

# NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL – POLICY & PERSONNEL COMMITTEE (PPC)

Draft – yet to be approved

Minutes of the Policy and Personnel Committee (PPC) of the Parish Council  
held at **8.00pm on Thursday 22<sup>nd</sup> July 2021 in The Pavilion, Back Lane, NP.**

Present: Cllrs. Bilenkyj (Acting-Chair), Burhop, Carpenter, Dalton and Tillotson  
Also present: Clerk, Paul Hayward.

No members of the public or press in attendance. Fire regulations outlined. No public forum.  
**Meeting started later than scheduled at 8.30pm due to the late running of an earlier meeting.**

Acting-Chair outlined the fire regulations for the meeting and highlighted the fire exits in the building.

No questions from members of the public (none in attendance).

PPC21/001	<b>Apologies for absence:</b> Cllr. Chapman. Noted and approved.
PPC21/002	<b>To receive any declarations of interest:</b> <i>All Committee members are members of the NPPFF Trustee Board by virtue of their elected office. None others declared.</i>  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 This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as Allotment Manager and tenant. * <i>Localism Act 2011 (s.33)</i>  Cllr. Dalton was afforded a dispensation * at the Ordinary meeting held 29/03/2021 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 This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as an allotment tenant. * <i>Localism Act 2011 (s.33)</i>
PPC21/003a)	<b>To elect a Chair for the Policy and Personnel Committee:</b> <b>Cllr. Burhop proposed Cllr. Chapman for the position of Chair. Cllr. Chapman had previously confirmed his agreement with the Clerk to stand for the role. Seconded by Cllr. Dalton. No other nominations. Resolved unanimously.</b>
PPC21/003b)	<b>To elect a Vice-Chair for the Policy and Personnel Committee:</b> <b>Cllr. Burhop proposed Cllr. Bilenkyj for the position of Vice-Chair. Cllr. Bilenkyj confirmed her agreement to stand for the role. Seconded by Cllr. Tillotson. No other nominations. Resolved unanimously.</b> Cllr. Bilenkyj took the Chair for the duration of the meeting.
PPC21/004	<b>To note the adjournment of the previous meeting held 23<sup>rd</sup> June 2021 as inquorate:</b> Noted.
PPC21/005	<b>To consider and, if thought fit, to approve minutes of the previous meeting held 21<sup>st</sup> November 2019:</b>  <b>Proposed by Cllr Burhop. Seconded by Cllr. Carpenter. Resolved unanimously.</b> Minutes were signed by Acting-Chair as a true record of that meeting. <i>No matters arising raised.</i>

<p>PPC21/006</p>	<p><b>Business to be conducted:</b></p> <p><b>a) To consider Allotment Terms and Conditions:</b></p> <p>Amendments to T&amp;C wording proposed;</p> <ol style="list-style-type: none"> <li>1) Prohibition of imported waste materials onto site for storage or disposal.</li> <li>2) Council’s right to extinguish bonfires if causing a nuisance or if breaching other terms and conditions (see above).</li> <li>3) Minor amendments to heading &gt; Bonfires and Waste Materials.</li> <li>4) Adding Allotment Manager into list of consultees re: delegated authority to exclude tenants if serious breach of regulations arises.</li> </ol> <p><b>Amendments proposed by Cllr. Burhop, seconded by Cllr. Carpenter. Resolved unanimously.</b></p> <p>Clerk: Please amend wording accordingly and forward new, revised version to all members for review in conjunction with these minutes. Please liaise with Allotment Manager to arrange annual tenancies and provide a copy of T&amp;Cs to all tenants. Publish Online on Council’s website.</p>
	<p><b>b) To consider Cemetery / Burial Terms and Conditions (and fees):</b></p> <p>As per the recommendations of the Finance Committee meeting held 18<sup>th</sup> February 2021, the following amendments to the Cemetery Terms and Conditions / Fees Schedule were proposed;</p> <ol style="list-style-type: none"> <li>1) That the Parish Council does NOT currently offer Woodland Burials.</li> <li>2) That any fees charged in the future are levied at the prevailing rate (at that time) rather than at the time when the original service/fee was charged [This relates particularly to renewal of the Exclusive Right of Burial Fee, after the initial 99-year term]</li> <li>3) That the Parish Council continues to charge a double fee for burial services provided to non-parishioners in recognition of the costs of such services and the future liability to the Parish Council beyond that which could be funded by precept/local Council Taxes.</li> <li>4) That the period of exemption for double fees where a Parishioner has been admitted into a non-Parish Residential Care Facility be extended to 5 calendar years.</li> <li>5) That the Notice Period for Burials be amended from 2 “clear” days to 2 Working Days with immediate effect.</li> <li>6) That the Parish Council continue to leave the maintenance and upkeep of Memorial Headstones and markers to the family of the deceased (other than the regulatory safety checks and ‘tip-testing’ currently undertaken by the Parish Council). The view of the Committee was that the natural weathering of the headstones was not detrimental to the appearance of a rural cemetery and was to be accepted.</li> </ol> <p><b>Amendments proposed by Cllr. Burhop, seconded by Cllr. Tillotson. Resolved unanimously.</b></p> <p>Clerk: Please amend wording accordingly and forward new, revised version to all members for review in conjunction with these minutes and make available to all enquiries upon request. Publish Online on Council’s website.</p>

PPC21/006	<p><b>c) To consider review of Policies within matrix circulated:</b>  <b>d) To consider allocation of policies between members of PPC:</b></p> <p>It was agreed that members of PPC will consider the policies marked in <b>RED</b> on the matrix circulated at their next convened meeting, together with the draft Press and Media Policy. Members agreed to consider the policies as follows prior to the next meeting and report back to PPC at that time;</p> <p><i>Disciplinary and Grievance. Cllrs. Burhop &amp; Chapman (Chair)</i>  <i>Training, Development &amp; Appraisal. Cllr. Bilenkyj (Vice-Chair)</i>  <i>Gifts, Awards and Honours. Cllr. Tillotson</i>  <i>Retention of Records. Cllr. Carpenter</i>  <i>Complaints &amp; Correspondence. Cllr. Dalton</i></p> <p>Clerk: Please update matrix accordingly. Please circulate extant policies to members named above prior to next PPC for their review and consideration. Please re-circulate amended Policy Matrix to all members of PPC once done.</p>
PPC21/007	<p><b>Matters considered as urgent by presiding (Acting) Chair:</b>  None raised.</p>
PPC21/008	<p><b>Date and time of next meeting:</b>  Date, and venue, to be confirmed in October 2021.  Clerk: Please note and liaise with Chair to agree both.</p>
PPC21/009	<p><b>This matter for consideration was not heard as no members of the public were present.</b></p>
PPC21/010	<p><b>To consider employment matters in committee session (public and press excluded):</b></p> <p>i) To consider arrangements for Clerk’s Annual Performance Review.  Cllr. Burhop (Chair of the Parish Council) would ordinarily arrange this with the help of the PPC Chair (Cllr. Chapman).  CBur./MC; Please arrange in conjunction with Clerk.</p> <p>ii) Clerk’s Contract and Terms and Conditions of Employment.  In respect of the specific matter raised by the Clerk as a matter of importance to the Parish Council (section 19 – Injury or Assault), Clerk was asked to forward the contractual wording to all members, together with the relevant excerpt from the NJJ Green Book (Paragraph 7, Part three) for further consideration re: financial consequences to the Parish Council.  Clerk: Please note and action accordingly.  Please add to next PPC agenda for further discussion.  Furthermore, it was proposed that Clerk’s contracted hours be increased to 22 hours per calendar week, with immediate effect.</p> <p>iii) To consider Clerk’s remuneration for 2021/22.  This matter was deferred until the Annual Performance Review had been completed.</p> <p>iv) To consider Clerk’s superannuation:  It was proposed that monthly employer contributions increase from 3% to 8% with effect from August 2021 and that the percentage contribution would be considered annually as part of Clerk’s ongoing Performance/remuneration review which is to be scheduled for January/February annually.</p> <p>v) Clerk confirmed that he was happy to continue as Secretary and Treasurer to the Newton Poppleford Playing Field Foundation; payment for these duties to be included within the hours of work proposed above.  All items i) to v) above were proposed by Cllr. Tillotson, seconded by Cllr. Carpenter. Resolved unanimously. Clerk/RFO: Please note and action accordingly.</p>

	<b>With no further business to conduct, the Acting Chair closed the meeting at 10.15pm.</b>
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held at **8.00pm on Thursday 22<sup>nd</sup> July 2021 in The Pavilion, Back Lane, NP.**

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

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