

# NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council Monthly Ordinary meeting on  
Monday 23<sup>rd</sup> December 2019 in Newton Poppleford Village Hall at 20.00hrs

**ACTION by:**

	<p><b>Present:</b> Cllrs. Burhop (Chair), Dalton (Vice-Chair), Bilenkyj, Carpenter, Chapman, Lee, Lipczynski, Tillotson and Walker (Quorate) Clerk, Paul Hayward. Police representative. Hon. Footpath Warden. 0 members of the public.</p>	
	<p><b>Chair outlined fire regulations and highlighted emergency exits to public and members of Council.</b></p>	
	<p><b>Public Forum:</b></p> <p><b>a) To note outcome of General Election 12<sup>th</sup> December 2019</b> The election of Simon Jupp MP for East Devon constituency was noted by Council and Clerk was asked to send a letter of congratulations from the Council. <i>Clerk: Please note and action accordingly.</i></p> <p><b>b) Police Representative.</b> November crime report discussed. Report published on website. Speedwatch update and road safety report re: Four Elms Hill Chair thanked PC Lee for his attendance and tireless work during 2019.</p> <p><b>c) County Councillor Report</b> Cllr. Wright was not in attendance and had provided no report.</p> <p><b>d) District Councillor Report</b> Written copy provided and published online. Chair covered highlights.</p> <p><b>e) P3 / Hon. Footpath Warden</b> Mr. Swan presented a comprehensive report. Chair thanked Mr. Swan for his continued diligence and enthusiasm and for all of his sterling work for the parish in 2019. Clerk was asked to write to Richard Spurway at DCC (Public Rights of Way) to raise issues of: FP19 route becoming dangerous and potentially inaccessible. FP1 funding available and potential projects to make pathway more accessible and beneficial to users. <i>Clerk: Please note and action accordingly.</i></p> <p><b>f) Public Representations</b> No questions or representations put forward. Chair also advised that January's meeting would consider items including Climate Change Emergency proposals, Tree Action Plans and Parish Clean-Up events. Clerk asked to publicise accordingly. <b>With no further representations, Chair closed the public forum.</b></p>	
19/175	<p><b>Apologies for absence:</b> Cllr. Jeffries (conflicting engagement) Noted and approved. Cllr. Val Ranger (EDDC) Cllr. Claire Wright (DCC)</p>	

19/176	<p><b>Declarations of Interest made / Dispensation Requests:</b></p> <p>All members present are, by definition, members of the NPPFF Trustee Board and declare a personal interest in that capacity. Cllr. Tillotson was afforded a dispensation * to discuss and vote upon matters pertaining to parish allotments at the Ordinary meeting held 22/7/19. 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. * <i>Localism Act 2011 (s.33)</i></p> <p><b>Other declarations made:</b> None made</p>	
19/177	<p><b>To consider and, if thought fit, approve minutes of previous Ordinary meeting held Monday 25<sup>th</sup> November 2019:</b></p> <p>Chair proposed approval of the Minutes of the Ordinary meeting held on 25<sup>th</sup> November 2019. Seconded Cllr. Tillotson. Resolved unanimously and therefore approved.</p> <p>Chair signed the minutes as a true record of that meeting <i>Matters arising from these minutes:</i> Deterioration to brook bank along Back Lane footpath Clerk: Please continue to liaise with relevant parties to seek resolution and repair. Digital Confidence Training sessions continue on 11<sup>th</sup> January 2020 VOSRA Action List still awaited.</p>	
19/178	<p><b>i) To consider and review minutes of previous Finance Committee meeting held Monday 10<sup>th</sup> December 2019:</b></p> <p>Recommendations noted and reviewed. <i>Matters arising from these minutes:</i> Cherry tree in Back Lane car park scheduled to be felled on 7<sup>th</sup> January as per Tree Survey safety recommendations Clerk: Please note and publish notices on 6<sup>th</sup> asking that car park be kept empty on 7<sup>th</sup> for safety access for public and contractors.</p>	
19/179	<p><b>Chair's Announcements / Matters of Urgency:</b> None made.</p>	
19/180	<p><b>Planning Matters to be considered:</b></p> <p><b>a)i) Applications received for consideration;</b> None received.</p> <p><b>b) Tree (Planning) Matters;</b> None advised</p> <p><b>c) Determinations/Decisions;</b> As per published agenda and detailed on website.</p> <p><b>d) Appeal Matters;</b> 19/0078/NONDET – Land south of King Alfred Way, NP. <i>Appeal against planning refusal by EDDC has been upheld on the grounds of non-determination (with costs to be considered later)</i></p> <p><b>e) Planning Correspondence:</b> Notification of Otterton Draft Neighbourhood Plan received. Council noted receipt but did not wish to comment further.</p>	

19/181	<p><b>Financial Matters</b></p> <p><b>a) To consider and review Financial Reports for December 2019.</b> Noted and reviewed. Clerk confirmed that repairs to Cemetery wall (having been delayed due to bad weather) were due to commence in March or April.</p> <p><b>b) Questions from members to RFO on these reports.</b> No questions.</p> <p><b>c) To consider and, if thought fit, to approve payments for December 2019.</b> It was proposed by Chair, seconded by Cllr. Dalton that payments in the sum of £3064.74 (as published online on the Council's website) be approved for payment. Resolved unanimously. RFO: Please arrange for these payments to be processed and duly authorised.</p> <p><b>d) To consider expenditure under delegated authority.</b> Noted as per schedule, available online.</p> <p><b>e) To consider matters pertaining to proposed draft budget for 2020/21 and precept considerations:</b> Clerk/RFO outlined changes made to previous draft as a result of recent Finance Committee meeting recommendations (see minutes above) and additional costs that have come to light since with regards to website accessibility, and repairs and maintenance etc. Councillors discussed co-operation with neighbouring parishes to try and achieve some economies of scale. Council also considered introducing new technology such as tablets to reduce paper use and improve connectivity / engagement. Concerns about depreciation and obsolescence were raised. Additional spending for the parish in areas such as Tree Planting, website upgrading and asset repair was also included. Council also indicated that they wished to push ahead with major play and sports asset projects in the next financial year in conjunction with EDDC as well as completing the WC refurbishment project (already budgeted) After lengthy debate, it was proposed to set a budget of £82,596 and retain the precept for the parish at £47,500. This proposal, coupled with an increased taxbase – 916 to 952 – would result in an effective fall in parish precept element on the council tax bill of £1.96 per annum per Band D equivalent property, an effective 3.78% decrease. Proposed by Cllr. Tillotson. Seconded by Cllr. Walker. Resolved unanimously. Clerk: Please note and advise EDDC accordingly of the precept figure by the deadline on 22<sup>nd</sup> January. Please liaise with Chair to produce a Budget/Precept statement for publication in the parish for March/April when households receive their Council Tax bills for 2020/21.</p>	
	<p><b>Business to be considered:</b></p>	
19/182a)	<p><b>a) To consider grant applications received (as per recommendation of the Finance Committee meeting held 10/12/19):</b> NP PTFA Group for school allotment project. £500. Proposed by Chair. Seconded Cllr. Lee. Resolved Unan. Clerk: Please note and action accordingly. Please correspond with PTFA to convey decision above. Grant Award to be paid in December.</p>	

19/182b)	<p><b>b) To consider recommendation from Finance Committee regarding granting of licence for concessionary street trading venture in Back Lane Car Park:</b></p> <p>Issues considered:          Planning consent.          Impact on other local business.          Challenging location.          Hours of operation / days of operation.</p> <p><i>It was proposed by Cllr. Lee, seconded by Cllr. Dalton, that Council give consent to applicant for the proposed days and hours of operation subject to the creation of a licence agreement and negotiations on licence fee payable. The concessionary trading unit was also to be clad in timber to mitigate against the visual impact of the building in the AONB. Resolved 7/0/2 (abstentions from Cllrs. Chapman and Bilenyj).</i></p> <p>The supplementary issues raised above are to be considered by the next meeting of the Finance Committee in confidential session.  <i>Clerk: Please note and add to FC agenda accordingly. Please convey decision to applicant and outline issues raised and confirm that negotiations required re: licence fee and days of operation.</i></p>	
19/182c)	<p><b>c) To consider potential costs &amp; administrative workload relating to forthcoming website accessibility regulations:</b></p> <p>Clerk had outlined costs and workload relating to this matter in the earlier agenda item regarding budget and precept. No further action necessary at present time. Clerk is due to attend a conference at end of January on this topic and will report back to Council afterwards. <i>Clerk: Please note and action accordingly.</i></p>	
19/182d)	<p><b>d) To consider progress of Neighbourhood Plan consultation:</b></p> <p>Following closure of public consultation period, Council noted that the draft plan had removed the proposed condition that developers would be obliged to commission independent reports under certain circumstances and that Council had sought for that condition to be reinstated in light of historical circumstances and events in parish related to that very subject.</p>	
19/183	<p><b>Correspondence received, not already circulated to members:</b></p> <p>None further received.</p>	
19/184	<p><b>Date and time of next meeting:</b></p> <p>The next meeting of council will be on Monday 20<sup>th</sup> January 2020, at 8.00pm at the Newton Poppleford Village Hall, this being an Ordinary Meeting of the Council.  <i>Cllr. Jeffries has given his advance apologies for absence for January's meeting due to conflicting engagements.</i>  <i>Clerk: Please note.</i></p>	
19/185	<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. Tillotson. Resolved unanimously.</i></p> <p><i>All members of the public left the room at this point.</i></p>	

19/186	<p><b>Matters to be considered in committee:</b></p> <p><b>a) To consider Council's role as trustee to NPPFF:</b>  Clerk outlined challenges facing the charity re: recent ASB, maintenance and existing pressure on management committee. Chair thanked all involved for their hard work during 2019 and hoped that others might be encouraged to join and help with the day to day admin. and organisation of the Pavilion and wider activities. It was felt that an additional meeting of the Trustee Board and Management Committee in early January would be helpful in establishing what had to be done, the resources available and the timescales to be worked to. Clerk was asked to make necessary arrangements accordingly.  Clerk: Please note and action.</p>	
	<p><b><i>With no further business to discuss, Chair closed council meeting at 9.30pm.</i></b></p>	

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

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