

# NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the remotely held Parish Council Extraordinary meeting on Friday 10<sup>th</sup> July 2020 at 7pm via Zoom Webinar Platform as per legislation contained within section 78 of the Coronavirus Act 2020 \* (meeting also “livestreamed” to Council’s Facebook Page)

**ACTION by:**

	<p><b>Present (remotely):</b>                  Cllrs. Burhop (Chair), Dalton (Vice-Chair), Bilenkyj, Carpenter, Chapman, Lipczynski, Tillotson and Walker (Quorate)                  Clerk, Paul Hayward.                  0 members of the public (via Zoom link, multiple viewers on Facebook)</p>	
	<p style="text-align: center;"><b>Chair outlined regulations pertaining to meetings held via “remote” means and reminded members that meetings was being broadcast via Facebook Livestream.</b></p>	
	<p><b>Public Forum:</b>                  No members of the public in attendance.                  No questions via Facebook Comment section.  <b>With no further representations, Chair closed the public forum.</b></p>	
20/EOM/1	<p><b>Apologies for absence:</b>                  None received.</p>	
20/EOM/2	<p><b>Declarations of Interest made / Dispensation Requests:</b>                  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 * at the Ordinary meeting held 22/07/2019 to discuss and vote upon matters pertaining to parish allotments. This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as Allotment Manager.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>                  Cllr. Hughes was afforded a dispensation * at the Ordinary meeting held 18/05/2020 to discuss and vote upon matters pertaining to trees. This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of his personal and disclosable pecuniary interests as owner of Bowhayes Trees Ltd.                  * <i>Localism Act 2011 (s.33)</i>                  No further declarations made. Chair reminded all members that further declarations could be made during the meeting if necessary</p>	
20/EOM/3	<p><b>To consider and, if thought fit, approve minutes of previous Ordinary meeting held Monday 29<sup>th</sup> June 2020:</b>                  Chair proposed approval of the Minutes of the Ordinary meeting held on 29<sup>th</sup> June 2020. Seconded Cllr. Walker.                  Resolved unanimously and therefore approved.                  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>                  Chair noted new format which were well received by members.</p>	
20/EOM/4	<p><b>To consider Planning Matters:</b>                  No applications for consideration.</p>	

	<b>Business to be considered:</b>	
20/EOM/5	<p><b>a) To consider arrangements for the safe re-opening of the Play Area in Back Lane:</b></p> <p>Clerk had provided a briefing paper to members beforehand and also circulated guidance notes from insurers and EDDC, the local principal authority, who were also considering the matter. Chair highlighted the fact that Coronavirus had not gone away and that a real risk still existed to residents, especially in the case of the Play Area where hard surfaces were present and difficulties with cleaning were apparent.</p> <p>Chair clarified that of the three play areas in Newton Poppleford, only 1 was the responsibility of the Parish Council (Back Lane) with the play area in Turner Close falling under EDDC’s jurisdiction (and yet to open) and the one in Badger Close being privately managed by the site owner (also currently closed).</p> <p>Members discussed the signage proposed by EDDC:  Agreed that most play areas do not have hand washing facilities  Agreed that safety is a matter of personal parental responsibility  Agreed that there were limitations to what cleaning could achieve unless undertaken after EVERY play visitor – not practicable.  Agreed that users should provide their own hand sanitiser etc</p> <p><b>After further discussion, it was proposed by Chair, seconded by Cllr. Tillotson, that:</b></p> <p><b>Council purchase 4 x A2 signs (modelled on the EDDC approved wording) to emphasise that the Council could not provide 100% assurance that the play facility was CV-19 free and reminding all users to undertake a series of actions and safety measures.</b></p> <p><b>3 signs to be placed by each point of entrance, with a 4<sup>th</sup> to be sited inside the park boundary by the picnic bench facing inwards.</b></p> <p><b>Clerk also to undertake a Risk Assessment in conjunction with the Parish Handyperson prior to signage being installed and the facility re-opened. Social media posts and website messaging to be issued concurrently to advise all residents that park has been re-opened. Costs £27 net x 4 plus carriage. Resolved unanimously.</b></p> <p>Clerk: Please note, order signage and, upon receipt, action as soon as can be arranged.</p> <p>Clerk was also asked to make contact with EDDC Play Facility officers to ascertain when the Turner Close facility might re-open.  Clerk: Please note and action accordingly</p> <p>It was also suggested that Council “donate” two similar signs – with wording suitably amended – to the Badger Close Play Area once that re-opens. Clerk to liaise with Cllr. Tillotson for wording / text.  <b>Proposed by Chair, seconded by Vice-Chair at a cost of £54 net x 2 plus carriage. Resolved with 1 abstention (MT).</b>  Clerk/MT: Please liaise accordingly and arrange as above.</p>	<p>Clerk</p> <p>Clerk</p> <p>MT / Clerk</p>

20/EOM/5	<p><b>b) To consider update with regard to the safe re-opening of the WC amenity in Roberts Way, NP:</b>  Clerk confirmed that he was still awaiting cleaning quotes from commercial cleaning organisations in the vicinity. He will chase and report back via email for further consideration at a later meeting.  Cllr. Lipczynski mentioned about cleaning options utilising UV light.  Chair offered to complete the Risk Assessment required for the safe re-opening of the facility.  <b>Chair: Please note and circulate to members of Council.</b></p> <p>Councillors considered the practicalities of the cleaning required, the frequency per day recommended, the signage required, the social-distancing limitations due to the internal design of the units, the need for 7 day / 52 week cleaning u.f.n. and the demands on a self-employed cleaner of providing what would be, in essence, a full-time position, 7 days per week. Cllr. Tillotson put forward a proposal that just the disabled WC unit be re-opened for the time being, with the RADAR lock immobilised, to be replaced with a time-lock to restrict access outside of agreed opening hours.</p> <p>This matter was deferred to the Finance Committee on the 21<sup>st</sup> July to consider further.  <b>Clerk: Please add to that agenda</b></p>	<p>Chair</p> <p>Clerk</p>
20/EOM/5	<p><b>c) To consider proposal from Cllr. Hughes for the creation of an Amenity and Public Space Committee; Cllr. Hughes to speak:</b></p> <p>In the absence of Cllr. Hughes, this matter was deferred until the next FULL meeting of the Council.  <b>Clerk: Please note and add to agenda accordingly.</b></p>	<p>Clerk</p>
20/EOM/5	<p><b>d) To consider draft wording for CDE Community Support letter:</b>  The principle of sending this letter to Clinton Devon Estates (CDE) had already been previously agreed by Council.  Chair had circulated a suggested draft version of the letter for members to consider beforehand.  <b>After discussion and agreement on the content, it was proposed by the Chair, seconded by Cllr. Carpenter, that the Clerk be directed to transpose the agreed text onto Council's letterhead and for the final version to be forwarded to Chair for his signature and despatch. Resolved unanimously.</b>  <b>Clerk: Please action as directed. Chair: Please sign, post and report back to Council if and when reply received.</b></p>	<p>Chair</p> <p>Clerk</p>
20/EOM/5	<p><b>e) To consider Councillor's involvement with Devon County Council's "Doing what matters" consultation; localised responses:</b>  After a brief discussion, Clerk was asked to make contact with Cllr. Claire Wright (County Councillor), Cllr. Stuart Hughes (Portfolio Holder for Transport and Highways) and Mike Brown (DCC H/Ways Officer) to ascertain the rationale for this scheme, the new timetable for responses (in light of Covid19) and the process that will be followed once Council's responses are submitted ie. after a parish wide road-audit has been completed. Council notes that face-to-face meetings will not be possible f.t.b.  <b>Clerk: please note and correspond accordingly. If a reply has been received by the date of the next FULL Council meeting, then please add this item to the agenda.</b></p>	<p>Clerk</p>



<b><i>With no further business to discuss, Chair closed council meeting at 8.50pm.</i></b>
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*Signed as a true record of the meeting above:*

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

### Action Points from Extraordinary meeting of NPHPC – 10<sup>th</sup> July 2020

<b>Action Required</b>	<b>By Whom</b>	<b>By When</b>	<b>To</b>
Order 4 x A2 signs for NP Back Lane Play Park	Clerk	Asap	Clerk
Liaise with Steve Silver to complete a Risk Assessment for the	Clerk	Asap	Clerk
Publicise re-opening once all complete	Clerk	Asap	Clerk
Liaise with Cllr. Tillotson re: Badger Close Play area signage	Clerk	ASAP	MT.
Undertake WC Risk Assessment	Chair	ASAP	Council
Prepare letter to CDE for Chair’s signature	Clerk	ASAP	Chair
Sign and despatch letter to CDE	Chair	Upon receipt	CDE
Correspond with named persons re: DWM	Clerk	ASAP	CW SH MB
<b>Send Notice of Suspension to allotment tenants X and Y, enclose copy of Terms and Conditions</b>	<b>Clerk</b>	<b>Immed.</b>	<b>Tenants</b>
<b>Amend Allotment Regulations as resolved</b>	<b>Clerk</b>	<b>Immed.</b>	<b>Council</b>
<b>Liaise with parish handyperson</b>	<b>Clerk</b>	<b>Immed.</b>	<b>Handy-person</b>