

NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

Minutes of the Parish Council monthly Ordinary Meeting held at 7.00pm on Monday, 28th March 2022 at The Pavilion, Back Lane, Newton Poppleford.

Present: Cllrs. Burhop (Chair), Carpenter (Vice Chair), Bilenkyj, Dalton, Hughes, Lipczynski, Morgan, Tillotson, Tribble and Walker.
Cllr. Jess Bailey (DCC)
Clerk, Jacqui Baldwin
Hon. Footpath Warden, Ted Swan
8 members of the public

The Chair welcomed all Councillors and members of the public to the Council's March Ordinary meeting and outlined the Fire Regulations. Chair confirmed that the meeting was quorate as per adopted Standing Orders.

The Chair then welcomed to the meeting Thomas Green, Public Rights of Way Officer, Devon County Council who gave a presentation about the review of the Definitive Map of Public Rights of Way in the Parish and how changes could be made to that map. Thomas advised that there would now be a 3-month public consultation during which time parishioners could apply to make a change to the Definitive Map. The Chair thanked Thomas for his attendance and noted that copies of the Public Right of Way User Evidence Statement Forms and the current Definitive Map had been lodged with the Clerk.

Public Forum

Some reports may have been circulated beforehand and published on-line

- a) Neighbourhood Policing report
The Chair noted that a report had been received from the Sidmouth Neighbourhood Policing Team. Clerk to request Parish-specific statistics for presentation at future meetings.
- b) County Councillor report: Cllr. Jessica Bailey
The Chair welcomed Cllr. Bailey to the meeting. As it was not available in advance of the meeting Cllr. Bailey's report is annexed to these Minutes and has been posted on the Parish website. Cllr. Bailey highlighted the campaign instigated by Mrs. Beverley Raw and encouraged parishioners to sign the petition on charge.org calling for improvements in road safety in Newton Poppleford. The petition is accessible on the Parish website and Facebook. Cllr. Bailey provided an update on highway repairs to be carried out in Venn Ottery. Cllr. Hughes reported that a serious road accident had taken place in Venn Ottery in the past week and suggested that the 60mph speed limit on rural lanes should be reviewed. Cllr. Bailey agreed to investigate 'Quiet Lane' status to see what this really meant and whether it could be used as a speed reduction measure. The Chair thanked Cllr. Bailey for her efforts on behalf of the Parish.
- c) District Councillor report: Cllr. Val Ranger
Cllr. Ranger sent her apologies for being unable to attend the meeting.
- d) Report from Ted Swan, Parish Footpath Warden
Mr Swan reported that he had applied for six paths to be considered as part of the Definitive Map Review including the footpath from the car park to the village green and the short footpath from Joney's Cross car park to the A3052. Mr Swan noted that, despite assurances to the contrary, the landowner had blocked the latter whilst carrying out improvements to the car park. Mr Swan will monitor this situation and contact the landowner if necessary. In addition, the inaccessibility of a number of ORPA's (Other Routes with Public Access) in the parish had been raised with the PRow officer, in particular a number of routes leading from Northmostown Lane. Mr Swan confirmed that the hazardous branch overhanging Footpath 1 reported at the last meeting had been dealt with by DCC. Finally, Mr

Swan noted that the Himalayan Balsam season was fast-approaching and contact had been made with the school with a view to getting a group of children involved in the eradication programme. The Chair thanked Mr Swan for his tireless efforts on behalf of the parish.

e) Allotment Managers report: Cllr. Tillotson

Cllr. Tillotson reported that the allotment site had been cleared of rubbish and a Working Party was now widening pathways and helping out on uncultivated plots. It is anticipated that plots will become available for those on the waiting list in the coming weeks. The Chair thanked Cllr. Tillotson and her team for their hard work in maintaining the allotment gardens.

f) Questions and representations from residents/parishioners

A representative of the Venn Ottery & Southerton Residents Association requested financial support for the proposed VOSRA Jubilee celebration. The Chair requested that a formal Grant Application Form be submitted for consideration. Clerk to notify VOSRA when the contractors are due to mow the village green and also to ensure that the green is mowed prior to the Jubilee celebrations.

With no further public representations the Chair closed the Public Forum at 7.55pm

To consider the following business:

21/133	<p>To consider apologies for absence and approve if accepted (LGA 1972 S.85(1)) Apologies received from Cllr. Chapman. <i>It was proposed by Cllr. Hughes that these apologies be accepted and approved, seconded by Cllr.Lipczynski. Resolved unanimously.</i></p>	Action
21/134	<p>Declarations of interest from members / Dispensations afforded (this does not preclude the duty to declare further interests during the meeting as applicable)</p>	
	<p>All members present are, by definition, members of the NPPFF Trustee Board and declare a personal interest in that capacity.</p> <p>Cllr. Tillotson was afforded a dispensation to discuss and vote upon matters pertaining to Parish allotments at the Ordinary Meeting held 22/7/2019. This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as Allotment Manager and an allotment tenant.</p> <p>Cllr. Hughes was afforded a dispensation to discuss and vote upon matters pertaining to trees at the Ordinary Meeting held 18/05/2020. This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of his personal and disclosable pecuniary interest as owner of Bowhayes Trees Limited, Bowhayes Farm, Venn Ottery.</p> <p>Cllr. Dalton was afforded a dispensation to discuss and vote upon matters pertaining to Parish allotments at the Ordinary Meeting held 29/3/2021. This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as an allotment tenant.</p>	
21/135	<p>To consider any matters listed on this Agenda that Councillors consider should be dealt with as confidential business as per the provisions of The Public Bodies (Admission to Meetings) Act 1960 – see Agenda item 21/147</p>	
21/136	<p>To consider and, if thought fit, approve the Minutes of the Ordinary Meeting of the Council held on 28th February 2022 as circulated to members <i>Approval of the Minutes proposed by Cllr. Carpenter, seconded by Cllr. Dalton and resolved unanimously.</i> To consider Matters Arising from those Minutes: It was confirmed that any actions had been carried out as required.</p>	

21/137	<p>To review the Minutes of the Council’s Finance Committee meeting held on 14th March 2022 as circulated to members and to note and ratify recommendations from that Committee as below:</p>	
	<p>a) To review cleaning contractor costs related to the Public Convenience in Newton Poppleford</p> <p>Chair reported that the costs of cleaning the WC for the agreed 3-month trial period had increased by approximately £5 per day which was of concern to members of the Finance Committee who had asked for this matter to be reviewed by the full Council. Cllr. Walker pointed out that the quoted cost for the trial was £3,700 which would be a total cost of almost £15,000 per annum – 30% of the 2022/23 Precept. Cllr. Walker questioned whether, in a time of austerity, such funds could not be better used and, on that basis, opposed the re-opening of the facility.</p> <p>The Chair reminded Councillors that this issue had been debated at length at a previous meeting and the decision taken to re-open the facility on a 3-month trial basis. To entirely remove a public service without carrying out the trial would be a retrograde step. Cllr. Hughes suggested that, during the trial period, usage must be determined and evidence obtained as to the local requirement for the facility to inform decision-making after the trial.</p> <p><i>Cllr. Bilenkyj proposed that the WC be re-opened on a 3 month trial basis during which usage is to be monitored and after which a review is to take place. This proposal was seconded by Cllr. Hughes. In total, there were 7 votes in favour and 3 against.</i></p> <p><i>Clerk to liaise with cleaning contractor accordingly</i></p> <p>b) To ratify the decision to increase expenditure on annual grounds maintenance</p> <p>Requirement to increase the number of cuts on Webbers Meadow and Venn Ottery Village Green with consequent increase in costs noted and decision ratified.</p>	Clerk
21/138	<p>Correspondence received:</p> <p>a) Annual Tree Survey report</p> <p>As Councillors had not had the opportunity to consider this report prior to the meeting discussion to be held over to April meeting. Cllr. Hughes apologised for being unavailable on the day the survey was carried out.</p> <p><i>Clerk to note and add to April Agenda</i></p>	Clerk
21/139	<p>Chair’s announcements re Covid-19</p> <p>The Chair noted the rising cases of Covid-19 both nationally and in the region, with East Devon cases being 50% above the national average. 4.3 million people currently have the virus and cases are rising in all age ranges. The Chair asked whether there were practical ways in which the Parish Council could support the community at this time. It was agreed that, as lateral flow tests are no longer free, the Council should source and pay for a supply to be made available to parishioners struggling with the cost.</p> <p><i>Clerk to source and investigate supply via the local food bank</i></p>	Clerk
21/140	<p>To consider matters pertaining to highways, speeding and road safety in the Parish:</p>	

	<p>a) Speed reduction measures; application for 20mph scheme in NP The Chair confirmed that an application for a 20mph speed limit had been made. Mrs. Raw's on-line petition calling for several road safety improvements in the village should add impetus to this application.</p> <p>b) Update on Community Speedwatch Training has been completed and the Community Speedwatch project commenced. On the first day it was reported that over 40 vehicles were logged exceeding the speed limit at the junction of Littledown Lane/Exmouth Road.</p>	
21/141	To consider matters pertaining to Public Rights of Way (P3) and footpaths:	
	a) Public Rights of Way review – discussed during the Public Forum	
21/142	Planning Matters:	
	<p>a) i) To consider planning applications received prior to publication: 22/0536/FUL - High Nooke, Littledown Lane, Newton Poppleford Proposed timber-framed and glazed entrance porch Cllr. Bilenkyj proposed that this application be supported. Seconded by Cllr. Lipczynski and resolved unanimously. <i>Clerk to upload decision to planning portal</i></p> <p>a) ii) To ratify planning decisions agreed by consensus decision: 22/0344/FUL - Little Holme, Back Lane, Newton Poppleford Following a site visit it was agreed to support this application with the proviso that the developer reviewed the proposed roofing material. This decision was ratified by 9 votes in favour, one against. 22/0392/FUL – 4 Burrow Lane, Newton Poppleford Following a site visit it was agreed to support this application as being in accordance with the Neighbourhood Plan. The decision was ratified by 9 votes in favour, one against.</p>	Clerk
	b) To consider planning applications received after agenda publication (subject to circulation prior to the Ordinary meeting on separate agenda) None received	
	c) Tree matters (Planning)	
	d) Planning determinations/decisions advised As noted on Planning Application Monitoring Report	
	e) Appeals None received	
	f) Planning correspondence received None received	
	g) To note and respond to planning consultations received None received of relevance to this parish	
	h) To consider Council's Neighbourhood Plan 'Monitoring Report' Report update circulated to members of Council prior to the meeting. The Chair noted that it was important that Planning Officers did refer to and accept the policies contained in the Neighbourhood Plan. The decision pertaining to 13 School Lane (previously circulated to Councillors) indicated that such reference had taken place.	
	i) To note applications which will be considered at a forthcoming meeting of the EDDC Planning Committee and to decide whether the Parish Council wishes to make further representation.	

		Agenda for the next meeting – scheduled for 13 th April – awaited. Chair noted that the PC would be represented if discussion of the Waterleat or Halfway Inn developments was on the agenda. With regard to Waterleat, the Chair advised that he was in communication with the Waterleat developer.	
21/143		Financial Matters:	
		<p>a) To consider and review Financial Reports for March 2022 as per documents previously circulated to members and published on-line Finance Committee to decide how any year end surplus is to be used. <i>Clerk to add to Fin Comm agenda for 11th April.</i></p> <p>b) To consider payments for approval for March as per documents circulated to members and published on-line. Cllr. Walker proposed that payments as circulated be approved for payment. Seconded by Cllr. Hughes and resolved unanimously.</p> <p>c) Questions to RFO from members of Council relating to these financial reports. There were no questions.</p>	Clerk
21/144		BUSINESS TO BE CONSIDERED:	
	A	<p>To consider the Parish Council's view on support for Ukraine The Chair referred to NALC guidance previously circulated. The Chair proposed that a Ukraine flag be purchased to fly from one of the two flagpoles on Greenbank. This was unanimously approved. It was further agreed that information on how residents could support the people of Ukraine through donation or offering accommodation should be made available on the Parish website. <i>Clerk to note and action</i></p>	Clerk
	B	<p>To receive a report from the Policy and Personnel Committee relating to the review of the Council's policies and procedures A written report from Cllr. Chapman, Chair of PPC, was received. Cllr. Bilenyj confirmed that a review of the Allotment Tenancy Agreement was currently underway. Cllr. Carpenter advised that the Retention of Records Policy had been reviewed and was ready for presentation and he was now undertaking a review of the Emergency Planning Policy. It was noted that all Parish Council policies should be reviewed annually.</p>	
	C	<p>To receive a report from the Climate Change Group relating to the Nature Recovery Project and Jubilee tree planting A report from the Climate Change Group meeting held on 3rd March had been previously circulated. Group to consider holding a public forum to promote energy-saving ideas.</p>	
	C	<p>To receive an update on the proposed refurbishment of the MUGA in Back Lane The Chair confirmed that the tender document had now been published on contractsfinder.gov.uk with a closing date of 13th May. It is anticipated that work on the project will commence in September 2022.</p>	
	D	<p>To consider matters relating to the Venn Ottery Village Green footbridge Details of the most recent proposals for reinstating the bridge and associated costs had been previously circulated. The Chair noted that there is a £5k</p>	

	<p>reserve fund allocated to this project but estimated costs are now in excess of £16k.</p> <p>Chair proposed that standing orders be suspended to allow public representations hereafter if so appropriate. Seconded by Cllr. Hughes and resolved unanimously.</p> <p>VOSRA representative present agreed that costs are becoming prohibitive and there was a general discussion as to whether funds could be raised either from local residents and businesses or via grant support. VOSRA representative noted that a bridge made from 'sustainable' material was a request but not a demand. It was agreed that, as no decision could be made at this point, the matter should be deferred to the next Ordinary meeting. In the meantime, alternative solutions would be sought.</p> <p><i>Clerk to note and action</i></p> <p>Chair proposed that standing orders be reinstated. Resolved unanimously.</p>	Clerk
E	To receive an update on plans for the Queen's Platinum Jubilee celebrations	
F	<p>To consider the purchase of additional flags for Greenbank</p> <p>It was agreed that, in addition to a Ukraine flag, a Jubilee flag should be purchased to fly during the holiday period.</p> <p><i>Clerk to action</i></p>	Clerk
G	<p>To consider holding a 'Parish Open Morning' event</p> <p>It was agreed, in principle, that such an event would promote community engagement and be of benefit to both clubs/societies and residents. To be considered in further detail at the next Ordinary Meeting and, in the meantime, Councillors to circulate thoughts and ideas.</p> <p><i>Clerk to place on April Ordinary Meeting agenda</i></p>	Clerk
H	<p>To consider the format of future Council meetings</p> <p>The Chair proposed that future meetings should be accessible by the public in person and via videolink to promote participation. Under current legislation Councillors and any member of the public wishing to ask a question would have to be present in person or raise their question in advance. This proposal was resolved unanimously.</p> <p><i>Chair and Clerk to action</i></p>	Chair/Clerk
21/145	<p>Date of next Ordinary Meeting/Annual Parish Meeting</p> <p>Monday, 25th April 2022 at The Pavilion, Back Lane, Newton Poppleford</p> <p>Cllr. Walker offered her apologies in advance of the meeting.</p>	
21/146	<p>It is proposed that, under the provisions of the Public Bodies (Admission to Meetings) 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.</p>	
21/147	<p>Matters to be considered in committee session:</p> <p>a) To consider matters relating to the closure of the Doctors surgery in Newton Poppleford</p> <p>No further updates available for this meeting</p> <p>b) To discuss issues relating to Allotment tenancies and 2023/24 rental charges</p> <p>Clerk provided details of communications with an allotment tenant who had been served with a Notice of Non-Cultivation in January. As no</p>	

	<p>significant improvement had taken place on this particular allotment the Chair proposed that a Notice to Quit be served. There were 8 votes in favour of this action with Cllrs. Tillotson and Dalton abstaining. <i>Clerk to note and action</i></p> <p>In view of the costs of skip hire and capital purchases, the Chair proposed that allotment holders be advised of the potential for increase in annual rent from £6 per quarter plot to £10 per quarter plot commencing 1st April 2023. Proposal seconded by Cllr. Lipczynski. There were 8 votes in favour and 2 against. <i>Clerk to note and action</i></p>	<p>Clerk</p> <p>Clerk</p>
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With no further business to consider, the Chair declared the meeting closed at 9.50pm.