

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the remotely held Parish Council Monthly Ordinary meeting on Monday 29th March 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, Lipczynski, Tillotson and Walker (Quorate). Clerk, Paul Hayward. Cllr. Val Ranger (EDDC) Hon. Footpath Warden, Ted Swan PC Clatworthy (off duty) Chair of NHP Steering group, Gill Cameron-Webb 3 members of the public (MoP) (Multiple viewers via Facebook Livestream) <i>Meeting began at 7.05pm</i></p>	<p>ACTION by:</p>
	<p>Chair welcomed all Councillors, and member of the public to Council’s March 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: a) Police Representative. PC Clatworthy was kindly attending whilst off duty and presented his crime/incident report to members. Highlights: Crime figures for current period vs last year. Update on recent speed monitoring on A3052 Confirmation of Community Speedwatch eligibility Question from MoP regarding theft of logs & trail-bikers activity in VO. Chair thanked PC Clatworthy for taking the time to attend outside of his usual working hours. PC Clatworthy left the meeting at 19.15hrs. b) County Councillor Report. Cllr. Wright was unable to attend but had provided a report beforehand. Chair outlined key points therein. c) District Councillor Report. District Councillor report had been received and published. No questions from Councillors or MoP. d) P3 / Hon. Footpath Warden (HFW) Hon. Footpath Warden gave a verbal report including: Activity and usage of parish footpaths during current CV19 restrictions. Rock revetment repair completed on bank adjacent to FP3 Resurfacing works on FP3 (West) due to be started late Spring / early Summer; Clerk and HFW to liaise. Red Bridge replacement bridge works ongoing (in conjunction with DCC) <i>Chair thanked Mr. Swan for all of his continuing works and efforts.</i> e) Public Representations and questions. A member of the public advised that they had access to some parish records which should be part of the Council’s records archive. These were to be passed to Cllr. Hughes for onward forwarding to the Clerk at the earliest opportunity. With no other public speakers, Chair closed the public forum at 7.30pm</p>	

20/159	Apologies for absence: None – all members present.	
20/160	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. 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> Cllr. Hughes also declared a pecuniary interest in agenda item 21/0448/FUL. Chair reminded all members that further declarations could be made during the meeting if necessary	
20/161	To consider request from Cllr. Lorna Dalton for a dispensation pertaining to allotment matters to remain in effect until May 2023 in respect of her personal and pecuniary interests (Cllr. Dalton being an allotment tenant): It was proposed by Chair. 7 votes for, 2 abstentions (MT & LD) Resolved.	
20/162	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.	
20/163	To consider and, if thought fit, approve the minutes of the Extraordinary meeting of Council held 11th March 2021: It was proposed by Cllr. Dalton, seconded by Cllr. Walker, that these minutes be approved. Resolved unanimously. <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> To consider matters arising from these minutes: Update from Clerk re: switching of utility providers for PB supplies.	
20/164	To consider matters arising from the minutes of the Ordinary meeting of Council held 22nd February 2021: <i>These minutes had previously been approved at the EOM on 11th March 2021.</i> To consider matters arising from these minutes: None not covered elsewhere on this agenda	
20/165	To consider and review the minutes of the Finance Committee meeting of Council held 18th February 2021: Noted. To consider matters arising from these minutes: Chair asked that the matter of the proposed start date for the recently approved CyberRisk policy be added to the next Ordinary meeting agenda. Clerk: Please note and add accordingly.	

20/166	<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>	
20/167	<p>To consider the Casual Vacancy for the Newton Poppleford Ward seat (which can be filled by co-option) and to receive nominations in that respect:</p> <p>Clerk advised that two nominations had been received from: Angela Morgan, and Susan P. Tribble Clerk confirmed eligibility of both candidates to be co-opted. A vote was taken and result was as follows: Angela Morgan (2 votes) Susan P. Tribble (7 votes) As a result of that vote, Clerk announced that Susan P. tribble was therefore co-opted to be a Councillor on the Parish Council of Newton Poppleford and Harpford. Clerk advised that the necessary Declarations would have to be signed before Cllr. Tribble could take her seat. Clerk would make the necessary arrangements and arrange for an induction pack to be provided with literature, Register of Interests form, copies of Code of Conduct etc. Chair welcomed Susan to the Council and thanked the unsuccessful candidate for their interest in the vacancy. Clerk then outlined the ongoing process for the vacancy for Harpford ward which could NOT be filled by co-option and would have to be contested via an election on May 6th as a petition had been made to EDDC in that respect.</p>	
20/168	<p>To consider matters pertaining to the Newton Poppleford and Harpford Neighbourhood Plan (NHP):</p> <p>i) To note date of parish referendum – 6th May 2021. ii) To consider expenditure for NHP publicity and promotion. Chair proposed suspension of Standing Orders to allow public representations. Seconded Cllr. Lipczynski. Resolved unan. Gill Cameron-Webb (NHP Steering Group) spoke regarding proposed publicity and sought consent to use Council land for siting of boards etc. It was proposed by Chair, seconded by Cllr. Dalton, that expenditure upto £250 be authorised (if required), with delegated authority to be afforded to Clerk to make necessary arrangements if so required re: this spending for the NHP publicity. Resolved unanimously. Clerk: Please liaise with GCW accordingly. iii) It was felt that this third sub-section of the agenda item had been covered above. No further matters to consider. Chair proposed resumption of Standing Orders. Seconded Cllr. Dalton. Resolved unanimously.</p>	

20/169	<p>To consider matters pertaining to road safety in the parish:</p> <p>i) and ii) Pedestrian Safety on A3052 / speed reduction measures. After discussion, it was agreed that the Parish Council would re-double its efforts to seek improvements to crossings within the village (along the A3052) and other measures intended to improve road safety, pedestrian access and to reduce speeds throughout the parish. The Parish Council would continue to lobby its County Councillor, the representatives of the HATOC * and the Portfolio Holder for Highways at DCC until these were delivered. Clerk: please continue to press all parties to work towards delivery of the improvements and additional safety measures.</p> <p>ii Delayed works on Four Elms Hill Clerk read out a statement from Jacobs (the Highways Contractor) regarding the delays which Council felt was a little light on detail and highlighted the inherent issues with arranging such works in a timely and economic manner. Clerk confirmed that Cllr. Wright was aware of the issues and was also seeking further clarification.</p> <p>Cllr. Bilenkyj raised the issue of a large RSD** between the junction of Back Lane with the A3052 and the crossing bridge over the Otter. Clerk asked Cllr. Bilenkyj for more details so this could be reported.</p> <p>* Highways and Traffic Order Committee ** Road Safety Defect (“pothole”)</p>	
20/170	<p>Planning Matters to be considered: Chair proposed suspension of Standing Orders to allow public representations. Seconded Cllr. Walker. Resolved unanimously.</p> <p>a) To consider planning applications received: Chair proposed that item v) be heard first. Agreed.</p> <p>v) 21/0681/FUL – Otter Dell, Harpford. EX10 0NH A representation from the planning agent was received. It was proposed by Cllr. Hughes, seconded by Cllr. Lipczynski, that Council supported this application. Resolved 8 for / 1 abst. (LD).</p> <p>i) 20/2365/FUL – Northmostown Barn. EX10 0NL It was proposed by Cllr. Dalton, seconded by Cllr. Lipczynski, that Council did NOT support this application. 6 for / 2 against with 1 abstention (CBil.). Resolved to not support application on grounds of the site being in an unsustainable location and with concerns over pedestrian safety in contravention of the draft NPH N/Plan.</p> <p>ii) 21/0448/FUL – Bowhayes Farm, Venn Ottery. EX11 1RY Cllr. Hughes left the meeting (placed into the virtual waiting room) as he had declared his pecuniary interests as the applicant. A representation was made in support of the application by a resident of Venn Ottery. It was proposed by Cllr. Walker, seconded by Cllr. Carpenter, that the Parish Council support the application. 4 votes in favour, 4 against (Cllr. Hughes being absent). Chair used his casting vote to vote against the proposal to support. With 5 votes, to 4, the motion to support was not resolved.</p> <p><i>Continued overleaf.</i></p>	

<p>20/170 Continued</p>	<p>ii) Bowhayes Farm, VO. EX11 1RY (21/0448/FUL) An alternative proposal was put forward by Chair, seconded by Cllr. Tillotson, to NOT support the application on the grounds that the application did not comply with the draft NPH N/Plan as it would result in the loss of Grade A agricultural land. For the motion to NOT support: 4 votes Against the motion to NOT support: 4 votes Cllr. Hughes was again absent from the vote Chair used his casting vote for the proposal to NOT support. With 5 votes to 4, the motion was carried and resolved. <i>Cllr. Hughes re-joined the meeting.</i></p> <p>iii) Hoppins Farm, Southerton. EX11 1SD It was proposed by Cllr. Lipczynski, seconded by Cllr. Bilenkyj, that Council did NOT support the application on the grounds that it contravenes the draft NPH N/Plan (policy EN13) by way of the proposed use of Grade A agricultural land to develop the menage; also, the development of the site overall was felt to be excessive. Chair referred to the earlier decision at Grange Farm to the south on similar grounds. 6 votes in favour, 2 against and 1 abstention (BC). Resolved.</p> <p><i>At this point of the meeting, the Chair proposed that Standing Orders be suspended to permit the meeting to run on past the two-hour duration limit. Resolved unanimously.</i></p> <p>iv) Little Thatch, Higher Way, Harpford, EX10 0NJ It was proposed by Cllr. Lipczynski, seconded by Cllr. Walker, that the Council supported this application. Resolved unanimously.</p> <p>vi) Highfield, Higher Way, Harpford. EX10 0NJ It was proposed by Cllr. Hughes, seconded by Cllr. Walker, that the Council supported this application. 5 votes for, 3 against with 1 abstention (MT). Resolved.</p> <p>vii) Melody Cottage, Burrow. EX10 0BP It was proposed by Cllr. Lipczynski, seconded by Cllr. Carpenter, that the Council supported this application. Resolved unanimously.</p> <p>viii) 2 Burrow Close, Burrow. EX10 0BS It was proposed by Cllr. Carpenter, seconded by Cllr. Lipczynski, that the Council supported this application. Proposal withdrawn following discussion amongst members. It was subsequently proposed by Chair, seconded by Cllr. Chapman, that Council did NOT support this application as the roofing materials proposed were contrary to the NPH N/Plan. Resolved unanimously.</p> <p>ix) Summerhay, Venn Ottery Rd. EX10 0BU It was proposed by Cllr. Walker, seconded by Cllr. Hughes, that the Council supported this application. Resolved unanimously</p> <p>Clerk: Please submit these comments to the planning authority by the deadlines specified.</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: None advised</p> <p>c) Tree (Planning) Matters: TPO 87/0012 noted.</p> <p><i>Continued overleaf.</i></p>	<p>Clerk</p>
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<p>20/170 Continued</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: None received.</p> <p>g) To note and respond to planning consultations received: Devon Waste Plan Consultation. Cllr. Bilenkyj spoke regarding the differences between rural and urban problems with regards to waste management and collections. It was proposed by Chair, seconded by Cllr. Dalton, that the Parish Council submit a simple statement "applauding East Devon District Council's achievements and suggesting that DCC should emulate the same in order to improve waste management processes and targets". 8 votes for, 1 abstention (RL) Clerk: Please submit using the online form submission portal by the deadline date of 14th April.</p>	<p>Clerk</p> <p>Clerk</p>
<p>20/171</p>	<p>Financial Matters</p> <p>a) To consider and review Financial Reports for March 2021: Noted and reviewed. Chair highlighted key points.</p> <p>b) To consider and, if thought fit, approve payments for March 2021 (as previously circulated to members of Council): Payments to the value of £2224.67 Payment approval proposed by Cllr Walker, seconded by Cllr. Lipczynski. Resolved unanimously. RFO: Please make payments on due date accordingly.</p> <p>c) Questions to RFO on these reports: No questions raised.</p> <p>d) To note arrangements for the End of Year audit and Governance Return: Clerk confirmed that all paperwork was in order and that a meeting had been arranged with the internal auditor to review 2020/21 accounts (CV19 compliant). RFO advised that he would have to meet Chair and Cllr. Walker to see signatures on 12 months' worth of invoices to corroborate the payments already made, and also to obtain Chair's signature on minutes approved (none had been signed due to the impact of CV19 on Council business since March 2020). Annual Return to be considered at Council's Annual Meeting in May 2021. RFO: Please arrange as necessary.</p> <p>e) To consider and review Financial Year 2020/21 out-turn reports (to end Q4): These had been previously circulated by RFO and were reviewed and noted. Chair thanked RFO for clarity and content of reports provided.</p>	<p>RFO</p> <p>RFO</p>

	Business to be considered:	
20/172a)	<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 further update on developments regarding the likelihood of a return to physical meetings after the 6th May 2021. After discussion, it was agreed that the Annual Meeting should be held, as a practical contingency, on the 6th at 7pm in case a venue was not available on the 24th May as originally intended (or, indeed, if extant CV1(legislation prohibited such a physical meeting, with regards to social distancing and public attendance limits).*</p> <p><i>* Subsequently, Clerk was advised by EDDC Democratic Services officers that the holding of the Annual Meeting (in virtual form) would also not be legally permissible as the Council had a vacancy for a Councillor that would have to be filled by election on 6th May and thus the Annual Meeting must be held within 21 days of the election date (but frustratingly, not on that date). Noted.</i></p> <p><i>Clerk: Please bring this matter back to Council for their consideration at the next Ordinary meeting and provide any additional information received at that time.</i></p>	Clerk
20/172b)	<p>b) To consider arrangements for the hosting of the Annual Parish Meeting (originally scheduled for Monday 26th April):</p> <p>Clerk advised that current guidance was not to NOT hold the Annual Parish Meeting until public gatherings were permissible under the current legislation but that such a meeting should be held by the end of June 2021 in order to meet legislative requirements. Noted.</p> <p><i>Clerk: Please monitor current guidance and make arrangements for the APM as soon as regulations/guidance permits.</i></p>	Clerk
20/172c)	<p>c) To review current committee structure, and membership, and to consider any revisions / amendments as members feel necessary or appropriate:</p> <p>Chair proposed that this matter be referred to the Policy and Personnel Committee (PPC) to review when they next meet. Agreed.</p> <p><i>Clerk: Please circulate some dates for the next meeting of the PPC</i></p>	Clerk
20/172d)	<p>d) To consider update from Climate Change Emergency Working Party (CCEWP):</p> <p>Cllr. Bilenkyj presented her report. A “virtual” meeting for CCE groups was being held on the 7th April and Cllr. Bilenkyj would attend a report back to Council with any pertinent / useful information gathered thereat. A meeting of the CCEWP was planned via “Zoom” in the coming weeks. Update received re: recent willow planting. Cllr. Bilenkyj thanked Mr. Swan and Cllr. Hughes for their efforts in this respect. Query raised regarding dates for Webbers Meadow grass cutting.</p>	

20/172e)	<p>e) To consider Council's response to EDDC Community Asset Transfer Policy (draft) Consultation:</p> <p><i>Cllr. Chapman left the meeting at 21.40hrs as he had a conflicting engagement.</i></p> <p>Clerk presented details of what the consultation was seeking comment upon, and the principles of the draft policy proposed. It was subsequently proposed by Cllr. Lipczynski, seconded by Cllr. Walker, that the Parish Council note the draft policy consultation and submit a comment advocating support for the policy. Resolved unanimously. Clerk: please note and submit a suitable comment accordingly.</p>	Clerk
20/172f)	<p>f) To consider suggestion from parishioner that the Council participate in the CPRE "Best kept Devon Churchyard" competition 2021:</p> <p>Clerk advised members that, by the time this was in front of members for their consideration, the deadline for competition entries would have passed. It was therefore agreed to take no further action this year, but consider an application in 2022. Clerk: Please diarise for late 2021 to bring this matter before members again for their consideration.</p>	Clerk
20/172g)	<p>g) To consider request from parishioner for improvements to access to Footpath ONE off School Lane by way of the provision of a handrail / support rail:</p> <p>Proposed by Cllr. Tillotson, seconded by Cllr. Dalton, that a handrail be installed, in conjunction with the Parish Maintenance Contractor service and paid for from P3 budget. Resolved unanimously. Clerk: Please liaise with PMC and Mr. Swan to make the necessary arrangements as resolved.</p>	Clerk
20/172h)	<p>h) To receive update on play and sports amenity projects and to consider next steps to take projects forward:</p> <p>i) Replacement MUGA project at Back Lane Playing Field site (funded by s106): In order to get this project back on track after the delays caused by CV19, it was agreed that Clerk would liaise with EDDC S.106 officer and the EDDC engineering team to seek guidance on the best, and most expeditious, way of moving forward with a target install date of this summer. Clerk: Please contact those named and seek advice on the best way to progress this project.</p> <p>ii) Update on Turner Close Play Area improvement project (EDDC owned): Similarly, Clerk needed to seek update from EDDC engineering team (who carried out the refurbishment works on our behalf, paid for by s.106 monies) as to progress on the installation. Clerk: please action accordingly and report back to members.</p>	Clerk Clerk

20/173	Correspondence received, not already circulated to members: None received since last meeting, not already circulated.	
20/174	Date and time of next meeting: The next Ordinary meeting of council will be held in remote session on Monday 26 th April 2021, at 7.00pm via the Zoom Platform. <i>Clerk: Please note and action accordingly.</i> <i>Chair wished to thank all members of the public for participating in this virtual meeting of the Parish Council.</i>	Clerk
20/175	Due to the lateness of the hour, and the fact that members had been in session for nearly 3 hours, it was proposed by Chair that any business yet to be discussed be held over to an Extraordinary meeting, the date of which was to be agreed. Seconded by Cllr. Lipczynski. Resolved unanimously. Consequently, agenda items 20/175 and 20/176 were not heard.	
	<i>With no further business to discuss, Chair closed Council meeting at 10.00pm.</i>	

Minutes of the remotely held Parish Council Monthly Ordinary meeting on Monday 29th March 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 this Ordinary Meeting are shown on next page

Action Points from ORD meeting of NPHPC – 29th March 2021

Action Required	By Whom	By When	To/For	Min Ref:
Collect Parish Records from Cllr. Hughes	Clerk	ASAP	HH	PF
CyberRisk Policy start date – see clarity	Clerk	ORD 26/4	Council	20/165
Liaise with SPT re: recent co-option, forms to be completed and published.	Clerk	ASAP	SPT	20/167
Liaise with GCW re: NHP publicity/promotion	Clerk	ASAP	NHP	20/168
Continue to press DCC etc re: safety improvements in village and on A3052	Clerk	ASAP	CW/SH/DCC	20/169
Submit planning comments as resolved	Clerk	ASAP	EDDC LPA	20/170a)
Submit Devon Waste Plan support statement	Clerk	ASAP	DWP	20/170g)
Make March Payments	RFO	By 31/3	Council	20/171b)
Complete arrangements for IA and EA	RFO	By 24/5	Auditors	20/171d)
Update Council re: 6 th May meeting details	Clerk	26/4 ORD	Council	20/172a)
Update Councillors re: APM arrangements	Clerk	By end June	Council	20/172b)
Make arrangements for PPC meeting	Clerk	ASAP	PPC	20/172c)
Submit comment re: EDDC CAT consult.	Clerk	By 14/4	EDDC CAT	20/172e)
Diarise latter part of 2021 for CPRE BKC	Clerk	2021	Council	20/172f)
Make arrangements for install. Of handrail on FP3 at School Lane	Clerk	ASAP	TS/SS	20/172g)
Liaise with EDDC s.106/DC re: Turner Close update and MUGA progression project	Clerk	ASAP	EDDC x 2	20/172h)
Arrange EOM to cover matters not considered	Clerk	April (tba)	Council	20/175