

NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

Minutes of a meeting of the Policies and Personnel Committee held at the Pavilion on 6th November 2023.

Present: Cllrs. Carpenter, Lipczynski and Malawana
Jacqui Baldwin, Parish Clerk

The Public Forum was not opened as there were no members of the public present.

- PPC23/008 **To appoint a Chair of the Policy & Personnel Committee:**
Cllr. Malawana proposed Cllr. Carpenter as Chair of this committee. Cllr. Carpenter accepted the nomination and his appointment was unanimously approved.
- PPC23/009 **To consider Apologies for Absence and approve if accepted:**
Clerk advised that apologies for absence had been received from Cllrs. Tribble, Tillotson and Dalton. These apologies were accepted and approved by those present.
- PPC23/010 **Declarations of interest from members / Dispensations afforded**
No declarations made or dispensations requested.
- PPC23/011 **To consider and, if thought fit, approve the Minutes of the Policy & Personnel Committee held on 15th February 2023 as previously circulated to members:**
Cllr. Lipczynski proposed that the Minutes of the meeting held on 15th February be approved. Seconded by Cllr. Carpenter and unanimously resolved.
- i) **Matters Arising from those Minutes:**
None not dealt with elsewhere on the agenda.
- PPC23/012 **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 PPC23/017**
- PPC23/013 **Business to be conducted:**
- a) **To review Council's Emergency Plan:**
Cllr. Carpenter advised that the Emergency Plan was a work in progress. The information that came out of the Community Resilience Event will be very useful in updating the plan. The experience and information shared by the Lymstone flood defence team showed what could be done and their Emergency Plan will provide a blueprint for the future. More volunteers are required from the community – particularly those with access to equipment like chainsaws and 4x4 vehicles. Cllr. Malawana suggested that a call for volunteers could be made via Facebook using Google Forms.
Clerk to investigate this suggestion and check any privacy issues.
- Public meetings to discuss the MUGA and Public WC could also be used as a recruitment opportunity.
- Cllr. Lipczynski agreed to investigate storage facilities and current supplies of flood prevention equipment at Harpford.
- Cllr. Carpenter to visit the Cannon Inn to enquire whether it would be possible to have a storage facility for equipment there as the Pavilion is not the most suitable location in a flood situation.
- Noted that in Newton Poppleford, Harpford and Venn Ottery there should be a store of sand for filling sandbags. There is a supply of sand at Bowhayes Farm in Venn Ottery which was replenished following the 9th May flooding.
- Cllr. Carpenter reported that a hydraulic modelling exercise, funded by DCC, is to be carried out on the Burrow catchment. The presentation made by the Lymstone flood defence team proved how important such a report could be in planning flood prevention measures. It was agreed

Clerk

that Devon County Council should be asked to extend the hydraulic modelling exercise to include Newton Poppleford, Harpford and Northmostown.

b) To review Council Policy Matrix and consider allocation of policies for review.

Noted that the PPC had reviewed almost all Council policies over the past 18 months. The only outstanding policy for review is the Equal Opportunities policy which has not been reviewed since November 2019. Cllr. Malawana agreed to take responsibility for reviewing this policy in time for the next meeting.

Clerk to send a copy of the current policy to Cllr. Malawana

Clerk

PPC23/014

Matters considered as urgent for discussion by the Chair:

None raised.

PPC23/015

Date and time of next meeting:

18th March 2024 at the Pavilion, Back Lane, Newton Poppleford

Clerk to book the Pavilion and publicise the meeting accordingly.

Clerk

PPC23/016

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.

As there were no members of the public present this proposal was not made.

PPC23/017

To consider Employment issues in Committee session:

The Clerk left the meeting at this point.

a) To note outcome and recommendations of Clerk's performance appraisal for 2022:

Cllr. Carpenter advised that the former Chair of the Parish Council, Cllr. Burhop, had carried out the Clerk's annual appraisal in May immediately prior to the Council elections. The outcome of the appraisal and its recommendation to increase the Clerk's salary by two scale points had been sent to the new Chair of the Parish Council who had endorsed the recommendation. As it is the responsibility of this committee to oversee and manage Parish Council personnel matters it was **proposed by Cllr Carpenter that the PPC note the outcome of the appraisal process and implement Cllr. Burhop's recommendation. The increase in salary by 2 scale points to be backdated to the first anniversary of the Clerk's employment. This proposal was approved unanimously.**

Clerk to be requested to add notification of this decision to the Agenda for the next Finance Committee and Full Council meetings.

Clerk

With no further business to consider, the Chair declared the meeting closed at 8.10pm.