

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council Monthly Ordinary meeting on
Monday 26th November 2018 in Newton Poppleford Village Hall at 20.00hrs

ACTION by:

	<p>Present: Cllrs. Jeffery, (Chair), Burhop, Dalton, Downen, Kemp, Lipczynski, Tillotson and Walker. EDDC Val Ranger (also representing the Parish Council) arrived during the meeting. Clerk, Paul Hayward. Hon. Footpath Warden, Ted Swan 4 members of the public</p>	
Public Forum:	<p>Fire Regulations were outlined to those present.</p> <p>Chair advised Council of the passing of former Councillor George Pearce and paid tribute to his work and service, both for the Council and the Newton Poppleford community.</p> <p>a) No Police Report provided. b) No DCC Report available from Cllr. Claire Wright. c) EDDC Report from ward member, Cllr. Val Ranger. As circulated. Available on website. d) P3 report represented by Ted Swan. <i>Ted reported that he attended a P3 workshop with Cllr. Kemp recently along with other volunteers and footpath wardens from across East Devon.</i> <i>A large tree had fallen on footpath adjacent to old railway line but had been removed by Clinton Devon Estates after request from Ted.</i> <i>Footpath One had been closed again at King Alfred Way with no notice given and with incorrect signage applied. Closure duration shown to be until May 2019.</i> <i>Clerk: Please contact DCC PROW team to investigate.</i></p> <p>e) Public Questions and representations. No questions / representations. Chair closed public forum session of the meeting.</p>	
18/135	<p>Apologies for absence: Cllrs. Coppell and Zirker (prior engagements). Noted and approved unanimously. Also, DCC Cllr. Wright and PC Steve Lee.</p>	
18/136	<p>Declarations of Interest made: All members present are, by definition, members of the NPPFF Trustee Board and declare a personal interest in that capacity. Cllr. Burhop declared a personal interest in planning application 18/2608/OUT as a close neighbour to the development; also, a pecuniary interest in agenda item 18/140a) as a recipient of two reimbursement payments.</p>	
18/137	<p>To receive and, if thought fit, approve Minutes of previous Ordinary meeting held Monday 29th October 2018: Chair proposed approval of the Minutes of the Ordinary meeting held on 29th October 2018. Seconded Cllr. Tillotson. Resolved unanimously and therefore approved. Chair signed minutes as a true record of that meeting</p>	

	<p><i>Matters arising from these minutes</i></p> <p>i) Matters relating to Halfway Inn junction/A3052.</p> <p>ii) Suggestions for adopted BT Kiosk on Church Green. This matter to be discussed at December's ORD meeting</p> <p>Clerk: Please note and add to agenda accordingly.</p>	
18/138	<p>To receive and consider the minutes of the Finance Committee held Tuesday 13th November 2018:</p> <p>Recommendations and decisions of that Committee, as shown in the minutes, were noted. Matters arising clarified by Chair of that committee, Cllr. Burhop:</p> <p>i) Budget and precept considerations, to be discussed later at this Ordinary meeting (18/149).</p> <p>ii) Grants for Financial Assistance recommended (18/140g)</p> <p>iii) Dog waste prevention stencilling proposals.</p> <p>iv) Update on financial out-turn of recent Firework event.</p> <p>v) Update on recent WW1 Armistice Centenary event.</p> <p><i>Chair, Cllr. Jeffery, thanked Cllr. Burhop and all those who helped organise and deliver these two outstanding community events.</i></p>	
	<p>Chair proposed that agenda item 18/141 (Planning Matters) be brought forward on the agenda to allow public participation. Agreed unanimously.</p>	
18/141	<p>Planning</p> <p>a) Applications received for consideration;</p> <p>i) 18/2608/OUT – Land south of King Alfred Way, NP. Construction of up to 2 dwellings (with all matters other than access reserved) Neighbours and residents were invited to make representations to Council. <i>Councillors had undertaken a site visit prior to the meeting. Comments submitted online and via email to Council from neighbours and residents were considered. After lengthy discussion, it was proposed by Chair, seconded by Cllr. Tillotson, that Council recommended REFUSAL of this application on the grounds that:</i></p> <p><i>1) No additional houses were justified on this plot as per nascent N/Plan.</i></p> <p><i>2) The said dwellings would pose a nuisance to neighbouring properties in King Alfred Way in terms of light and noise as original building proposed was only to be a single storey with no stepped, elevated gardens (conversely, loss of parking spaces for neighbouring residents).</i></p> <p><i>3) The size of the proposed dwellings, and the car ownership anticipated thereof, would exacerbate traffic and road safety problems in this area.</i></p> <p><i>4) The Community had been promised a new doctor's surgery and that was what should be delivered regardless of the decision by Coleridge Medical Practice to withdraw from tenancy negotiations previously.</i></p> <p><i>5) If this was not possible, development should only consist of an amenity (or green) space to offset the effects of such a large scale development in the immediate vicinity.</i></p> <p><i>6) The level of affordable dwellings proposed had been downgraded on the basis of a greater amenity to be delivered (surgery) and that the revised non-delivery of the same would therefore negate that original justification for reduced parish amenity in lieu of affordable housing.</i></p> <p><i>It was further proposed by Chair that a small working party be established for the purposes of composing and agreeing a formal response to EDDC in respect of Council's resolved position. This working party to compose: Chair, Cllrs. Burhop, Dalton & Ranger. Resolved (8/0/1 absten.(CB))</i></p>	

	<p>ii) 18/2561/FUL – Brookdene, High Street, NP. Constr. of replacement garage with first floor annexe above. <i>It was proposed by Chair, seconded by Cllr. Walker, that consideration of this application be deferred to a meeting of the planning committee to allow a site visit to be undertaken if possible.</i> <i>Resolved unanimously.</i></p> <p>b) Determinations; As per agenda: 18/2048/FUL. Clerk: Please publish the decisions on Council's website.</p> <p>c) Tree Matters; Council considered the proposed planting of new trees in the parish by way of the £500 grant from Western Power. <i>Chair proposed, seconded by Cllr. Walker, that an established Oak tree be planted in Webbers Meadow at the rear of the main field, but within the walkway perimeter, together with an established Cherry Tree (non-fruiting) near the entrance of the play area (car park side) with another to replace the dead tree on Venn Ottery Green.</i> <i>Costs (plus materials) not to exceed the £500 grant awarded.</i> <i>Resolved unanimously.</i></p> <p><i>1 member of the public left the room at this point of the meeting.</i></p>	
18/139	<p>Chair's Announcements / Matters of Urgency: Chair reminded all Councillors to review the draft Emergency Plan in order that it can be approved as soon as possible.</p>	
18/140	<p>Financial Matters: <i>Chair proposed that agenda item 18/140g) be considered prior to the remaining agenda items. Approved unanimously.</i> <i>g) To ratify Finance Committee recommendations for Grant Awards as per Finance Committee minutes of 13th November 2018.</i> Cllr. Dalton declared a personal interest in this agenda item. <i>Chair proposed, seconded by Cllr. Burhop, that the two grant awards recommended for payment by Finance Committee be approved. Resolved 8/0/1 (LD abstained).</i> Clerk: Please arrange for these grant awards to be paid. <i>a) To consider payments to be approved for payment for November 2018 as per schedule previously circulated and published online, with the substantive addition of the two payments approved above.</i> Cllr. Burhop declared a pecuniary interest in this agenda item as a recipient of two reimbursement payments therein. <i>It was proposed by Chair, seconded by Cllr. Ranger, that payments for the sum of £10,234.68 in November 2018 be approved. Resolved 8/0/1 (CB abstained).</i> Clerk: Please make payments for November accordingly. <i>b) To consider expenditure made under Chair's / RFO's delegated powers as per adopted Financial Regulations (extant).</i> As circulated previously. Noted.</p> <p>Cllr. Burhop advised Council that he had been offered the chance to purchase a second-hand gazebo for parish & community events at a greatly reduced price. It was agreed that this matter be deferred to the next scheduled Finance Committee meeting for their consideration.</p> <p><i>(continued overleaf)</i></p>	

	<p>c) To consider and review the financial reports for November 2018 which had previously been published on the Council's public access website. Noted and accepted.</p> <p>d) Questions relating to financial reports and accounts. No matters raised by Councillors.</p> <p>e) To consider resolution regarding signatories relating to NPPFF where Council acts as the sole management trustee. <i>It was proposed by Chair, seconded by Cllr. Burhop, that resolution be signed as required by Lloyds Bank plc. Resolved unanimously.</i> <i>Clerk: Please note and arrange for authorised signatories to sign where necessary and return to Lloyds Bank plc for processing.</i></p> <p>f) To consider donation to the Royal British Legion (Poppy Appeal) as a result of the recent WW1 Armistice Centenary Event held in the parish, the costs of which had been fully underwritten by the Parish Council. <i>It was proposed by Chair, seconded by Cllr. Ranger, that a donation (made under S.137 of the Local Government Act) of £585.00 be made to the Poppy Appeal on behalf of the residents of the parish. Resolved unanimously.</i> <i>Clerk: Please note and arrange for this donation to be made.</i></p> <p>1 member of the public left the meeting at this point.</p>	
	Business to be considered:	
18/142	<p>To consider arrangements for use of parish aggregates for P3 repairs: <i>Cllr. Burhop proposed support for this request, seconded by Cllr. Downen. Hon. Footpath Warden to collect what is necessary for parish footpath repairs from the aggregate supply in Back Lane car park. Resolved unanimously.</i> <i>Hon. Footpath Warden: Please note and action accordingly.</i></p>	
18/143	<p>To consider proposed schedule of dates for meetings of Council in 2019: <i>It was proposed by Chair, seconded by Cllr. Burhop, that the schedule circulated by the Clerk previously be approved. Resolved unanimously.</i> <i>Clerk: Please note and publish on parish noticeboards and on website accordingly.</i></p>	
18/144	<p>To consider arrangements for Parish and District Council elections in 2019: It was agreed that Council should actively encourage candidates to stand for the Parish Council in 2019 and Chair indicated that she would speak with exiting Councillors over the coming months to try and gauge what the composition, and required candidacy, for the new Council in May 2019 might be. Clerk to provide promotional and publicity materials from NALC, SLCC, LGA etc. <i>Clerk: Please note and add to February 2019 agenda for a further consideration of this issue.</i></p>	
18/145	<p>To consider update on s.106 & CIL funding agreements: In the absence of any funding data from EDDC officers as requested by Cllr. Ranger and Clerk, this matter was deferred until December's ORD meeting and also to be a standing agenda item monthly thereafter. <i>Clerk: Please note and action accordingly as directed.</i></p>	

18/146	<p>To consider proposals from Cavanna Homes for donation towards community projects in the parish: After discussion, it was proposed by Cllr. Burhop, seconded by Cllr. Tillotson, that this matter be deferred until the New Year until such time as the issues relating to the planning application at King Alfred Way (18/2608/OUT) had been determined, one way or the other. Resolved unanimously. Clerk: Please note and action accordingly.</p>	
18/147	<p>To consider offer from parishioner for a large Christmas tree for the parish: After discussion, it was proposed by Chair, seconded by Cllr. Walker, that the Council politely decline the offer on the grounds that no planning in terms of utility provision, siting and dressing was possible in such a short timeframe. Resolved unanimously. Clerk: Please note and please liaise with benefactor accordingly.</p>	
18/148	<p>To receive update on potential DAAT Night Landing Site project at the Playing Field: Clerk updated Council after recent NPPFF Trustee Meeting where approval was given in principle for the night landing site lighting equipment to be hosted on the Playing Field by the main gate (adj. to Tennis courts). Clerk also advised that Cllr. Wright (DCC) had kindly offered to make £1000 available to the project from her Locality Grant Award scheme, leaving a balance of circa £1800 to be funded elsewhere - £2800 available from DAAT themselves towards the overall project cost of approx. £5600. It was unanimously agreed that this is a worthwhile amenity for the entire parish and therefore it was proposed by Chair, seconded by Cllr. Burhop, that Clerk be delegated to seek a formal quotation from DAAT and their nominated contractor for provision of this equipment, together with written confirmation of their grant assistance package. Resolved unanimously. Clerk: Please note and action accordingly.</p>	
18/149	<p>To consider the recommendations of the Finance Committee for the Parish Council budget and precept demand for the forthcoming financial year 2019-20 as per their meeting held 13th November 2018, the minutes of which had previously been reviewed: Council considered the recommendations of the Fin.Comm. and the financial forecasts circulated by the RFO. Chair noted that previous increases in precept were not always well received at a time when residents own finances were under pressure. Cllr. Burhop, as Chair of Fin.Comm. advised that Council's reserves could sustain the forecasted deficit but that this position could not continue into the future without financial consequences to the Council, as it was being obliged to take on more and more responsibilities from the higher authorities. The costs of maintaining public toilets, two cemeteries and other public buildings were all raised. Cllr. Ranger outlined that the cost per annum proposed by the Fin.Comm was equivalent to £5 per year (the same as two cups of coffee) and that residents had expressed their delight at the improvements across the parish now that the Parish Council was taking on the duties from above. The recent installation of a defibrillator (and soon to be another) and the proposed Night Landing project above all required funding via Precept and that failure to seek funding now might result in service cuts in the future if capping were to be applied. (continued overleaf)</p>	

	<p>Cllr. Kemp expressed reservations but stressed that, whatever the outcome of the vote, the reason for any increase should be well publicised by the Council and explained fully, support by financial data published on the website as presently.</p> <p>After further discussion, it was proposed by Chair, seconded by Cllr. Burhop, that Council's budget for 2019-20 be set at £72,693 with the precept demand being submitted at £47,500 to EDDC, the balance to be funded by other budgeted income. This is equivalent to a Band D precept demand of £51.80 per household (£46.75 in 2018/19). Resolved unanimously.</p> <p>Clerk: Please submit this figure to EDDC as required by the deadline (20th January 2019) and publish all financial data relating to the Budget Forecast and Precept Calculation on the website. Please also liaise with Chair to publish a statement in the Parish Magazine in the New Year.</p>	
18/150	<p>Correspondence received, not already circulated to members: None.</p>	
	<p>Date and time of next ordinary meeting: The next meeting of council will be on Monday 17th December 2018, at 8.00pm at the Village Hall.</p>	
18/151	<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. Ranger. Resolved unanimously.</p> <p><i>All members of the public left the room at this point.</i></p>	
18/152	<p>Matters to be considered in confidential committee:</p> <p>a) To consider matters relating to NPPFF where Council acts as sole management trustee: After some debate, it was agreed that this matter will be discussed again at December's ORD meeting when the accounts will be available for consideration with supporting paperwork etc. Once approved, the accounts can then be passed to the internal auditor prior to public approval at the NPPFF AGM in January and then submitted to Charity Commission by 31.1.19. Clerk: Please liaise with Cllr. Zirker to have the accounts prepared and ready for members review prior to the DEC ORD meeting.</p> <p>b) To consider service expenditure for 2018-19: It was proposed by Chair, seconded by Cllr. Burhop, that the sum of £50 be awarded to Council's Hon. Flag Warden, and it was proposed by Chair and seconded by Cllr. Ranger, that £100 be awarded to the Council's Hon. Footpath Warden for their service to the Parish and Parish Council over the last 12 months. Resolved unanimously. Clerk: Please arrange for these payments to be made, accompanied with a suitable letter of thanks from Council.</p>	
	<p><i>With no further business to discuss, Chair closed council meeting at 10.20pm.</i></p>	

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Signed as a true record of the meeting above:

Chair: _____ Date: _____