

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the remotely held Parish Council Extraordinary meeting on Thursday 19th November 2020 at 8.30pm 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, Lipczynski, Tillotson and Walker (Quorate) Clerk, Paul Hayward. 1 member of the public (via Zoom link, multiple viewers on Facebook) Meeting did not start until 8.50pm due to earlier meeting.</p>	
	<p>Chair outlined regulations pertaining to meetings held via “remote” means and reminded members that meetings was being broadcast via Facebook Livestream.</p>	
	<p>Public Forum: 1 member of the public in attendance. No questions via Facebook Comment section. With no further representations, Chair closed the public forum.</p>	
20/EOM/9	<p>Apologies for absence: Cllr. Hughes</p>	
20/EOM/10	<p>Declarations of Interest made / Dispensation Requests: 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 This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as Allotment Manager.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 This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of his personal and disclosable pecuniary interests as owner of Bowhayes Trees Ltd.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> Cllrs. Dalton and Tillotson declared disclosable personal interests as applicants for grant assistance (via their Annual Christmas Lunch event) under agenda item 20/EOM/14cii. Chair reminded all members that further declarations could be made during the meeting if necessary</p>	
20/EOM/11	<p>To consider and, if thought fit, approve minutes of previous Finance Committee meeting held 15th October 2020: Cllr. Dalton proposed approval of the Minutes of the Finance Committee meeting held on 15th October 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> None</p>	

20/EOM/12	<p>To consider and, if thought fit, approve minutes of previous Ordinary meeting held 26th October 2020: Chair proposed approval of the Minutes of the Ordinary meeting held on 26th October 2020. Seconded Cllr. Dalton. 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> Clerk outlined all action points as per schedule. Clerk asked to contact DCC Public Rights of Way to check on progress with the Back Lane P3 complaint.</p>	
20/EOM/13	<p>To consider planning matters: Two applications to consider: i) 20/2420/FUL – 9 Hazel Close, NP. EX10 0DJ Construction of rear single storey extension. It was proposed by Cllr. Lipczynski that Council support this application. Seconded Cllr. Walker. Resolved unanimously. ii) 20/2347/FUL – Wayside, Venn Ottery, NP. EX11 1SA Construction of rear single and two storey extensions with front & rear dormer windows and alterations to side 1st floor windows It was proposed by Cllr. Lipczynski that Council support this application. Seconded Cllr. Carpenter. Resolved unanimously. Clerk: Please submit these consultee comments to the planning authority as soon as possible please.</p>	Clerk
	Business to be considered:	
20/EOM/14	<p>a) To consider payments for approval (November 2020): Clerk had circulated a schedule of payments. £7273.73. It was proposed by Chair, seconded by Cllr. Walker, that these payments be approved. Resolved unanimously. Clerk: Please note and make arrangements for payments to be made.</p> <p>b) To consider matters pertaining to planned Christmas events in the parish / village: This matter had been discussed at length at the Trustee Board meeting of the Newton Poppleford Playing Field Foundation, who are the owners of the Pavilion building (the Council being the sole Management Trustee of that charity). As such, no further discussion / consideration of this subject was deemed necessary or appropriate. Noted.</p> <p>c) To consider grant assistance applications received: i) Application for £500 from Ottery Help Scheme (Local Government and Rating Act 1997 – s.26 to 29) It was proposed by Cllr. Tillotson, seconded by Cllr. Carpenter, that this grant award be approved. Resolved unanimously. ii) Application for £200 from NP Senior Citizens Christmas Lunch Club. (Section 137 of the Local Government Act 1992) Cllrs. Dalton and Tillotson had earlier declared their disclosable personal interest in this matter and did not participate in the debate other than to answer questions asked by other members of Council. It was proposed by Cllr. Carpenter, seconded by Cllr. Lipczynski, that this grant award be approved. Resolved 6 for / 2 abstentions. Clerk: Please note and advise applicants accordingly.</p>	Clerk

	<p>RFO requested approval of Council to add these two sums to the schedule of payments already approved for November 2020. It was proposed by Chair, seconded by Cllr. Walker, that these payments be added to the schedule. Resolved unanimously.</p> <p>d) To consider first draft of 2021-22 Budget and Precept report from RFO: Chair proposed that this matter be deferred to allow members to review and peruse the significant amount of financial paperwork linked to this subject, and that it be reconsidered at the Ordinary meeting on 30th November and then again on the 21st December. Resolved unanimously.</p> <p>Cllr. Lipczynski sought clarification of Precepted (Council Tax) figures for the last 5 years. RFO provided accordingly. RFO: Please recirculate B&P paperwork to all members and add to agenda for 30/11.</p> <p>e) To consider Council’s Risk Assessment policy and protocols (parts 1 to 4): Chair outlined the principles of why this matter was reviewed and that it ordinarily fell to Finance Committee to consider and provide recommendations to Council as to revisions / additions / deletions etc. Chair asked all members of Fin.Comm. to read and review ready for the next FC meeting on 15th December. Clerk was also asked to forward a copy of the draft RA report to Cllr. Chapman to seek his advice and comment. Clerk: Please note and circulate to all and add to FC agenda 15/12.</p> <p>f) To consider update on ongoing Grounds Maintenance Tender process: Clerk reported that GMT document had been revised as per recent discussions and was now published and widely advertised; 5 expressions of interest have already been received. Deadline of 11th December and Clerk will attempt to get a summary of the bid submissions to Finance Comm. for review and then for Council to consider on 21st December as part of their budget and precept deliberations. Noted. Clerk: Please note deadlines and meeting dates thereafter.</p> <p>g) To consider proposed costs of 2nd gate access on Venn Ottery Village Green: In the absence of Cllr. Hughes, Chair proposed that this matter be deferred until the Ordinary meeting scheduled for 30/11. Agreed. Clerk: Please add to that agenda.</p>	<p>RFO</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
20/EOM/15	<p>Matters considered as urgent by presiding Chair (for discussion only): Councillors raised the issue mentioned above with regards to potential Public Right of Way breaches on Back Lane. <i>Chair declared an interest as an acquaintance of the resident involved.</i> It was suggested that this matter be discussed at the Ordinary meeting to be held on 30/11. Clerk: Please add to that agenda.</p> <p>The matter of waste disposal at the allotment site was raised and Clerk respectfully explained that no decision could be made as the item was not on this meeting’s agenda. Chair asked that it be added to the Ordinary meeting agenda for 30th November. Clerk: Please add to that agenda.</p>	<p>Clerk</p> <p>Clerk</p>

20/EOM/16	<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; Clerk: Please note and diarise to issue agenda accordingly. There will also be a meeting of the Finance Committee (to be held virtually) on 15th December 2020.</p>	Clerk
20/EOM/17	<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 Vice-Chair. Resolved unanimously. 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/EOM/18	<p>Matters to be considered in Committee: i) Matters pertaining to Allotments and Eco-Toilet amenity. Clerk outlined the recent correspondence received from party R. Chair suggested that no further correspondence be entered into as Council's position had been made very clear over the last few months. Members noted the content of the last letter and agreed to make no further comment and to consider this matter closed. ii) To consider payment of 2 parish "honorariums" to community volunteers undertaking work / duties at Parish Council's request. (neither of whom are serving Parish Councillors) Clerk advised that any such payments could be made by virtue of Section 137 of the Local Government Act 1972 to provide a small token of Council's thanks for services rendered during the last year and where the alternative would be for Council to expend far more in replicating those services as a paid contract. Thus, the benefit to the Parish had been suitably demonstrated; the sums involved commensurate with the community benefit obtained. Two sums approved; £50, and £100. Proposed by the Chair. Resolved unanimously. Clerk: please arrange for these payments to be made in accordance with the powers afforded under s.137 LGA 1972.</p>	
	<p>With no further business to discuss, Chair closed council meeting at 9.55pm.</p>	

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Signed as a true record of the meeting above:

Chair: _____ Date: _____

Action Points from Extraordinary meeting of NPHPC – 19th November 2020

Action Required	By Whom	By When	To
Submit Planning Comments	Clerk	Asap	EDDC
Make Council's November Payments	RFO	By 27/11	Various
Notify Grant Applicants of awards made	RFO	Asap	Both parties
Make grant award payments in November	RFO	End of Nov.	As above
Re-circulate B&P financial documents to all	RFO	Asap	Council
Circulate RA to all members of Fin.Comm	RFO	Asap	F/Comm & Cllr. MC
Report back to Council with tender bids received	Clerk	21/12	Council
Add VOVG matters to 30/11 agenda	Clerk	30/11	Council
Add MOU matters to next Ord. agenda	Clerk	30/11	Council
Make Honorarium payments x 2	RFO	Asap	2 Parties