

NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL – POLICY & PERSONNEL COMMITTEE

Minutes of the Policy and Personnel Committee (PPC) of the Parish Council held at 7.30pm on Thursday, 22nd September 2022 at The Pavilion, Back Lane, Newton Poppleford.

Present: Cllrs. Burhop, Carpenter, Chapman and Dalton

In attendance: Clerk, Jacqui Baldwin

As no members of the public or press were in attendance no Public Forum took place. Prior to commencement of the meeting Chair outlined the fire and evacuation procedures.

		Action
PPC22/010	To consider apologies for absence and approve if accepted (LGA 1972 S.85(1))	
	Apologies received from Cllr. Lipcynski and Cllr. Tillotson. Noted and approved.	
PPC22/011	Declarations of interest from members / Dispensations afforded	
	(this does not preclude the duty to declare further interests during the meeting as applicable)	
	All Committee members are members of the NPPFF Trustee Board by virtue of their elected office. 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 This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as an allotment tenant.	
PPC22/012	To consider and, if thought fit, approve the Minutes of the Policy & Personnel Committee held on 12th July 2022 as circulated to members Approval of the Minutes proposed by Cllr. Dalton, seconded by Cllr. Burhop. Resolved unanimously Matters Arising from those Minutes It was noted that the Clerk's Contract of Employment had now been agreed and signed.	
PPC22/013	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 None so considered.	
PPC22/014	Business to be conducted:	
	a) To review proposed amendments to Allotments Terms & Conditions Proposed Allotment Terms & Conditions had been circulated prior to the meeting with suggested additions/deletions requested by the Allotment Management Committee noted thereon.	

	<p>It was agreed that the Parish Council should continue to supply and maintain plot number signage to ensure uniformity [Clause 9(l)].</p> <p>Clerk to liaise with Allotment Management Committee and action any requirement for additional signage.</p> <p>Cllr. Chapman offered to obtain guidance about the use of Eco-toilets by those undergoing radiation treatment. If there is no clear information available this clause to be ‘softened’ to place the onus on individuals undergoing such medical treatment to follow advice from their health professional (Clause 11).</p> <p>Clerk to note and action.</p> <p>All other revisions proposed by the Allotment Management Committee were approved.</p> <p>Cllr. Chapman proposed that the revised document be submitted to the October ORD meeting with a recommendation for ratification. Seconded by Cllr. Carpenter and resolved unanimously.</p> <p>Clerk to note and action.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
	<p>b) To review Council policies within matrix circulated</p> <p>i) Training, Development and Appraisal As requested, Cllr. Bilenkyj had reviewed this document and recommended that it be re-adopted without revision. Cllr. Chapman therefore proposed that the policy be re-adopted, seconded by Cllr. Burhop and resolved unanimously. Clerk to revise adoption date on the document and update on the website.</p> <p>ii) Gifts, Awards and Honours Cllr. Burhop proposed that the titles and index page be removed from this policy and the value of the various awards, gifts, donations and honorariums be increased to reflect current costs. Seconded by Cllr. Chapman and resolved unanimously. Clerk to amend accordingly and forward revised version to all members for ratification and adoption at the October ORD meeting.</p> <p>iii) Complaints and Correspondence Cllr Dalton noted that the correspondence address of the Clerk should be updated but no further revisions were recommended. After discussion, it was agreed that reference to the Chair should not be personalised to avoid the document becoming dated. In addition, clauses 3, 4 and 5 to be combined. Amendments proposed by Cllr. Dalton, seconded by Cllr. Burhop and unanimously approved. Clerk to amend wording accordingly and forward revised version to all members for ratification and adoption at the October ORD meeting.</p> <p>iv) Press and Media Policy</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>In the absence of Cllr. Lipcynski to be carried forward to the next meeting.</p> <p>Clerk to note accordingly</p> <p>v) Emergency Planning/Community Resilience Cllr. Carpenter presented a revised document which he proposed should be viewed as a working document requiring continuous improvement. It was suggested that the Pavilion is not the most suitable primary point of assembly in an emergency due to its location and should be substituted by the Meeting Place at St. Luke’s Church. Cllr. Carpenter advised that he had submitted an article for publication in the October parish magazine requesting offers of equipment (chainsaws, tractors, vans etc) or skills (First Aiders, engineers, tree surgeons) in the event of an emergency. Details will be added to the emergency plan but will not be made public.</p> <p>The Chair thanked Cllr. Carpenter for his excellent work and proposed that amendments made to date be approved. Seconded by Cllr. Dalton and resolved unanimously.</p> <p>When complete, revised document to be circulated to Council and reviewed on a 6-monthly basis.</p> <p>vi) Dispensation Policy Dispensation Request Form to be annexed to Policy for reference.</p> <p>Proposed by Cllr. Chapman, seconded by Cllr. Burhop and unanimously approved.</p> <p>Clerk to note and action.</p> <p>vii) Statement of Community Engagement Cllr Burhop proposed that an amendment be made to reflect the adoption of the Neighbourhood Plan. Seconded by Cllr. Chapman and unanimously resolved. Clerk to amend wording accordingly and forward revised version to all members for ratification and adoption at the October ORD meeting.</p> <p>c) To consider allocation of policies for review at the next meeting: It was agreed that the following policies would be reviewed for consideration at the next meeting: Cllr Chapman – Health & Safety Cllr Carpenter – Publication, Data Protection, FOI Cllr Burhop – Expenses and Cash Handling Cllr. Dalton – Grant Awards</p> <p>Clerk to provide Word versions of each policy to Councillors</p> <p>d) To consider Council policy with regard to access to Webbers meadow Clerk had received a request from a resident to access Webbers Meadow and the river with her horse. Councillors considered</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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	<p>that, as an area where dogs could be let off lead and children played in the river, Webbers Meadow was not an appropriate place for horses. In addition, there was no suitable access for horseriders and no bridle path across the land.</p> <p>Clerk to advise resident accordingly.</p>	Clerk
PPC22/015	<p>Matters considered as urgent by the Chair None reported.</p>	
PPC22/016	<p>Date and time of next meeting 7.30pm on 13th December 2022 at the Pavilion.</p> <p>Clerk to note and publicise accordingly</p>	Clerk
	<p>With no further business to discuss the Chair closed the meeting at 9.10pm</p>	

Signed as a true record of the meeting above

----- **Chair**

----- **Date**

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