

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the remotely held Parish Council Monthly Ordinary meeting on Monday 26th October 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>Present (remotely): Cllrs. Burhop (Chair), Dalton (Vice-Chair), Bilenkyj, Carpenter, Chapman, Hughes, Lipczynski, Tillotson and Walker (Quorate) Clerk, Paul Hayward. Hon. Footpath Warden, Ted Swan 1 member of the public (via Zoom link, multiple viewers on Facebook)</p>	
	<p style="text-align: center;">Chair welcomed all Councillors, and member of the public to Council’s October’s Ordinary ‘virtual’ meeting, made necessary by the current CV-19 situation which requires social distancing measures, held in accordance with Clause 78 CA 2020 *</p>	
	<p>Public Forum:</p> <p>a) Police Representative. No Police report had been received. Clerk was asked to chase up for November’s meeting. <i>Clerk: Please note.</i></p> <p>b) County Councillor Report. County Councillor report had been received and published.</p> <p>c) District Councillor Report. District Councillor report had been received and published.</p> <p>d) P3 / Hon. Footpath Warden. Hon. Footpath Warden gave a verbal report including: Completion of repairs to Red Bridge bank. Chair asked whether a risk assessment could be undertaken in relation to safety. FP28 Back Lane – liaison with DCC PROW ongoing re: possible unlawful diversion of path. Complaints received from public. Update on path maintenance across parish. Chair thanked Mr Swan for all his sterling work for the community. Cllr. Hughes raised a query regarding the use of motor vehicles in the green lanes in Venn Ottery. Clerk was asked to chase DCC for their action / response. <i>Clerk: Please note and action accordingly.</i></p> <p>e) Public Representations and questions. No public questions or representations.</p> <p>With no other public speakers, Chair closed the public forum.</p>	
20/093	<p>Apologies for absence: All Councillors present. No apologies necessary.</p>	

20/094	<p>Declarations of Interest made / Dispensations Noted:</p> <p>All members present are, by definition, members of the NPPFF Trustee Board and declare a personal interest in that capacity.</p> <p>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></p> <p>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></p> <p>No further declarations made. Chair reminded all members that further declarations could be made during the meeting if necessary</p>	
20/095	<p>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:</p> <p>No matters considered as confidential other than those already listed on agenda.</p>	
20/096i	<p>i) To consider and, if thought fit, approve the minutes of the Ordinary meeting of Council held 24th August 2020:</p> <p><i>It was proposed by Cllr. Walker, seconded by Cllr. Bilenkyj, that these minutes be approved. Resolved unanimously.</i></p> <p><i>To consider matters arising from these minutes:</i></p> <p>Negotiations with CDE re: community orchard and other amenities. Improvements to MUGA – Clerk to chase EDDC for answers Liaison required between Chair and Clerk re: submission to DCC for the “Doing What Matters” project. <i>Clerk: Please liaise with EDDC & Chair respectively.</i></p>	Clerk
20/096ii	<p>ii) To consider and review the minutes of the Finance Committee meeting of Council held 17th September 2020:</p> <p>Noted. No matters arising.</p>	
20/096iii	<p>iii) To consider and review the minutes of the Finance Committee meeting of Council held 15th October 2020:</p> <p>Noted. No matters arising.</p>	

20/097	<p>Chair’s Announcements / Matters of Urgency / Statement on ongoing CV-19 situation:</p> <p>Chair expressed concerns that the EDDC hardship grants available might not be available to families who were “just managing” and that everyone in the parish needed to be aware that the Council could help where it can, even if that support was just “signposting” to other resources and financial assistance. Chair also expressed his frustration that central government messaging was inconsistent and unclear and that this was adding to resident’s ill-ease and anxiety.</p> <p>The impact of Covid on parishioners mental, and physical, health should not be under-estimated but it was reassuring that the NP community was ready to support the vulnerable and those in need if the country were to go into a 2nd lockdown restriction as was feared.</p> <p>RFO gave a verbal report confirming £126.19 remaining in the CV-19 contingency reserve. Chair proposed that – if necessary – more funds could be either vired from reserves to support localised community support schemes, or additional grant funds could be applied for. No action necessary at present time.</p> <p>Chair suggested that members of Council liaise to arrange some training of the “Fogger” equipment purchased earlier in the year in anticipation of the Pavilion reopening and Clerk was asked to make some arrangements for the supply of suitable PPE to protect users and allow adequate social distancing. Clerk: Please note and proceed accordingly using delegated powers as afforded before.</p>	Clerk
20/098	<p>Planning Matters to be considered:</p> <p>a) To consider planning applications received:</p> <p>20/2057/VAR – The Water Tower, Southerton. EX11 1SE. Variations of planning conditions 2 & 5 for 07/2922/COU. It was proposed by Cllr. Tillotson, seconded by Cllr. Walker, that Council did NOT support this application on the same grounds as submitted in 2013, there having no material change in circumstances since that date. Resolved 8 for / 0 against with 1 abstention recorded (Cllr. Hughes). Clerk: Please notify EDDC Planning Teams accordingly.</p> <p>b) To consider planning applications received after primary agenda publication, and published on a supplementary agenda as per Clause 78 legislation and previously circulated to members of Council:</p> <p>None to be considered.</p> <p>c) To ratify planning comments submitted under delegated authority previously:</p> <p>i) 20/1084/FUL – Fen Equestrian Centre, Venn Ottery Councillors had indicated support for this application.</p> <p>ii) 20/1837/FUL – Warren House, Exmouth Rd, NP. Councillors had indicated support for this application.</p>	

<p>20/098 (Contin.)</p>	<p>iii) 20/1994/FUL – 1 Littledown Orchard, NP. Councillors had indicated support for this application.</p> <p>iv) 20/2039/FUL – The Croft, Venn Ottery Councillors had indicated support for this application.</p> <p>v) 20/2045/AGR – Collyhead Farm, Venn Ottery Councillors had indicated support for this application (which was an agricultural Prior Notification application)</p> <p><i>It was proposed by Chair, seconded by Cllr. Lipczynski, that Council ratify these submitted recommendations. Resolved unanimously</i></p> <p><i>The Clerk was subsequently contacted by Cllr. Hughes (within 24 hours) who wished to make a pecuniary interest declaration in respect of item bv) above (ie. Collyhead Farm) as he has commercial relationship with the applicant. He therefore wished to withdraw his vote in favour of the substantive approval of these ratified decisions and register his abstention in accordance with Council's approved Code of Conduct and in line with the requirements of the Localism Act 2011. Noted. Resolution amended to record 8 for / 0 against and 1 abstention (HH).</i></p> <p>d) Tree (Planning) Matters; None raised.</p> <p>e) Planning Determinations/Decisions; As per published agenda</p> <p>f) Appeal Matters;</p> <p>20/0471/FUL – Holmleigh, Back Lane, NP. Appeal allowed. <i>This decision is contrary to Council's resolved recommendation.</i></p> <p>Chair expressed his frustration at the appeal decision which went against Council's recommendation and hoped that the applicant would listen to public concerns and re-consider the design and appearance of the proposed development, especially in light of the recently approved plans for the adjacent bungalow.</p> <p>g) Planning Correspondence; None received.</p>	
<p>20/099</p>	<p>Financial Matters</p> <p>a) To consider and review Financial Reports for September and October 2020: Noted and reviewed. Chair highlighted key points.</p> <p>b) To consider and, if thought fit, approve payments for September and October 2020 (as previously circulated to members of Council):</p> <p>i) September 2020 - £4171.26 <i>Chair proposed. Seconded by Cllr. Lipczynski. Resolved unanimously.</i></p> <p>ii) October 2020 - £6651.74 <i>Chair proposed. Seconded by Cllr. Hughes Resolved 8 for / 0 against / 1 abstention (MT)</i> <i>RFO: Please arrange for these payments to be made accordingly.</i></p>	<p>RFO</p>

<p>20/099 (Contin.)</p>	<p>c) Questions to RFO on these reports: No questions raised.</p> <p>d) To consider payments made under delegated authority by Chair/Clerk: As per payment schedules approved above and published online.</p> <p>e) To consider potential for creation of a parish lottery: Chair proposed that this matter be deferred until a later date (to be determined) when a specific project / purpose for the funds raised could be determined. <i>Clerk: Please note.</i></p> <p>f) To consider arrangements for the commencement of Budget and Precept deliberations for 2021-22: RFO was asked to create a first draft of the next financial year's budget (based on historic spending) and to factor in costs and spending which Council had either already resolved or discussed as areas for potential increased expenditure. A precept calculator was also to be included (using existing tax base figures) for members to consider the implications of any precept amendments. <i>RFO: Please prepare and add to Finance Committee agenda for 19/11.</i></p> <p><i>Chair invited residents to submit their suggestions and requests for additional spending, improved amenities etc so that Council could take these into account. RFO reminded members that the ongoing Grounds Maintenance Tender project had included more areas for works and this would result in higher budget costs in that regard.</i></p> <p>g) To consider arrangements for the review of Council's Annual Risk Assessment: RFO sought agreement from Council to mirror last year's review which was carried out over successive months so as to minimise the administrative burden on Councillors and to allow better scrutiny of the risk assessment schedule. Noted and approved. <i>RFO: Please note and add to November's F/Comm. agenda and circulate latest revision of the RA document to members of F/Comm. for their perusal and review. Also, add to agenda in DEC, JAN and FEB, with final approval of the substantive document at ORD meeting in March 2021.</i></p>	<p>Clerk</p> <p>RFO</p> <p>RFO</p>
	<p>Business to be considered:</p>	
<p>20/100a)</p>	<p>a) To consider recommendations of Finance Committee with regards to the delivery of the annual bonfire/firework event in the parish:</p> <p>This issue had been discussed at two Finance Committee meetings previously. The recommendation of that committee was that, regrettably, the event should not proceed due to Covid19 restrictions and guidance for public events of this nature. <i>Chair proposed, seconded by Cllr. Walker, that Council accept the recommendation and postpone the event immediately to safeguard the Council against any costs and adverse publicity. Resolved unanimously.</i> <i>Clerk: Please note and issue a statement via local social media.</i></p>	<p>Clerk</p>

	<p><i>Chair expressed his disappointment that this popular event was unable to proceed but accepted that – under current circumstances – that it was the best and safest approach. It was hoped that an alternate event could be held in the Spring of 2021. There was also the downside that the cancellation of an official event could lead to a proliferation of smaller, domestic displays and Chair asked all residents to be careful, considerate and mindful of the effects of noise nuisance on certain members of the community and on pets and livestock.</i></p>	
20/100b)	<p>b) To consider proposal from Cllr. Hughes for the creation of an Amenity and Public Space Committee:</p> <p>After discussion, it was agreed that the intended purpose of this proposed new committee could better be achieved within the auspices of the Climate Change Working Party and the existing Finance Committee / Full Council liaison. No further action required.</p>	
20/100c)	<p>c) To consider proposals for tree planting and maintenance in the parish; Cllr. Hughes to report:</p> <p>Cllr. Hughes spoke on the subject of trees within the context of the new CCEWP. (Please note extant Dispensation above – 20/094). In relation to the maintenance and day-to-day actions regarding tree safety, routine maintenance and felling works, it was suggested that Council delegate this matter to Cllr. Hughes in cooperation with the Clerk (reporting back to Council on each occasion that expenditure undertaken). Proposed from Chair. Resolved unanimously.</p> <p>Cllr. Hughes confirmed that he is in the process of finalising his parish tree report which will cover all aspects of tree management, planting and maintenance. Highlights from the report were: <i>Selective felling of dead, crowded, unhealthy and unsafe trees on WM. Timber to be laid to provide eco-habitats, branches and foliage to be chipped and spread across terrain for nutrient / habitat value.</i></p> <p><i>Willow planting project to be discussed within CCEWP group and costed to ensure expenditure commensurate with benefits.</i></p> <p><i>At Venn Ottery Village Green (VOVG), the recommendation was to remove the large part of the unhealthy willow in front of the church and create a laid hedge in replacement to provide a better amenity and remove risks from falling branches and stream obstructions.</i></p> <p><i>Coppice and attend to the Hazel in the centre of the green which needs some careful works to prolong its lifespan.</i></p> <p><i>Consider some works to the southern boundary hedgerow to provide aesthetic improvements whilst maintaining habitat value.</i></p> <p>Chair thanked Cllr. Hughes for his time in compiling the report and asked that the finished version be circulated to members and used to create a specification document for the works recommended; that document to be considered at the next Ordinary meeting to determine / agree expenditure.</p> <p>Cllr. Hughes: Please note and action accordingly. Clerk: Please liaise with HH to get report circulated. Add to NOV Ordinary meeting agenda.</p>	<p>Cllr. Hughes Clerk</p>

20/100d)	<p>d) To consider update from Climate Change Emergency Working Party; Cllr. Bilenkyj to report:</p> <p>Cllr. Bilenkyj highlighted the outcome of the recent CCEWP meeting which was very positive and generated lots of discussions points.</p> <p>There are some free saplings available via a local grant scheme; Cllr. Hughes suggested that the Council take possession of an Alder to be planted at a suitable location within the parish.</p> <p>There was a lengthy discussion regarding the dangers (and eco-benefits to insect species) of Ragwort and no consensus was ultimately reached on whether to retain or remove this plant from parish land.</p> <p>A suggestion was made to purchase and install village gateway “planters” to sit beneath / alongside the entrance signage at either end of the village both for aesthetic value and to provide habitats for insects and pollinators. Clerk was asked to approach DCC highways to see if such installations were permitted. Clerk: Please action accordingly.</p> <p>Cllr. Bilenkyj thanked all members for their positivity and enthusiasm and looked forward to the next meeting. Chair added his thanks too. Cllr. Bilenkyj to coordinate meeting dates in light of possible CV19 restrictions and guidance.</p>	<p>Clerk</p> <p>Cllr. Bilenkyj</p>
20/100e)	<p>e) To consider arrangements for annual Christmas lunches in the parish in light of current (and anticipated) Covid-19 restrictions and legislation:</p> <p>There was a vigorous debate between members as to the extent of the Parish Council’s involvement in any such events (other than the request for financial support). Chair explained that these were extraordinary times and that any organiser of such an event (if they were also a serving Councillor) would be expected to abide by the most stringent rules for such public gatherings. Certainly, a full risk assessment would be necessary, although the hire of the venue would be entirely down to the trustees of that organisation.</p> <p>Cllr Dalton responded by stating that she (as one of the organisers) was quite capable of according with current CV19 guidance and regulations and simply wanted to use the hall and could provide all the necessary checks and balances.</p> <p>Cllr. Chapman kindly offered to assist with the completion (and fine tuning) of the sought-after risk assessments and was happy to liaise with those Councillors preparing to provide this much-loved annual event for vulnerable residents.</p> <p>Chair proposed that Standing Orders be temporarily suspended to allow representation from a member of the public. Resolved.</p> <p>Representation received and noted re: alternative events planned.</p> <p>Chair proposed that Standing Orders be resumed. Resolved.</p>	

20/100e) (Contin.)	<p>Chair proposed that this matter be discussed again, after all factors have been taken into account and mindful of Covid19 restrictions in place at that time, at the Ordinary meeting of Council scheduled for 30th November 2020.</p> <p>Clerk: Please note and diarise accordingly. Cllrs. Dalton and Tillotson: Please liaise with Cllr. Chapman re: completion / submission of risk assessments and provide a briefing paper to the ordinary meeting for a final decision to be made.</p>	Clerk LD / MT / MC
20/100f)	<p>f) To consider revisions to the Grounds Maintenance Tender (GMT) as per details previously circulated to all members:</p> <p>Clerk had circulated the revised draft tender document which contained revisions recommended by the Finance Committee. Cllr. Hughes highlighted some concerns about recent standard of grass cutting at VOVG. Chair suggested that a caveat be added to contract regarding service performance and delivery. Clerk confirmed that existing contract allowed for the contract to be ended, and financial reimbursement sought, for poor performance and contract breaches.</p> <p>It was thereby proposed by Chair, seconded by Cllr. Walker, that the draft document be published as a final version of the intended tender and that a deadline date for bid submissions to be set as 11th December 2020 at 5pm. Resolved unanimously.</p> <p>Clerk: Please note and publish accordingly. Please contact all contractors who have expressed an interest in the GMT to date and also advertise on local social media, and add to Parish Information website in both GM section and under Parish Procurement.</p>	Clerk
20/100g)	<p>g) To consider Council’s response to EDDC Licensing Policy Consultation; to decide upon Council’s response:</p> <p>After discussion, it was proposed by Chair that Council submit no comment to the consultation. Resolved unanimously.</p>	
20/100h)	<p>h) To consider update with regards to “Red Bridge” at Harpford:</p> <p>Clerk reported on recent correspondence and that a meeting was being arranged with DCC, the Parish Council & other stakeholders to discuss the possibility and potential for an alternative river crossing. Updates will follow as soon as possible. No further action required at present time other than to agree attendee list. Clerk: Please liaise with DCC, EDDC and Chair to arrange a mutually agreeable date and time.</p>	Clerk
20/100i)	<p>i) To consider update on cemetery wall repairs:</p> <p>Clerk sadly reported that all attempts to make contact with the appointed contractor had failed and that it would be therefore necessary to restart the process of seeking quotes from interested contractors, noting that current CV19 restrictions might slow that process. It was proposed by Chair, seconded by Cllr. Hughes, that Clerk be delegated to seek further quotes and report back to Fin.Comm. with outcome as soon as was possible.</p> <p>Clerk: please note and action accordingly.</p>	Clerk

20/100j)	<p>j) To consider proposals for replacement play equipment at Turner Close play area: <i>Minutes of the Finance Committee meeting 15/10/2020 refer.</i> It was proposed by Cllr. Dalton, seconded by Cllr. Tillotson, that the Council proceed (via contractor K, with EDDC acting as the purchasing agent) with the purchase of the replacement play equipment named TWO TOWER UNIT WITH NET BRIDGE AND PLASTIC SLIDE at a cost of £4532 net plus delivery and installation, the latter to be arranged by EDDC as the play area is an asset of theirs. Cumulatively, the total cost falls within the budget available to the Parish Council for such purposes via S.106. Resolved unanimously. Clerk: Please proceed with the order and s.106 liaison with EDDC noting that there is a deadline of 18/12 for placement of the order under these terms.</p>	Clerk
20/100k)	<p>k) To consider matters pertaining to King Alfred Gate: Chair spoke on this subject and outlined the correspondence received from parishioners re: this matter. Cllr. Bilenkyj highlighted the concerns of residents re: parking and lack of pavement space and parking bays and expressed a hope that the nascent Neighbourhood Plan (when adopted) would help to deal with this problem. Cllr. Dalton also added in the issues of inadequate road markings and vehicles parking on pavements which obstructed those using wheelchairs, prams, mobility scooters etc. Chair challenged the developers as to why no green space or community orchard had been delivered as part of the wider development. It was subsequently proposed from the Chair that Clerk be directed to write to the developer (and to copy in the local MP, Simon Jupp) to seek answers as to why previous undertakings and promises had not been met. Resolved unanimously. Clerk: Please note and action accordingly. Please contact all residents who had corresponded and let them know that Council had taken this action on their behalf.</p>	Clerk
20/100l)	<p>l) To consider ratification of Finance Committee recommendation to replace the summerhouse at the allotment site by way of Council's reserves and using donations: Proposed by Chair, seconded by Cllr. Dalton. Resolved 8 votes for, 0 against and 1 abstention (Cllr. Tillotson).</p>	
20/100m)	<p>m) To consider utility works at Webbers Meadow (in conjunction with West and Wales Utilities): Chair updated Council as to outcome of recent meeting with utility company representatives. WWU have an easement over the land so Council can not refuse works relating to the gas mains thereupon. Proposal is to clear a patch of land near the riverbank in February (approx. 20x25m) currently covered in brambles, grass and undergrowth. Thereupon, to lay a "Terram" groundcover to suppress subsequent plant growth. Then, in April or May, to access the area from Back Lane with heavy plant (tracked across WM) to undertake the necessary works, over 1-2 weeks. Parking would be provided as a courtesy in Tennis Court car park for plant, staff cars and some small element of material storage. <i>Continued overleaf</i></p>	

	<p>WWU have confirmed that they will make good upon completion. Noted. Further updates will be provided nearer the time by Clerk.</p> <p>Cllr. Bilenkyj sought reassurance that no wildlife or habitat would be adversely affected by the works. Chair responded by advising that WWU will be liaising with Environment Agency before proceeding and that the clearance of the area in February meant that wildlife would migrate to land adjacent and thus not be harmed by the subsequent works in April/May.</p>	
20/100n)	<p>n) To consider proposal from NALC to host virtual “parish meetings” to encourage and promote wider community engagement:</p> <p>The proposal for community “Q&A” sessions between residents and Councillors (albeit in a less formal format than Council meetings) was discussed. Cllr. Carpenter felt that this was a worthwhile thing to consider but Cllr. Lipczynski felt that poor rural broadband access might disenfranchise some residents, as well as those who were not so digitally adept and confident. He felt that there was no substitute for a face-to-face meeting, albeit that is currently impossible due to CV19 restrictions in force.</p> <p>It was felt that this topic should be reconsidered in the New Year; circa February / March 2021. Agreed. Clerk: Please diarise accordingly.</p>	Clerk
20/100o)	<p>o) To consider matters pertaining to Venn Ottery village green and amenities:</p> <p>Matters discussed:</p> <ol style="list-style-type: none"> 1) Replacement of bridge with new structure. Clerk to investigate & cost up options for new bridge. 2) Secondary gate access; deferred to next Fin. Comm. for costs. 3) Trees and maintenance. Cllr. Hughes to incorporate into his pending tree report. 4) VOSRA. Cllr. Hughes to chase the Chair of that body for their “hit list” of actions / requests / concerns. 5) Play spending on VOVG. VOSRA / PC to seek residents views via a survey / questionnaire. <p>VOSRA to be contacted via HH and report back. Cllr. Hughes: Please note and action accordingly for reconsideration in November.</p>	HH
20/101	<p>Correspondence received, not already circulated to members: Allotment matters & summerhouse; covered elsewhere in meeting Speedwatch. Cllr. Dalton asked Clerk to review old minutes to see whether volunteers were still happy to assist. Clerk: Please action.</p>	Clerk
20/102	<p>Date and time of next meeting: The next meeting of council will be held in remote session on Monday 30th November 2020, at 7.00pm via the Zoom Platform, this being an Ordinary Meeting of the Council, as opposed to the 23rd November as previously scheduled. Clerk: Please note and action accordingly.</p>	Clerk

20/103	<p>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. Chapman. Resolved unanimously. Chair thanked all for attending.</p> <p><i>Facebook Livestream was terminated. Clerk confirmed that only Councillors remained in the meeting as per the requirements of the above legislation. Meeting moved into Committee with a separate Meeting ID code at 9.20pm</i></p>	
20/104	<p>Matters to be considered in committee:</p> <p><i>a) To consider matters pertaining to Newton Poppleford parish allotment administration:</i></p> <p>Members discussed the ongoing situation with regards to allotment administration, and the management of the site which they felt was operating quite happily and did not require any changes or revision. It was agreed that Clerk would “manage” the waiting list for potential tenants and share this (when amended or changed) with Cllr. Tillotson to ensure that only one “master” copy was in use. Clerk was asked to liaise with MT to finalise billing and tenancy arrangements.</p> <p><i>Clerk: Please note and action accordingly.</i></p> <p><i>b) To consider matters pertaining to Eco-toilet amenity / facility at allotment site.</i></p> <p>Clerk had circulated additional paperwork from 3rd party outlining their claims of ownership on the structure and building currently at the allotment site. After lengthy discussion, it was proposed that Council notes the correspondence but that it remains steadfast in its assertion that the building was a gift to the Parish Council, part funded by the Parish Council, maintained by the Parish Council and which occupies land wholly owned by the Parish Council and that no paperwork seen, to date, changed their view that the amenity was freely given by benefactors and funded by grant awards that specifically mentioned the allotment site and tenants thereat, but also for the use of any veterans visiting the site by invitation of the Parish Council. Resolved 8 for, 0 against with 1 abstention (MT).</p> <p><i>Clerk: Please convey this decision to the 3rd party correspondent.</i></p> <p>Action Points on final page:</p>	<p>Clerk</p> <p>Clerk</p>
	<p><i>With no further business to discuss, Chair closed council meeting at 9.40pm.</i></p>	

Minutes of the remotely held Parish Council Monthly Ordinary meeting on Monday 26th October 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)

Signed as a true record of the meeting above:

Chair: _____ Date: _____

Action Points from ORD meeting of NPHPC – 26th October 2020

Action Required	By Whom	By When	To/For
Chase EDDC for update re: MUGA project	Clerk	Immediate	EDDC
Chase DCC for updates re: Green Lane 4x4 issue.	Clerk	Immediate	DCC PROW
Purchase PPE for cleaning equipment training	Clerk	Asap.	PAV.
Liaise to arrange date / time for training	Cllrs.	Asap.	PAV
Start preparations for Budget & Precept deliberations.	RFO	Asap.	F/Comm.
Begin Council’s Risk Assessment review	RFO	Asap.	F/Comm.
Publish Tree report	Cllr. Hughes	Asap.	Council
Liaise with HH for urgent tree maintenance.	Clerk	Asap.	Contractors
Contact DCC re: gateway planters	Clerk	Asap.	DCC
Liaise with CCEWP members to arrange future meetings	Cllr. Bilenkyj	As available	CCEWP members
Discuss and revise Risk Assessment for Christmas Lunch	Cllrs. LD/MT	Asap	Cllr. Chapman
Add the same issue to meeting of 30/11	Clerk	Agenda	Council
Publish and publicise approved GMT	Clerk	Start Nov. D/Line 11/12	Contractors
Liaise with relevant stakeholders re: Red Bridge replacement	Clerk et al	Asap.	Various
Source and contact wall repair contractors	Clerk	Asap.	Contractors
Liaise with EDDC / Contractor K to purchase and arrange delivery / install of new play equipment at Turner Close	Clerk	Asap.	EDDC / K
Correspond with Cavanna Homes re: issues at King Alfred Gate	Clerk	Asap.	Cavanna
VOVG Bridge	Clerk	Asap	Suppliers
Finalise and publish tree report VOVG	Cllr. Hughes	30/11	Council
Liaise with VOSRA	Cllr. Hughes	Asap.	VOSRA
Liaise with MT re: allotment admin.	Clerk	Asap.	MT
Correspond with Party R re: Eco-toilet	Clerk	Asap.	Party R