**NEWTON POPPLEFORD AND HARPFORD
PARISH COUNCIL**

Minutes of the Parish Council monthly Ordinary Meeting held at 7pm on Monday, 31st January 2022 at The Pavilion, Back Lane, Newton Poppleford.

**Present:** Cllrs. Burhop (Chair), Carpenter (Vice Chair), Bilenkyj, Chapman, Dalton, Morgan, Tillotson, Tribble and Walker

Cllr. Val Ranger (EDDC)

 Clerk, Jacqui Baldwin

 Hon. Footpath Warden, Ted Swan

 4 members of the public

The Chair welcomed all Councillors, the new Parish Clerk, guests and members of the public to the Council’s January Ordinary meeting and outlined the Fire Regulations. Chair confirmed that the meeting was quorate as per adopted Standing Orders.

Prior to the business of the meeting Lindi Rich, East Devon AONB Wildlife Officer presented a proposal to run a 1-year Nature Recovery Project in the parish. The proposal was met with enthusiasm and it was agreed thatthe Climate Change Group would liaise with Lindi to progress this initiative**.**

|  |
| --- |
| **Public Forum**1. **Police representative report**

No Police report available.1. **County Councillor report**

Cllr. Bailey had sent her apologies to the meeting and forwarded a report which had been circulated to members and published on-line prior to the meeting. 1. **District Councillor report**

Cllr. Ranger had forwarded a report in advance of the meeting which had been circulated to members and published on-line. *Chair thanked Cllr. Ranger for her comprehensive report and for her attendance at the meeting.*1. **Report from Ted Swan, Parish Footpath Warden**

Mr Swan presented a verbal report on footpath matters in the Parish.Summary: 1. P3 Survey completed and submitted to DCC;
2. Footbridge in Webbers Meadow is deteriorating and requires urgent attention;
3. Condition of crossing at Red Bridge causing increasing concern.

*Chair/Clerk to action (ii) and (iii). Chair thanked Mr Swan for his continued efforts on behalf of the parish.* 1. **Allotment Managers report**

Cllr. Tillotson reported that the main housing for the new Eco WC had been erected. A working party was being formed to dismantle the old greenhouse and a skip was being arranged for disposal. *Chair thanked Cllr. Tillotson and the Allotment Management team for their efforts.*1. **Questions and representations from residents/parishioners**

Representations were made by members of the public on the following issues:1. Replacement footbridge to Venn Ottery Green – *Chair confirmed that quotations are awaited.*
2. Additional volunteer drivers required for the Ottery Help Scheme supporting residents with transport to and from Coleridge Medical Centre – *article to be submitted to PCC magazine*.
3. Submitted plans for the development at Waterleat, Newton Poppleford – *discussed in full at point 21/113*
4. Tennis Court car park being used as an overnight camping site for motorhomes – *signage to be erected and, if this fails to deter, a height restriction to be considered.*
5. Erosion of Back Brook bank and potential undermining of Footpath 3 due to actions of a resident – *Clerk to alert Environment Agency.*
6. Christmas Tree lights on Greenbank – *to be switched off until tree professionally dressed*

**With no further public representations the Chair closed the public forum at 7.50pm** |

**To consider the following business:**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | **Action by:** |
| 21/104 |  | **To consider apologies for absence and approve if accepted** (LGA 1972 S.85(1)) |  |
|  |  | Apologies received from Cllr. Hughes and Cllr. Lipczynski.*It was proposed from the Chair that these apologies for absence be accepted. Resolved unanimously*.  |  |
| 21/105 |  | **Declarations of interest from members / Dispensations afforded** |  |
|  |  |  |  |
|  |  | 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.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.*Chair reminded members that further declarations could be made during the meeting if necessary.* |  |
| 21/106 |  | **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**No matters considered as confidential other than those already listed at Agenda item 21/118 |  |
| 21/107 |  | **To consider and, if thought fit, approve the Minutes of the Ordinary Meeting of the Council held on 20th December 2021 as circulated to members**Chair thanked Cllr. Lipczynski for taking the Minutes of this meeting in the absence of a Clerk. *Approval of the Minutes proposed by Cllr. Walker, seconded by Cllr. Chapman and resolved unanimously.***To consider Matters Arising from those Minutes:**1. ARCCAS have been instructed to cease cutting the edges of the playing field for the time being for the purpose of protecting a rare wax cap fungus.
2. Quotations have been sought for Venn Ottery Green bridge replacement
3. Report of meeting with DCC Safety Officer had been circulated in advance of this meeting for discussion at 21/111
 |  |
| 21/108 |  | **To review the Minutes of the Council’s Finance Committee meeting held on Thursday, 13th January 2022 as circulated to members and to note and ratify recommendations from that Committee as below:** |  |
|  |  | 1. **That, with effect from April 2022, Council place 10% of cemetery income into a ring-fenced reserve fund for the purchase of further land in the future.**

This subject to be deferred until the situation regarding adjacent land has been explored with David Atkins/Edgar Berry. *Clerk to action.*1. **That funds be made available for the purchase of equipment required at the Allotment site.**

Cllr. Tillotson declared an interest in this item and abstained from the vote. *It was proposed from the Chair and seconded by Cllr. Walker that a new strimmer be purchased at a cost of £350-£400, resolved with one abstention*. The Clerk submitted a quotation of £370 for skip hire. *Cllr. Tribble proposed that this expenditure be approved, seconded by Cllr. Chapman, resolved with one abstention*.  | *Clerk* |
|  |  | 1. **To receive an update on plans for the Queen’s Platinum Jubilee celebrations.**

Chair advised that an article had been placed in the February PCC magazine seeking volunteers to help prepare and plan events. No response to date. Proposals had been received from the School PTA and the Church and various suggestions for events were considered. *Cllr. Bilenkyj proposed that a separate meeting be convened to discuss these matters which was agreed unanimously.* *Chair to arrange.* | *Chair* |
| 21/109 |  | **Correspondence received:**1. **Update on Newton Poppleford mains replacement from South West Water**

Noted that Newton Poppleford is considered a ‘priority’. 1. **Request from Airband to make a presentation on the delivery of full fibre broadband in the locality**

*Clerk to confirm invitation to February meeting*1. **Revised Code of Conduct Complaints Procedure received from EDDC Monitoring Officer**

Noted | *Clerk* |
| 21/110 |  | **Chair’s announcements**Chair noted that, despite the recent relaxation of rules, Covid infection rates remain high and people should continue to take precautions against the spread of infection by wearing masks, using hand sanitiser and keeping their distance from others.   |  |
| 21/111 |  | **To consider matters pertaining to highways, speeding and road safety in the Parish:** |  |
|  |  | 1. **Speed reduction measures; update following meeting with Mr Nigel Flowers (DCC Safety Officer)**

Notes of the meeting which took place on 7th January had been circulated in advance. DCC have requested that the PC prioritise a ‘wish list’ of improvements. It was agreed that, in order of priority, these should be:1. Replacement of existing ‘islands’ to provide safer crossing areas for pedestrians, buggies and mobility scooters. It was noted that these would be island ‘sanctuaries’ and not zebra crossings due to cost. Council to consider offering to contribute to the cost of a zebra crossing via an increase in precept – that increase to be for one year only and ring-fenced for this purpose.
2. Extension of the pavement from Oak Tree Garage to the Village Hall, from Meadow View to the Village Hall and from Meadow Drive to opposite the Cannon Inn. New pavement on the High Street opposite Capper Close.
3. Removal of white lines from part of Station Road to assist in the reduction of road speeds.
4. Removal of ‘ghost lanes’ at Otter Reach/Back Lane to slow down through traffic.

It was noted that much of this work would not be carried out until scheduled road resurfacing works take place - the timing of which is currently unknown. *Chair to communicate decision to DCC* 1. **Traffic calming measures and pedestrian footpaths and crossings through village centre**

Dealt with at (i)1. **Proposed Traffic Survey**

Information awaited from DCC. Chair thanked Gill Cameron-Webb and Speed Awareness Group volunteers for their enthusiasm and commitment to this important issue. 1. **Traffic speeds and volumes through Back Lane**

Nothing to report | *Chair* |
| 21/112 |  | **To consider matters pertaining to Public Rights of Way (P3) and footpaths:***Chair proposed that Standing Orders be suspended to allow discussion regarding P3 matters with Ted Swan, Hon. Footpath Warden. Resolved unanimously.* |  |
|  |  | 1. **Rights of Way Review**

Mr Swan advised thatDCC Public Rights of Way team are conducting a parish-by-parish review of the Definitive Map and Newton Poppleford and Harpford is next on their list. The review process begins with a short public presentation prior to a parish council meeting providing an overview of the review process and the reasons behind it. Mr Swan advised that at least 5 parish footpaths, not currently shown on the Definitive Map, will need to be claimed during the review.Clerk to invite Thomas Green, PRoW Officer, to the March Council Meeting1. **Schedule 14 Application**

Mr Swan has submitted an application for a path at Moor Lane, Venn Ottery to be added to the Definitive Map as a Right of Way. This application will be determined during the review process. 1. **P3 Grant Funding Application**

Application for grant to be submitted by 14th February.Chair and Clerk to meet Mr Swan to review and complete forms by due date*Chair proposed that Standing Orders be reinstated. Resolved unanimously.* | *Clerk**Chair/Clerk* |
| 21/113 |  | **Planning Matters:** |  |
|  |  | 1. **To consider planning applications received prior to publication:**

22/0049/FUL - 13 School Lane Newton Poppleford EX10 0EJRetrospective permission for new driveway, retaining walls, steps and proposed drive finish and railings.*Cllr. Walker proposed that this application be supported as consistent with the Neighbourhood Plan, seconded by Cllr. Morgan. 4 votes in favour, 2 abstentions, 1 against. Resolved.*Clerk to respond to EDDC Planning Dept | *Clerk* |
|  |  | 1. **To consider planning applications received after agenda publication (subject to circulation prior to the Ordinary meeting on separate agenda)**

Waterleat Newton Poppleford - 21/3308/RESChair thanked Gill Cameron-Webb for providing an analysis of the proposed development against the Neighbourhood Plan. Councillors noted numerous areas of concern: an increase in number of bedrooms from the original proposal; increased height to 3 storey houses; inadequate parking; no provision for EV charging; no description of materials to be used; no ‘streetscene’ impression to enable consideration of the development in relation to local surroundings; no provision for wildlife; a change in siting moving the development forward from the original proposal. *Chair proposed that Councillors object to this proposal as in contravention to the Neighbourhood Plan, seconded by Cllr. Carpenter and resolved unanimously.*Clerk to respond to EDDC Planning Dept supporting Ms Cameron-Webb’s objections.  | *Clerk* |
|  |  | 1. **Tree matters (Planning)**

None to report |  |
|  |  | 1. **Planning determinations/decisions advised**

Reported at (h)  |  |
|  |  | 1. **Appeals**

None to report |  |
|  |  | 1. **Planning correspondence received**

None received |  |
|  |  | 1. **To note and respond to planning consultations received**

None received |  |
|  |  | 1. **To consider Council’s Neighbourhood Plan ‘Monitoring Report’**

Report update circulated to members of Council prior to the meeting |  |
|  |  | 1. **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.**

None advised |  |
|  |  | *As the meeting had been in progress for 2 hours the Chair proposed that Standing Orders be suspended to allow the meeting to continue. Resolved unanimously* |  |
| 21/114 |  | **Financial Matters:** |  |
|  |  | 1. **To consider and review Financial Reports for January 2022**

In the absence of a Financial Report the Chair confirmed cash assets of £116,269.30 with payments not yet approved of £6,209.05.1. **To consider payments for approval for January as per documents circulated to members**

*Payment approval proposed by Cllr. Walker and seconded by Cllr. Dalton. Agreed unanimously.* 1. **Questions to RFO from members of Council relating to the financial reports.**

There were no questions raised. |  |
| 21/115 |  | **BUSINESS TO BE CONSIDERED:** |  |
|  | A | **To receive an update from the Climate Change Emergency Working Party**Minutes of a meeting held on 20th January had been circulated in advance of this meeting. Cllr. Bilenkyj thanked those who had assisted with bulb planting in December and looked forward to working with East Devon AONB on the Parish Nature Recovery Project. The Chair commended the Group on their progress.  |  |
|  | B | **To consider tree planting projects within the parish area and grant funding via the Queen’s ‘Green Canopy’ initiative.** |  |
|  | C | **To schedule a programme for review of the Council’s policies and procedures.**Cllr. Chapman to schedule a meeting of the PPC as a matter of urgency to carry out a review in accordance with the Policy Matrix. | *MC* |
|  | D | **To receive and note the annual reminder of Councillor’s obligations and duties in respect of NALC Legal Topic Note 30 (Defamation)**Acknowledged – Councillors to confirm to Clerk that document has been read.  | *ALL* |
| 21/116 |  | **Date of next Ordinary Meeting**7.00pm on Monday, 28th February at The Pavilion, Back Lane, Newton Poppleford |  |
| 21/117 |  | 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.Chair thanked members of the public for their attendance and those remaining left the meeting at this point. |  |
| 21/118 |  | **Matters to be considered in committee session:**1. **To consider correspondence received from Coleridge Medical Centre regarding the closure of their branch surgery in Newton Poppleford**

Chair expressed disappointment at this decision at a time when the number of households in the parish is expanding. It was noted that the Practice survey results were inconsistent with a survey carried out by the Parish Council and it was agreed that CMC should be asked to review their decision. In addition, appeals to be sent to the East Devon MP and the General Medical Council.It was further agreed that the Chair should obtain legal advice in relation to the restrictive covenants contained in the original Deed of Transfer of the property from Mr George Compton to the Parish Council.Chair to action 1. To consider an update on matters pertaining to Venn Ottery Road Cemetery

Advice received from NALC had been circulated in advance of the meeting. *Chair proposed that provision be made to ensure that the resident has permanent access to the plot in question at no cost to the resident. Seconded by Cllr. Tribble, 6 in favour, one objection.*Chair to communicate decision to resident | *Chair**Chair* |

With no further business to consider, the Chair declared the meeting closed at 9.35pm.

Signed as a true record of the meeting above

­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chair

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date