they represent the Council. Clerk thanked Cllrs. for their consideration and patience in this matter.</p> <p>b) To consider quotations for provision of CCTV at the WC in School Lane. After reviewing the quotations received, it was proposed by Chair, seconded by Cllr. Burhop that Council enter into contract with supplier T for the supply and installation of the required CCTV equipment at a cost of £975 plus VAT. Resolved unanimously. Clerk: Please note and arrange purchase and installation.</p> <p>c) To consider reinstatement of electrical supply, inspection and improvements to fittings at WC, School Lane. After reviewing the quotations received, it was proposed by Chair, seconded by Cllr. Burhop that Council enter into contract with supplier D for the specified services and equipment for the sum of £1300. Resolved unanimously. Clerk: Please note and action accordingly. Please also obtain a copy of contractor's liability insurance and NICEIC accreditation certificate.</p> <p>d) To consider matters relating to Draft Heads of Terms Lease for WC in School Lane. It was proposed by Chair that this matter be deferred until EDDC had responded formally to Council's previous requests for amendments to the HoT Lease relating to betterment and capital expenditure reimbursement. Noted Clerk: Please add to next ORD agenda for reconsideration.</p> <p>e) To consider quotations for structural survey and schedule of works for the cemetery wall at St. Luke's. After reviewing the quotations received, it was proposed by Cllr. Burhop, seconded by Cllr. Walker, that Council enter into contract with supplier P for the provision of the survey as requested for the sum of £575. Resolved unanimously. Clerk: Please note and arrange survey accordingly.</p> | |
| | <p>With no further business to discuss, Chair closed council meeting at 10.30pm.</p> | |

Minutes of the Parish Council Monthly Ordinary meeting on Monday 24th September 2018 in Newton Popleford Village Hall at 20.00hrs

Signed as a true record of the meeting above:

Chair: _____ Date: _____