

# NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the remotely held Parish Council Monthly Ordinary meeting on Monday 27<sup>th</sup> April 2020 at 7pm via Zoom Platform as per legislation contained within section 78 of the Coronavirus Act 2020 (meet also “livestreamed” to Council’s Facebook Page)

**ACTION by:**

	<p><b>Present (remotely):</b>          Cllrs. Burhop (Chair), Dalton (Vice-Chair) *, Bilenkyj, Carpenter, Chapman, Hughes, Lipczynski, Tillotson and Walker (Quorate) Clerk, Paul Hayward.          EDDC Cllr. Val Ranger          Hon. Footpath Warden          3 members of the public (via Zoom link, multiple viewers on Facebook)</p> <p><i>* Via Audio link only.</i></p>	
	<p><b>Chair welcomed all Councillors, and members of the public to Council’s first ever virtual meeting, made necessary by the current CV-19 situation which requires social distancing measures.</b></p>	
	<p><b>Public Forum:</b></p> <p><b>a) Police Representative.</b>          Crime report received to date and discussed. Cllr. Hughes asked a question as a result of the report and Clerk was asked to obtain information accordingly.</p> <p><b>b) County Councillor Report.</b>          No report had been forthcoming, beyond those reports being routinely received in relation to DCC health and wellbeing matters.</p> <p><b>c) District Councillor Report.</b>          Written copy provided and published online. Cllr. Ranger answered questions from members of Council and from the public. Cllr. Ranger mentioned that she was considering starting an online petition to add urgency to the ongoing matter of the Red Bridge.</p> <p><b>d) P3 / Hon. Footpath Warden.</b>          Hon. Footpath Warden had provided a report beforehand which Clerk read out. Updates included FP19 and the public right of way by the Red Bridge, FP1 and the issues relating to the tree thereon, and FP17 where some disagreement was evident between land-owner and the public on the subject of the historic “green lane” which ran nearby.          Cllr. Dalton also raised an issue regarding a potential safety hazard on the footpath that ran parallel to the A3052. Ted will investigate and report back.          Finally, the issue of the closed railway path to Colaton Raleigh was raised (see later in this agenda).          Cllr. Hughes asked that Clerk use the parish social media outlets to remind users of the footpaths and bridleways to follow the countryside code and close gates, keep dogs under control etc.</p> <p><b>e) Public Representations and questions.</b>          Representations from parishioner regarding the issue above ie. the land belonging to Clinton Devon Estates that ran towards Colaton Raleigh.</p> <p><b>With no further representations, Chair closed the public forum.</b></p>	

20/028	<p><b>Apologies for absence:</b> Cllr. Jeffries. Reasons noted and approved unanimously. Also, Cllr. Claire Wright (DCC), PC Steve Lee.</p>	
20/029	<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> Chair declared a personal interest in agenda item 20/036c) (supplementary agenda). Cllr. Hughes declared a personal interest in agenda item 20/038 as the proprietor of a local tree supply company and a personal interest in 20/036a) as he had previously served on the VOSRA committee with the applicant. Cllr. Dalton declared a personal interest in 20/036a) as her partner has worked for the applicant in the past.</p>	
20/030	<p><b>To consider and, if thought fit, approve minutes of previous Ordinary meeting held Monday 24<sup>th</sup> February 2020:</b> <b>Chair proposed approval of the Minutes of the Ordinary meeting held on 24<sup>th</sup> February 2020. Seconded Cllr. Bilenkyj. Resolved unanimously and therefore approved.</b></p> <p>Chair was unable to sign the minutes as a true record of that meeting and therefore this action has been deferred until such time as it is possible. <i>Matters arising from these minutes:</i> Report from the Climate Change Emergency Working Party will be forthcoming at the next Ordinary meeting.</p>	
20/031	<p><b>To note cancellation of Ordinary meeting scheduled for 30<sup>th</sup> March 2020 due to the ongoing CV-19 situation:</b> So noted. Business on that agenda was carried forward to this evening.</p>	
20/032	<p><b>Chair's Announcements / Matters of Urgency / Statement on ongoing CV-19 situation:</b> Chair gave a verbal report to Council. He thanked all those helping during the crisis, all key workers, healthcare staff, and those in the emergency services. It was a difficult time but things would improve and life would return to normal again soon. He also thanked Council for their assistance, and patience in getting abreast of the new technology required to hold meetings under current circumstances.</p>	
20/033	<p><b>To consider current Casual Vacancy for Newton Poppleford ward:</b> <b>(Sections 83 to 91 incl. of the Local Government Act 1972 apply)</b> Clerk reported on new guidelines for Casual Vacancies and elections in light of CV-19 situation. <b>Chair proposed that vacancy remain unfilled until matters returned to normal. Resolved unanimously. Clerk: Please note and advise those interested.</b></p>	

20/034	<p><b>To receive update from Clerk with regards to forthcoming Annual Meeting (scheduled for 18<sup>th</sup> May 2020):</b>  Clerk reported that recent legislation has negated the legal need for an Annual Meeting and that all existing appointments (Chair and Vice-Chair) would carry forward until 2021. The next Ordinary meeting of Council would take place on the 18<sup>th</sup> instead.</p>	
20/035	<p><b>To consider Council's response to, and involvement with, Community Resilience measures relating to CV-19 situation:</b>  It was agreed that Council should use all available outlets including social media, websites and noticeboards to publicise the message.  Clerk: Please note and action accordingly.  It was felt that Newton Poppleford and Harpford parish was slightly isolated between the 3 major towns around it and that some element of localised support was necessary, especially as the lockdown was continuing. Members of the public had offered assistance already, and Council was keen not to jeopardise or undo their endeavours. <b>Chair proposed that the PC advertise in the next (reduced distribution) parish magazine and on social media and also distribute a CV-19 Support leaflet to all parish households, naming lead volunteers and outlining what type of support was available. Resolved unanimously.</b>  Clerk: Please prepare leaflet for printing and arrange distribution.</p>	
20/036	<p><b>Planning Matters to be considered:</b></p> <p><b>a) To ratify planning applications submitted under delegated authority;</b>  i) 20/0557/FUL – Land south of Knapps Lane, Harpford  <i>Delegated decision was to NOT support.</i>  ii) 20/0326/FUL – Derrydown, Harpford  <i>Delegated decision was to support.</i>  iii) 20/0471/FUL – Holmleigh, Back Lane, NP  <i>Delegated decision was to NOT support.</i>  <b>Chair proposed that these delegated decisions be ratified. Resolved 8 for / 1 abstention (LD).</b></p> <p><b>b) To consider planning applications received:</b>  i) 20/0771/FUL – The Croft, Venn Ottery. EX11 1SA  Constr. single storey rear extension.  <i>Chair proposed, seconded by Cllr. Carpenter, that Council supports this application subject to a condition requiring the use of a Construction Management Plan (CMP) to minimise noise and disruption for neighbouring properties. Resolved unanimously.</i>  ii) 20/0670/FUL – Parsons Barn, NP. EX10 0DQ (also 20/0805/LBC)  Constr. of conservatory to rear of property, with replacement of window with access door. (Listed Building Consent required)  <i>Cllr. Walker proposed, seconded by Cllr. Hughes, that Council supports this application. Resolved 8 for / 1 abstention (Chair)</i></p> <p><b>c) To consider planning applications received after agenda publication but included within supplementary meeting agenda:</b>  i) 20/0784/FUL – Highfield, Harpford. EX10 0NJ  Constr. dormer windows to front and rear, raising roof ridge height, provision of cladding.  <i>Chair proposed deferment of this application until a site visit (taking into account social distancing guidelines) could be undertaken. Agreed. Chair to arrange with Cllrs. as to suitable time and date.</i></p>	

	<p><i>Clerk: Please notify EDDC Planning Teams of these decisions as soon as possible. Please also copy to ward member, Cllr Ranger.</i></p> <p><i>Please add ratification of Highfield decision to next ORD agenda as submission of consultee comment will be required before the 18<sup>th</sup> May.</i></p> <p><b>d) Tree (Planning) Matters;</b> None advised</p> <p><b>e) Determinations/Decisions;</b> As per published agenda and detailed on website.</p> <p><b>f) Appeal Matters;</b> None advised</p> <p><b>g) Planning Correspondence:</b> None received</p>	Clerk
20/037	<p><b>Financial Matters</b></p> <p><b>a) To consider and review Financial Reports for March 2020 and financial year end:</b> Noted and reviewed.</p> <p><b>b) To receive update from RFO as to current audit and governance arrangements in light of CV-19 situation:</b> Noted and reviewed.</p> <p><b>c) Ratify payments for March 2020 (as previously approved under delegated powers):</b> <i>Chair proposed. Seconded by Cllr. Walker. Resolved unanimously.</i></p> <p><b>d) To consider payments for April 2020 (as previously circulated to members of Council):</b> <i>Chair proposed. Seconded by Cllr. Walker. Resolved unanimously.</i></p> <p><b>e) To consider and review Financial Reports for April 2020:</b> Noted and reviewed.</p> <p><b>f) Questions to RFO on these reports:</b> None.</p> <p><b>g) To consider virements proposed after closure of year-end accounts:</b> <i>Chair proposed. Seconded by Cllr. Walker. Resolved unanimously.</i> <i>RFO: Please note and integrate virements as approved into 2020-21 accounts.</i></p> <p><b>h) To consider arrangements for 2020-21 Grant Award scheme:</b> It was felt by all that no changes were required to the 2020-21 Grant Award Scheme and that those interested in obtaining grant assistance from the Parish Council should apply in the usual manner with timescales remaining unaltered. Resolved. <i>Clerk: Please action accordingly and publicise as previously directed.</i></p>	

	<b>Business to be considered:</b>	
20/038a)	<p><b>a) To consider further progress with tree works / planting in the parish including remedial / safety works where appropriate:</b>  <i>Cllr. Hughes had declared a personal interest in this matter earlier.</i>  Cllr Hughes was mindful of his personal (and potential perceived) pecuniary interests and Clerk suggested that he submit a Dispensation Request to Council accordingly.</p> <p>Cllr. Hughes stated that his report to Council (following on from the earlier report from Michael Davis) had been delayed due to circumstances arising from CV-19 and that he would circulate prior to the next meeting so that the topic can be discussed in more detail. Noted and agreed by Council.</p> <p><i>Cllr. Hughes: Please action accordingly.</i></p>	HH
20/038b)	<p><b>b) To consider update on Newton Poppleford Neighbourhood Plan consultation exercise:</b>  Clerk reported that the consultation deadline had been extended until 29<sup>th</sup> May in light of ongoing CV-19 turmoil to public engagement and participation. Some responses have already been received and have been fed through to EDDC for collation. No further action required at this time.</p>	
20/038c)	<p><b>c) To consider revisions to Council's Committee memberships:</b>  Chair sought volunteers to fill the vacancy on the Finance Committee. No members wished to nominate themselves at this point. Matter was left on the table until a later date.  Chair asked that references to the Planning Committee be removed from Parish Information website as this committee no longer sits.  <i>Clerk: Please note and action accordingly.</i></p>	Clerk
20/038d)	<p><b>d) To consider proposal to seek consent to re-open the old Railway Line (track) to Colaton Raleigh:</b>  After discussion, <i>it was proposed by Chair to direct Clerk to contact Clinton Devon Estates to make this request on the grounds of improved community amenity. Resolved unanimously.</i>  <i>Clerk: please action accordingly and report back to Council with response when received.</i></p>	Clerk
20/038e)	<p><b>e) To consider offer of assistance from Clinton Devon Estates during the CV-19 situation:</b>  <i>It was proposed by Chair that Clerk contact CDE to seek some financial support from the Trustees of their Community Fund towards CV-19 resilience measures. Resolved unanimously.</i>  <i>Clerk: please action accordingly and report back to Council with response when received.</i></p>	Clerk
20/038f)	<p><b>f) To consider recommendations of Finance Committee regarding forward progress with proposed registration of land in Back Lane (known as the Playing Field):</b>  <i>It was proposed by Chair, seconded by Cllr. Dalton, that Council accept the quotation from supplier L for £630 (plus VAT) to provide the necessary site plan and valuation to enable title to be sought at Land Registry and direct Clerk to proceed. Resolved unanimously.</i>  <i>Clerk: Please note and commence project as resolved.</i></p>	Clerk

20/038g)	<p><b>g) To receive update from Clerk in relation to new GOV.uk website – <a href="http://www.newtonpopplefordandharpford-pc.gov.uk">www.newtonpopplefordandharpford-pc.gov.uk</a>:</b>  Clerk reported that new site was fully operational, with a valid SSL security certificate, formal GOV.uk emails for all members of Council and that required content was complete and in accordance with both Transparency Code and Website Accessibility legislation. The older site will continue to be hosted but as an information page, with the new site being used as the formal, official website for the purposes of the legislation. Costs for the creation and hosting were £157 (plus VAT) - not including Clerk’s hours to publish content – against budgeted spend of £2000 for this project.  Chair thanked Clerk for this work. No further action required.</p>	
20/038h)	<p><b>h) To consider arrangements for forthcoming parish events including those recently postponed and those still uncertain due to CV-19:</b>  It was noted with regret that the Parish Clean-Up day (originally scheduled for 28<sup>th</sup> March) had been postponed but it was hoped that it could be held later in the year.  With regards to VE Day celebrations for 8<sup>th</sup> May, it was evident that no community event could be held due to present CV-19 restrictions but members believed that some element of celebration could still be achieved, by way of bunting, flags etc.  <b>It was proposed by Chair that Council spend upto £200 on such decorations, expenditure to be made under Section 137 powers. Resolved unanimously.</b>  Cllr. Bilenkyj kindly offered to organise the putting up of the bunting etc, but asked for additional volunteers!  <b>Clerk: Please make arrangements to purchase items as suggested.</b></p>	Clerk / Cllrs.
20/038i)	<p><b>i) To consider proposals for replacement play equipment at Turners Close play area (EDDC owned) to be funded via Section 106 contributions:</b>  Designs and costings had been considered by members of Council beforehand, and the likely costs were within the budget of the funds available for “play” spend as advised by EDDC officers. Members felt that the wooden design was more in keeping with Council’s declaration on climate change measures and would appeal to a wider age range than the plastic design. It was felt, however, that the addition of a slide would give the piece of equipment an added boost, funding permitted.  <b>It was proposed by Chair, seconded by Cllr. Carpenter, that the wooden design be selected but that Clerk was to return to EDDC and seek further quotes for the addition of a slide. Resolved unanimously.</b>  <b>Clerk: Please note and liaise with EDDC Engineer and Play Providers to obtain revised quotation for further consideration by Council as soon as possible.</b></p>	Clerk
20/038j)	<p><b>j) To consider proposals for the MUGA replacement in Back Lane; members to consider design proposals and quotations received to date:</b>  After consideration, it was agreed that the matter would be deferred until Cllr. Bilenkyj’s partner – who has experience in this field – was able to put together a briefing document for Councillors to review, to include a specification. This can then be discussed further and passed to EDDC officers for their views and comment.  <b>Cllr. Bilenkyj: Please kindly make necessary arrangements.</b>  <b>Clerk: Please add to the agenda when report has been provided.</b></p>	CBil. Clerk

20/038k)	<p><b>k) To consider suggestion that Council seek the transfer of the green space at Hillside (by way of an asset transfer from EDDC) to create a recreation area:</b></p> <p>In light of the late running of the meeting at this point, the Chair proposed that this matter be deferred until the next Ordinary meeting of Council. Resolved unanimously.</p> <p>Clerk: Please add to next ORD agenda for May.</p>	
20/038l)	<p><b>l) To consider and discuss reports that vehicle speeds within parish are increasing / have increased during CV-19 “lockdown” period:</b></p> <p>This subject was covered during the Police report earlier in the meeting and members had nothing further to add. Clerk had circulated the VAS data to all members prior to the meeting which contained some valuable insight. The Police had mentioned that they would be undertaking random speed checks in the village in the future with this in mind.</p> <p>No further action at this time.</p>	
20/039	<p><b>Correspondence received, not already circulated to members:</b></p> <p>None other than that already circulated.</p>	
20/040	<p><b>Date and time of next meeting:</b></p> <p>The next meeting of council will be held in remote session on Monday 18<sup>th</sup> May 2020, at 7.00pm via the Zoom Platform, this being an Ordinary Meeting of the Council; the Annual Meeting formerly scheduled for this date having been cancelled in accordance with section 78 legislation.</p>	
20/041	<p><b>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.</b></p> <p><b>Proposed by Chair, seconded by Cllr. Bilenkyj.</b></p> <p><b>Resolved unanimously.</b></p> <p>Facebook Livestream was terminated and members of the public left the Zoom meeting. Clerk confirmed that only Councillors remained in the meeting as per the requirements of the above legislation. Meeting moved into Committee.</p>	
20/042	<p><b>Matters to be considered in committee:</b></p> <p><b>a) Employment Matters.</b></p> <p>Clerk provided a brief report to Councillors. No action necessary at this time. Chair and Clerk to discuss Annual Performance Review when circumstances permit.</p> <p><b>b) Allotment Matters.</b></p> <p>Cllr. Tillotson provided an update to members of Council as to the ongoing tenancies and management of the allotment site.</p> <p><b>It was proposed by Cllr. Tillotson, seconded by Cllr. Bilenkyj, that 50% of one plot holding be reassigned to another tenant in order to maintain site security and cultivation until further enquiries could be made. Resolved unanimously.</b></p> <p>Clerk: Please liaise with Cllr. Tillotson and send holding letters.</p>	

	<p><b>c) To consider Council's role as Management Trustee of NPPFF in relation to CV-19 situation:</b>  Clerk confirmed that he had been able to obtain a Scheme 2 grant from EDDC, under the CV-19 support package, for £10,000 to cover the shortfall in rental / hire revenues. This was due to be received in early May. This was welcomed by members and will be discussed at the next NPPFF Trustee Board meeting (when convened).</p>	
	<p><b><i>With no further business to discuss, Chair closed council meeting at 10.30pm.</i></b></p>	

Minutes of the remotely held Parish Council Monthly Ordinary meeting on Monday 27<sup>th</sup> April 2020 at 7pm via Zoom Platform as per legislation contained within section 78 of the Coronavirus Act 2020 (meet also "livestreamed" to Council's Facebook Page)

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

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