

# NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council Monthly Ordinary meeting on  
Monday 25<sup>th</sup> June 2018 in Newton Poppleford Village Hall at 20.00hrs

**ACTION by:**

	<p><b>Present:</b> Cllrs. Jeffery, (Chair), Burhop, Dalton, Downen, Ranger, Tillotson, Walker and Zirker. DCC Cllr. Claire Wright Clerk, Paul Hayward. 5 members of the public</p>	
<b>Public Forum:</b>	<p><b>Fire Regulations were outlined to those present.</b></p> <ul style="list-style-type: none"> <li>a) Written Police Report received. Publish online.</li> <li>b) DCC Report: Highway issue incl. Four Elms Hill Health Scrutiny developments at County Hall Sustainability and Transformation update Questions from Cllrs. &amp; residents to Cllr. Wright.</li> <li>c) EDDC Written report as circulated. Publish online. Update re: vermin control via EDDC Village Plan goes before Full D/Council in July. Question re: employment rate in parish from Cllr. Downen.</li> <li>d) P3 report represented by Mrs G. Swan. Foliage in Meadow Drive overhanging pathway. <i>Clerk to contact householder for action.</i> Balsam Pulling continuing but low attendance at last event. All other P3 matters in hand but growth of plants very rapid due to weather conditions.</li> <li>e) <b>Public Questions</b> Representation from resident regarding vegetation in VO Green stream. Question regarding riparian responsibilities. <i>Clerk to liaise with Church and contractors to formulate a solution.</i></li> </ul>	
18/71	<p><b>Apologies for absence:</b> Cllrs. Kemp &amp; Lipczynski. Noted and approved by Council.</p>	
18/72	<p><b>Declarations of Interest made:</b> All members present are, by definition, members of the NPPFF Trustee Board. Cllr. Burhop declared a personal interest in agenda item 18/78a)i). as he is acquainted with applicant. Cllr. Zirker declared a pecuniary interest in the same agenda item.</p> <p><i>Chair sought agreement to bring forward agenda item 18/83. Agreed unanimously.</i></p>	
(18/83)	<p><b>To consider clarification of procedure for approval of committee minutes, and approval of recommendations, decisions and proposals from Council's committees:</b> Clerk provided an update based on DALC advice ie. that Council may consider the recommendations, delegated decisions and proposals from the duly delegated committees at the next Ordinary meeting in order to facilitate action by Council, but that approval of the actual minutes (and thus their veracity) was a matter for the next meeting of said Committee. Noted and agreed by Council.</p>	

18/73	<p><b>To consider Minutes of previous meetings:</b></p> <p><i>i) Annual Meeting of Council 21<sup>st</sup> May 2018</i>  Cllr. Burhop proposed approval of the Minutes of the Annual meeting held on 21<sup>st</sup> May 2018. Seconded Cllr. Tillotson. Resolved unanimously and therefore approved.  Chair signed minutes as a true record of that meeting</p> <p><i>ii) Matters arising from these minutes</i>  None raised.</p> <p><i>iii) To receive the draft minutes of the Finance Committee meeting held 5<sup>th</sup> June 2018 and, if thought fit, approve the recommendations, proposals and delegated decisions of that committee.</i>  Cllr. Burhop outlined the decisions made and proposals put forward as Chair of that Committee.  Cllr. Burhop proposed that those decisions, and proposals, be accepted by Council and actioned accordingly. Seconded Cllr. Dalton. Resolved unanimously.  Clerk: please note and action accordingly. Ensure next agenda for Finance Committee includes approval of the previous minutes.</p> <p><i>iv) Matters arising from those draft minutes.</i>  None raised</p> <p><i>v) To receive and review the notes of the Personnel Working Party meeting held 5<sup>th</sup> June 2018; the scheduled meeting of that Committee having been adjourned as inquorate.</i>  Cllr. Ranger, as Chair of the meeting, outlined the issues and matters raised. All matters outstanding were deferred to the next PPC meeting.</p> <p><i>vi) Matters arising from those notes.</i>  None raised.</p>	
18/74	<p><b>Chairman's Announcements / Matters of Urgency:</b></p> <p>Chair reported a meeting of the Otter to Exe group of Councils would take place on 22<sup>nd</sup> June at the Village Hall, and that it was very helpful to liaise with both the smaller neighbouring parishes, but also the larger town Councils of Exmouth and Budleigh Salterton, who often had useful information to share.  Notification was given that the rules and regulations pertaining to the Parishes Together Scheme at EDDC were changing and that more information would follow in due course.</p>	
18/75	<p><b>Financial Matters:</b></p> <p><i>a) To consider payments to be approved for payment for June 2018 as per schedule previously circulated and published online.</i>  Proposed by Cllr. Burhop, seconded by Cllr. Walker. Resolved unanimously. Clerk: Please make payments accordingly.</p> <p><i>b) To consider expenditure made under Chair's / RFO's delegated powers as per adopted Financial Regulations (extant).</i>  None.</p> <p><i>c) To consider and review the financial reports for June 2018 which have previously been published on the Council's website.</i>  Noted and approved by Council.</p> <p><i>d) Questions relating to financial reports and accounts.</i>  A query was raised by Cllr. Zirker regarding the costs of maintaining the WC. Cllr. Burhop explained that the cost would continue to be high until such time as EDDC decided upon a new lease or asset transfer whereupon Council could start its refurbishment project, for which funds had already been set aside in the budget. Agenda item 18/85 relates.</p>	

18/76	<p><b>To consider the recommendations of the Policy and Personnel Working party with regards to Planning Site visits and to reaffirm the delegated powers of the Planning Committee:</b></p> <p>There have been recent problems with reconciling the statutory 21-day comment cycle with the scheduling of Council meetings to consider those applications, and also the wish of members to undertake site visits.</p> <p>Cllr. Ranger urged members to undertake site visits and application reviews as soon as they were notified by Clerk and not wait until the meeting to then decide and seek extensions to the deadlines which EDDC were not always amenable to agree to.</p> <p>It was felt that the best course of action was to reinstate the Planning Committee, with revised Terms of Reference, and with a 3 week meeting cycle to consider applications for Council under its delegated authority as per 18/83 above.</p> <p>A suggestion was made that any applications determined as “minor” could be dealt with in this way, given previous developments in the parish, but this was felt by some to be too restrictive and could lead to decisions being made in the Council’s name that ultimately Council could not support.</p> <p>Clerk: please formulate a cycle of meetings in conjunction with planning committee members to try and resolve the disparity between application review and ORD Council meeting dates.</p> <p>Chair suggested that the next meeting of Planning decide upon a Committee Chair and review the existing Terms of Reference.</p> <p>Clerk; Please note.</p>	
18/77	<p><b>To consider membership of the Planning Committee:</b></p> <p>Cllr. Coppell had indicated his wish to leave this committee and thus, the membership was re-affirmed as:</p> <p>Cllrs. Dalton, Downen, Jeffery, Kemp, Ranger, Tillotson and Walker.</p> <p>It was suggested that Cllr. Lipczynski may wish to join the committee. Clerk: Please enquire of Cllr. Lipczynski accordingly.</p>	
18/78	<p><b>Planning</b></p> <p><b>a) Applications received for consideration;</b></p> <p>i) 18/1015/FUL Little Shule, High Street, NP. EX10 0BD Constr. detached garage / annexe. Cllrs. Burhop &amp; Zirker had already declared interests in this matter. After discussion, <b>It was proposed by Chair that Council support this application, seconded by Cllr. Walker. 3 votes for, 2 against, 3 abstentions. So resolved.</b></p> <p>ii) 18/0959/FUL Rockford, Littledown Lane, NP. EX10 0BG Construction 2 storey rear extension. <b>It was proposed by Cllr. Burhop, seconded by Cllr. Downen, that Council support this application. 7 votes for, 1 abstention. So resolved.</b></p> <p>iii) 18/1194/FUL 34 Turner Close. NP. EX10 0EN. Wheelchair lift from street level to front door. As approval had already been granted by EDDC, it was felt that no comment from the Parish Council was necessary. Clerk: Please note above and submit comments as directed.</p> <p><b>b) Applications received for consideration after agenda;</b> None received</p> <p><b>c) Minor EDDC amendments received;</b> None</p> <p><b>d) Tree Matters;</b> As a result of the recent tree review at Webbers Meadow, it was agreed that the issue of obtaining a professional tree surgeons advice be deferred to the Finance Committee for further discussion. So agreed. Clerk: Please add to next FC meeting agenda.</p>	

	<p><b>e) Determinations;</b> 18/0865/FUL – 19 King Alfred Way, NP. Approved (s.t.l.) * (* denotes where decision was contrary to views submitted by Council)</p> <p><b>f) Enforcement Matters;</b> None</p> <p><b>g) Correspondence received;</b> None</p>	
	<b>Business to be considered:</b>	
18/79	<p><b>To consider recent developments relating to the provision of GP surgery at the King Alfred Way / Cavanna site, (13/0316/MOUT):</b></p> <p>After lengthy discussion with regards to the recent press release from Coleridge regarding their decision to withdraw from their negotiations for a new surgery, Council agreed to contact the Doctors surgery in Sidmouth and Budleigh to determine if Newton Poppleford residents were able to sign up to those practices instead of to Coleridge (OSM). In addition, Cllr, Burhop offered to draft a letter outlining the possibility of a Judicial Review against the LPA decision to grant approval for the new properties being built which, in his opinion, was made on the understanding that there would be a surgery included as part of the parish infrastructure enhancements.</p> <p>Clerk: Please note and write accordingly. Cllr. Burhop; please circulate draft report to members when possible.</p>	
18/80	<p><b>To consider recent developments relating to the closure of Footpath ONE at the King Alfred Way / Cavanna site, (13/0316/MOUT):</b></p> <p>The updates from the Public Rights of Way officer (DCC) were noted regarding the possible timescales for the closure and the proposed pedestrian access after the road surface / drainage had been installed. Concerns were raised about the yellow advertising signage which had been attached to street furniture (including the Parish Councils property) and Clerk advised that DCC had confirmed that they had given assent for the installations in accordance with their published policy, which anyone (upon payment of the required fee) could avail themselves of. This fact was supported by a member of the public. Noted by Council. No further action required / necessary.</p>	
18/81	<p><b>Update on s.106 Capital Expenditure agreements via EDDC:</b></p> <p>Councillors expressed their frustration at the delays in raising the necessary legal agreements to release the Parishes s.106 funding via EDDC. It was agreed unanimously that Clerk should contact the s.106 Officer's line manager to seek explanations and updates for the ongoing resolution of this matter and report back to Council as and when possible.</p> <p>Clerk: Please note and action accordingly.</p>	
18/82	<p><b>To consider purchase of flag for Armed Forces Day 30/6/18:</b> It was proposed by Chair, seconded by Cllr. Burhop, that Council purchase a suitable flag for the parish flagpole at Greenbank. Cost £34. Resolved unanimously.</p> <p>Clerk: Please note and order immediately, delivery to be direct to the Hon. FlagBearer in time for the 30<sup>th</sup> June.</p>	

(18/83)	See above (between 18/72 and 18/73)	
18/84	<p><b>To receive update regarding land at west of Glebelands:</b> There has been no further progress on this matter as land is still unidentified in terms of ownership and the nearest neighbour appears not keen on the possibility of change of use to parking area. Chair will research further.</p>	
18/85	<p><b>To receive update regarding proposed asset transfer of WC in School Lane from EDDC:</b> Cllr. Ranger (EDDC Ward member) reported that, much to the Council's frustration, matters did not appear to be moving ahead with any real speed at EDDC. The subject was raised as the recent Asset Management Review meeting and officers suggested that a target date of 3 to 6 months was realistic for the preparation and agreements of a new, long-term lease, as opposed to the freehold asset transfer as requested by NPHPC. This view was not shared by Cllr. Ranger or by others Cllrs. on the AMR panel who believed that it should be fast-tracked, given the inordinate amount of time that the matter had been pending (since November 2017). Cllr. Ranger agreed to press EDDC for action and report back to Council. <i>Cllr. Ranger: please note and action as required.</i> In the meantime, reports of ASB were still being received on a regular basis, and Council's cleaning contractor was obliged to carry out additional works (at extra cost) to keep the facility clean, tidy and sanitary (as recent emailed reports evidenced). It was therefore proposed by Chair, seconded by Cllr. Tillotson, that the Finance Committee consider some interim measures to try and limit ASB in the WC including: Reinstatement of electrical supply to enable upgrades to: <i>Lighting, external and internal CCTV (rudimentary external) &amp; signage Magnetic Timed Door Locking Improvements to secure store to house operating switches etc for the above items.</i> The proposal was resolved unanimously. <i>Clerk: please add to next Finance Committee agenda for their consideration.</i></p>	
18/86	<p><b>Correspondence</b> A query was raised regarding the ongoing failure of DCC Highways to move the bus stop sign to the junction of Lower Way as has already previously been resolved. <i>Clerk: Please contact HWO but also his Line Manager to push this matter forward. Similarly, whilst writing, please chase up the results of the Four Elms Hill Traffic analysis in conjunction with Cllr. Wright.</i></p>	
	<p><b>Date and time of next ordinary meeting</b> The next meeting of council will be on Monday 30<sup>th</sup> July 2018, at 8.00pm at the Village Hall.</p>	
18/87	<p><i>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.</i></p> <p><i>All members of the public left the room at this point.</i></p>	

18/88	<p><b>Matters to be considered in confidence:</b>  These matters having previously been deferred from the meeting of Council held 21<sup>st</sup> May 2018.  <b>Clerk was asked to leave the room at this point as matters related to staff performance, appraisal, remuneration and holiday allocations.</b>  a) Staff Appraisal was outlined by Chair and Cllr. Ranger.  As a result of Clerk's Annual Performance review, <b>it was proposed by Chair, seconded by Cllr. Ranger that;</b>  b) Clerk's remuneration be increased by two incremental points to SCP28 backdated to 1<sup>st</sup> February 2018.  c) That Newton Poppleford and Harpford Parish Council adopt the recommendations of the NALC 2018/19 Pay Settlement as from the 1<sup>st</sup> April 2018 as applied to Clerk's annual salary.  d) That Council agrees to the carryover of 41 hours from 2017/18 holiday allocation to 2018/19 on the understanding that no such carryover will be considered hereafter ie. that all holiday allocation must be used in the relevant 12 month holiday period.  <b>Resolved unanimously.</b>  Clerk re-entered the room and was advised of Council's decision.  Clerk: Please note and amend payroll for July accordingly.</p>	
	<p><b><i>With no further business to discuss, Chairman closed council meeting at 10pm.</i></b></p>	

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*Signed as a true record of the meeting above:*

Chairman: \_\_\_\_\_

Date: \_\_\_\_\_