

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the remotely held Parish Council Monthly Ordinary meeting on Monday 22nd February 2021 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)

	<p>Present (remotely): Cllrs. Burhop (Chair), Dalton (Vice-Chair), Bilenkyj, Carpenter, Chapman, Hughes, Tillotson and Walker (Quorate). Clerk, Paul Hayward. Cllr. Claire Wright (DCC) Hon. Footpath Warden, Ted Swan 0 members of the public (Multiple viewers via Facebook Livestream) <i>Meeting began at 7.00pm</i></p>	<p>ACTION by:</p>
	<p>Chair welcomed all Councillors, and member of the public to Council’s February 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. Police report had been received and read out to meeting by Clerk. Officers were unable to attend virtual meetings held via Zoom platform due to operational restrictions. Report to be published on website. Chair thanked Police for their contribution (see agenda item 20/151 below for further discussion). <i>Clerk: please convey Council’s thanks as directed.</i></p> <p>b) County Councillor Report. County Councillor report was presented by Cllr. Wright. having been received prior to the meeting. No questions raised in response to report / content. Chair thanked Cllr. Wright for her time and efforts supporting the parish.</p> <p>c) District Councillor Report. District Councillor report had been received and published. Chair covered the highlights and recommended the report to Councillors and public alike. Clerk was asked to publicise both via local Social Media outlets. <i>Clerk: please note and action accordingly</i></p> <p>d) P3 / Hon. Footpath Warden (HFW) Hon. Footpath Warden gave a verbal report including: Activity and usage of parish footpaths during current CV19 restrictions. General maintenance incl. removal of fallen trees from storms. FP17 - works all now completed FP34 - steps repaired FP3 (Playing Field) - water had dislodged bank stones. Waiting for water levels to fall to ascertain damage. HFW would need help to repair! FP3 (VOR to Back Lane) progress with landownership searches in consultation with Clerk as a precursor to Spring repairs FP19 – bank erosion threatening access to Red Bridge. <i>DCC Claire Wright: please liaise with PROW team accordingly.</i> <i>Chair thanked Mr. Swan for all of his continuing works and efforts.</i></p>	

	<p>e) Public Representations and questions. A member of the public made a representation (via Facebook Livestream) regarding the recent removal of the water pump from Greenbank. Chair asked Clerk to provide the reasoning behind this action and the proposed remedial actions in hand to restore it as soon as possible as a valued parish landmark. Chair thanked all involved for the ongoing works, especially South West Water (who have undertaken all of the repairs free-of-charge) and the Parish Maintenance Contractor (PMC) – Steve Silver – for his initiative and help in getting the vehicle-impact damage repaired.</p> <p>With no other public speakers, Chair closed the public forum at 7.30pm</p>	
20/145	<p>Apologies for absence: Cllr. Lipczynski (conflicting engagement). <i>Approval for absence proposed by Chair. Resolved unanimously.</i> EDDC Cllr. Ranger had also sent her apologies to the meeting.</p>	
20/146	<p>Declarations of Interest made / Dispensations Noted: 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>	
20/147	<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: No matters considered as confidential other than those already listed on agenda.</p>	
20/148	<p>To consider and, if thought fit, approve the minutes of the Ordinary meeting of Council held 25th January 2021:</p> <p><i>It was proposed by Cllr. Chapman, seconded by Cllr. Dalton, that these minutes be approved. Resolved unanimously.</i> <i>It was not possible to sign the minutes as a true record. Clerk will liaise with Chair to make these arrangements in the future.</i></p> <p>To consider matters arising from these minutes: None raised.</p>	

20/149	<p>To consider and review the minutes of the Finance Committee meeting of Council held 18th February 2021: Noted.</p> <p><i>To consider matters arising from these minutes:</i> Chair highlighted main items of interest / recommendations from those minutes; <i>Cemetery Fees and Charges to remain unchanged for 2021-22 FY</i> <i>Recommendation for permanent tree planting on Greenbank</i> <i>Recommendation for additional Dog Waste Bin at King Alfred Way</i> <i>Proposal to purchase 3 receptacles for village flower planting</i> <i>Recommendation to restart development of Parish Emergency Plan</i></p>	
20/150	<p>Chair's Announcements / Matters of Urgency / Statement on ongoing CV-19 situation:</p> <p>Chair highlighted recent Government proposals for the "roadmap" out of the current lockdown restrictions. Chair reemphasised need for continued compliance and adherence to regulations and CV19 precautions to prevent a resurgence in infections & transmission. Chair confirmed that help was still available within the parish to those that needed it.</p>	
20/151	<p>To consider matters pertaining to road safety in the parish:</p> <p>i) Pedestrian Safety on A3052. Chair thanked County Cllr. Claire Wright for raising the issue of a pressing need for a 20mph limit in the village, especially along the A3052. Clerk was directed to draft a response to DCC thanking them for confirming that NP&H had been added to list for such a speed limit but raising concern that the other proposals re: additional measures were not followed up. <i>Clerk: Please note and action accordingly.</i> Clerk was also asked to liaise with local Police team to determine whether a Community Speedwatch team could be established, mindful of ongoing CV19 restrictions. <i>Clerk: Please note and action accordingly.</i> Clerk was also asked to liaise with the Police team to determine whether our VAS data could be shared and used as an additional "lever" to enable further road safety measures. Chair also asked that data be shared with members in a suitable form. <i>Clerk: Please note and action accordingly.</i></p> <p>ii & iii) Parking and works on Four Elms Hill Clerk reported that DCC's contractor (Jacob's) had confirmed that works were likely to be re-scheduled for March 2021 although this was, of course, subject to works schedules elsewhere in the area and to the successful acquisition of a diversion order via DCC. Members had a further discussion which concluded that pressure should be applied to DCC to complete as much work on Four Elms Hill at the same time as the road marking works ie pothole filling, drain realignment etc. Cllr. Wright kindly offered to pursue this matter with DCC Highways on Council's behalf and will report back to Council when responses received. It was also observed that drivers appeared to be taking notice of the new signage and adapting their driving behaviour accordingly.</p>	

20/152	<p>Planning Matters to be considered:</p> <p>a) To consider planning applications received:</p> <p>i) 21/0187/FUL – 26 Glebelands, NP. EX10 0HB It was proposed by Cllr. Carpenter, seconded by Cllr. Bilenkyj, that Council supported this application. Resolved unanimously.</p> <p>ii) 21/0408/FUL – Highfield, Higher Way, Harpford. EX10 0NJ It was proposed by Cllr. Hughes, seconded by Cllr. Chapman, that Council supported this application. Resolved unanimously.</p> <p>iii) 21/0355/CPL – 64 King Alfred Way, NP. EX10 0DG It was proposed from Chair that the Parish Council make no further comment as approval had already been determined by the LPA under CPL planning legislation. Resolved unanimously.</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>i) 21/0427/FUL – 3 Down Close, NP. EX10 0JD It was proposed by Cllr. Walker, seconded by Cllr. Carpenter, that Council supported this application. Resolved unanimously.</p> <p>ii) <i>With regards to the planning application for Laneside (20/2619/FUL), Council felt that they had not had enough time to properly consider the application (incl. any site visit that may be required) and thus, the matter was deferred to the next available meeting of the Parish Council.</i></p> <p>Clerk: Please submit consultee comments above to planning authority. Add 20/2619/Ful to next published agenda.</p> <p>c) Tree (Planning) Matters: None raised.</p> <p>d) Planning Determinations/Decisions: Noted as per agenda published. Clerk: Please update Parish Council website with these decisions.</p> <p>e) Appeal Matters: None advised to Council at time of agenda publication.</p> <p>f) Planning Correspondence: To note receipt of correspondence from Western Power relating to proposed works under Permitted Development at Millmoor Lane, Newton Popleford.</p> <p>g) To note and respond to planning consultations received: Chair proposed that this matter be deferred to a later part of the meeting to allow for a thorough discussion and consideration. Seconded by Cllr. Walker. Resolved unanimously.</p>	<p>Clerk</p> <p>Clerk</p>
20/153	<p>Financial Matters</p> <p>a) To consider and review Financial Reports for February 2021: Noted and reviewed. Chair highlighted key points. It was proposed by Chair that the sum of £5500 be vired from non-earmarked reserves into the earmarked WC Refurbishment reserve in light of the significant underspend in this financial year on WC cleaning. Resolved unanimously.</p> <p>b) i) To consider and, if thought fit, approve payments for February 2021 (as previously circulated to members of Council): Payments to the value of £2368.09 Payment approval proposed by Cllr Walker, seconded by Cllr. Tillotson. Resolved unanimously. RFO: Please make payments on due date accordingly.</p> <p>c) Questions to RFO on these reports: No questions raised.</p>	<p>RFO</p>

	Business to be considered:	
20/154a)	<p>a) To consider report from Clerk as to the arrangements likely to be necessary for the legal and Covid19 compliant hosting of Council meetings after 6th May 2021:</p> <p>Clerk presented a verbal report on current legislation and the likelihood of said legislation lapsing, thus making physical meetings of the Parish Council necessary, whilst commensurate restrictions on Covid19 compliance might remain unaltered thus creating a conflict between the two sets of rules. Chair believed that a Hybrid system would be necessary after 6th May (to allow both physical and remote access for Councillors, staff and members of the public) but that this would require further discussion in relation to the costs of making such adaptations. It was proposed from the Chair that the Parish Council write (under Chair's signature) to our Local County Association (DALC) but also to our local MP, Simon Jupp, together with Chloe Smith MP (Minister for Constitution and Devolution), Robert Jenrick MP (Secretary of State for Housing, Communities and Local Government) and also copy the correspondence to local parish and town Council's to seek their support for such a legislative amendment. Resolved unanimously.</p> <p>Clerk: Please note and prepare a suitable letter accordingly. Please forward to all members before sending under Chair's name.</p> <p>Chair also asked that this matter be brought back to Council on 29th March for further discussion. Clerk: Please note and add to agenda accordingly.</p>	<p>Clerk</p> <p>Clerk</p>
20/154b)	<p>b) To consider request for the installation of a sign on Parish Council land adjacent to St. Luke's Cemetery to identify "The East Devon Way" at nil (£0) cost to Council:</p> <p>Cllr. Walker proposed agreement. Seconded by Cllr. Dalton. Resolved unanimously.</p> <p>Clerk: Please liaise with Hon. Footpath Warden to make the necessary arrangements and to confirm location for sign.</p>	<p>Clerk</p>
20/154c)	<p>c) To consider the Casual Vacancies on the Parish Council; i) Harpford Ward (to be contested by election on 6th May 2021) ii) NP Ward (which can be filled by co-option):</p> <p>Clerk provided a verbal report on the legal position with these two Casual Vacancies. It was proposed by Chair that the Parish Council publicise both vacancies * via their website, local social media and via the noticeboards. Resolved unan. Clerk: Please publish and action accordingly.</p> <p>Clerk was also asked to add the matter of Co-option to the Ordinary meeting agenda for 29th March 2021. Clerk: Please publish and action accordingly.</p> <p>* Deadline for receipt of co-option nominations – 19th March.</p>	<p>Clerk</p> <p>Clerk</p>

20/154d)	<p>d) To consider update from Climate Change Emergency Working Party (CCEWP):</p> <p>Cllr. Bilenkyj presented her report.</p> <p>Current Covid19 restrictions were still impacting on physical gatherings. Cllr. Bilenkyj thanked Mr. Swan for his efforts and time relating to willow planting projects. Thanks also to Cllrs. Dalton, Tillotson and Walker for their kind offer of bulbs for planting. Cllr. Bilenkyj had been unable to approach the school due to CV19 restrictions but had diarised to do so in the future.</p> <p>With regards to the issue of Venn Ottery village green, Cllr. Hughes outlined his discussions with nearby residents and the suggestion that the green be made into a “wildflower meadow”. Members felt that further discussion was certainly needed before any such actions were approved. Cllr. Hughes confirmed that the dangerous Willow tree was in the process of being removed and that Council was awaiting further advice before works on the Hazel began.</p> <p>Cllr. Bilenkyj suggested that any unspent monies from this financial years Tree Planting budget be carried forward into the next financial year (given the unavoidable delays caused by CV19). Chair suggested that this proposal be considered at the next Fin.Comm. meeting. <i>Clerk: please add a suitable item to March Fin.Comm. agenda.</i></p>	Clerk
20/155	<p>Correspondence received, not already circulated to members: None received since last meeting, not already circulated.</p>	
20/152g)	<p>Chair proposed that Agenda Item 20/152g) be considered (having been deferred from an earlier part of the meeting):</p> <p>After lengthy debate on this complex, and detailed, subject, <i>it was proposed by Cllr. Dalton that an extraordinary meeting be convened to consider this matter as the primary topic so as to afford all members the opportunity to fully consider, and debate, the Consultation document and to formulate a formal consultee comment response from the Parish Council. Seconded by Cllr. Carpenter. Resolved unanimously.</i></p> <p>Clerk suggested the 11th March 2021 (Thursday) given that the deadline for submission of comments to EDDC was the 15/3. Agreed. Chair asked all members to read the consultation document in anticipation of the debate on the 11th March.</p> <p><i>Clerk: Please make the necessary arrangements and publish and circulate an agenda accordingly.</i></p>	Clerk
20/156	<p>Date and time of next meeting:</p> <p>The next Ordinary meeting of council will be held in remote session on Monday 29th March 2021, at 7.00pm via the Zoom Platform.</p> <p><i>Clerk: Please note and action accordingly.</i></p> <p><i>Chair wished to thank all members of the public for participating in this virtual meeting of the Parish Council.</i></p>	Clerk

20/157	<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. Walker. Resolved unanimously.</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 session at 9.00pm</i></p>	
20/158	<p><i>At this stage of the meeting, Clerk advised Council that the 2hr limit for the meeting (as laid down in Council's Standing Orders) had been reached. Chair proposed that Standing Order 1x) be suspended to permit the meeting to continue beyond 2 hours. Resolved unanimously.</i></p> <p>Matters to be considered in committee:</p> <p>i) To consider update on matters pertaining to allotments and facilities thereat.</p> <p>Clerk reported upon further correspondence received in relation to previous resolutions of Council which had been effected by the Clerk on Parish Council's behalf as directed. Members discussed the financial & legal implications of matters contained within that correspondence and their wish to draw this matter to a close given the inordinate time and cost that had been expended to date.</p> <p>It was proposed by Chair, seconded by Cllr. Walker, that:</p> <p>i) The Parish Council respond to the correspondent immediately;</p> <p>ii) The Parish Council, upon receipt of £350 in cleared funds, would then give consent for the removal of the remaining Eco-Toilet building, within 14 days of the date of the Council's consent, under the supervision of a member of the Parish Council, or their Proper Officer, at a time and date to be agreed upon beforehand;</p> <p>iii) The Parish Council to also confirm in writing that two named persons previously connected with the allotment site were not to be involved in the removal of the structure given the current circumstances and were not to enter upon Council's land;</p> <p>iv) And, finally, the 3rd party would be obliged to make (and pay for) the necessary labour and transport arrangements to facilitate said removal of the structure.</p> <p>Resolved 6 votes for, with 2 abstentions.</p> <p>Clerk: Please action as directed. Please keep Council abreast of developments in this matter.</p> <p><i>Continued Overleaf</i></p>	

<p>20/158 <i>Continued</i></p>	<p>ii) To consider matters pertaining to Newton Poppleford surgery (provision of service).</p> <p>Chair outlined discussions that had been ongoing between local GP practices and the Parish Council. A form of words had been put forward by the GP practices involved and approved for use by Chair to start a period of consultation with regards to alternate GP provision in the village. Chair sought members agreement for this wording to be submitted to the GP practices involved on behalf of the Parish Council. Proposed by Chair, seconded by Cllr. Bilenyj. Resolved unanimously.</p> <p>Chair: Please submit on Council's behalf providing a copy to the Clerk to maintain with the Parish Council Correspondence archive.</p> <p>Action Points on final page:</p>	
	<p>With no further business to discuss, Chair closed Council meeting at 9.40pm.</p>	

Minutes of the remotely held Parish Council Monthly Ordinary meeting on Monday 22nd February 2021 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 – 22nd February 2021

Action Required	By Whom	By When	To/For	Min Ref:
Publish both EDDC & DCC reports and publicise via social media.	Clerk	ASAP	Publication	PF
Respond to DCC re: A3052 road safety	Clerk	ASAP	DCC	20/151
Liaise with local Police team re: CSW	Clerk	ASAP	Police	20/151
Prepare VAS data into report form and share with Councillors and local Police teams	Clerk	ASAP	PC/Police	20/151
Submit planning comments x 4	Clerk	ASAP	EDDC LPA	20/152
Update website with planning determinations	Clerk	ASAP	Websites	20/152
Vire funds from Gen.Res. to WC EMR	RFO	ASAP	Internal Fin.	20/153
Make February 2021 payments as resolved	RFO	By 25/2	Council	20/153
Write to multiple parties (under Chair sign.) re: CA2020 legislative changes and hybrid meetings	Clerk	ASAP	Various P.	20/154a
Add that matter to March agenda (29/3)	Clerk	22/3	Council	20/154a
Liaise with HFW re: EDW signage	Clerk	ASAP	HFW	20/154b
Publicise Casual Vacancies on social media and noticeboards and via website	Clerk	ASAP	Publicity	20/154c
Add that matter to March agenda (29/3)	Clerk	22/3	Council	20/154c
Add CCEWP virements to March Fin.Comm.	Clerk	11/3	Fin.Comm.	20/154d
Convene Extraordinary meeting on 11/3 re: LP	Clerk	4/3	EOM	20/152g
Take action as directed re: allotment matters	Clerk	ASAP	3 rd Party	20/158
Submit wording approval to local GP's	Chair	ASAP	3 rd Parties	20/158