

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council monthly Ordinary meeting on Monday 25th October 2021 at 7pm held at the Pavilion building, Back Lane, Newton Poppleford and also via concurrent Zoom Webinar.

	<p>Those Present: Cllrs. Burhop (Chair), Carpenter (Vice-Chair), Hughes *, Tillotson and Walker (<i>Quorate</i>). Clerk, Paul Hayward. Cllr. Jess Bailey (DCC) Cllr. Val Ranger (EDDC) Hon. Footpath Warden, Ted Swan 0 members of the public (MoP)</p> <p><i>* Arrived 7.35pm</i></p>	<p>ACTION by:</p>
	<p>Chair welcomed all Councillors, guests and members of the public to the Council's October Ordinary meeting and outlined Fire Regulations and CV19 compliance/hygiene arrangements. Chair confirmed that meeting was quorate as per adopted Standing Orders.</p>	
	<p>Public Forum:</p> <p>a) Police Representative. No Police Report available.</p> <p>b) County Councillor Report. Cllr. Bailey had forwarded a report in advance of the meeting which had been circulated to members and published online. <i>Chair outlined the highlights from the report and thanked Cllr. Bailey for her continued efforts in the parish.</i></p> <p>c) District Councillor Report. Cllr. Ranger had forwarded a report in advance of the meeting which had been circulated to members and published online. <i>Chair outlined the highlights from the report and also thanked Cllr. Ranger for her comprehensive report and continued service to the residents of the parish.</i></p> <p>d) P3 / Hon. Footpath Warden (HFW) Verbal report from Mr. Swan on footpath matters in parish. Summary: Update re: Joney's Cross, Hawkerland and rights of way issues. Update on the Himalayan Balsam clearance efforts. Update on repercussions of recent flooding events in the parish. Updates on FP's 3 and 19. Request that DCC PROW team attend to issues on FP19. Observation re: damaged picnic bench on Webbers Meadow <i>Chair thanked Mr. Swan for his continuing efforts and dedication to the parish.</i></p> <p>e) Public Representations and questions. No representations made or questions asked. With no other public speakers, Chair closed the public forum at 7.20pm</p>	

21/058	<p>Apologies for absence: Apologies received from Cllrs. Bilenkj, Chapman, Dalton, Lipczynski and Tribble <i>It was proposed from the Chair that the apology for absence be accepted. Resolved unanimously.</i> The absence of Cllr. Morgan was also noted.</p>	
21/059	<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>Cllr. Dalton was afforded a dispensation * at the Ordinary meeting held 29th March 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></p> <p>Chair reminded all members that further declarations could be made during the meeting if necessary</p>	
21/060	<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 (see 21/072)</p>	
21/061	<p>To consider and, if thought fit, approve the minutes of the Ordinary meeting of Council held 27th September 2021: <i>Approval proposed by Cllr. Tillotson. Seconded by Cllr. Carpenter. Resolved unanimously.</i></p> <p>To consider matters arising from these minutes: CMC response re: NP surgery to be sent asap. Future planning training to be considered. CCEWP Terms of Reference to be re-circulated to all members. A SWW “drop in surgery” to be arranged asap. December Parish Magazine article to highlight proposed event. Quotation for landmark tree in the parish to be obtained. Clerk to ask local Police to attend and present a crime report. Clerk/Chair: Please note and action accordingly.</p>	Clerk/Chair

21/062	<p>To review the minutes of the meeting of the Council's Finance Committee 20th October 2021 as circulated to members and to note and ratify recommendations made therein:</p> <p>Chair outlined main points from the committee meeting. Chair expressed concern at the low turnout at Full Council to consider matters already considered by Finance Committee as this did not allow for a wider debate by non-committee members. <i>Minutes noted and recommendations ratified unanimously.</i></p> <p><i>Chair proposed that Standing Orders be suspended to allow discussion regarding the VOVG Permanent Endowment. Resolved unanimously.</i></p> <p>Chair outlined the advice received from the Charity Committee regarding the £5000 capital endowment and the subsequent discussions and recommendations of the Finance Committee on this matter.</p> <p><i>As all three trustees of the VOVG Village Green Fund were present (Cllrs. Burhop [as Chair], Carpenter [Vice-Chair] and District Cllr. Ranger), it was proposed by Chair and seconded by Cllr. Carpenter that the fund be wound up and the restrictions of the Permanent Endowment be rescinded with immediate effect as per legislation contained within the Charities Act 2011. Resolved unanimously.</i></p> <p><i>RFO: Please note and correspond with the Charities Commission accordingly to notify them of this resolution.</i></p> <p><i>Chair proposed that Standing Orders be reinstated. Resolved unanimously.</i></p>	RFO
21/063	<p>Correspondence received:</p> <p>None received that had not already been circulated to members.</p>	
21/064	<p>Chair's Announcements / Matters of Urgency / Statement on ongoing CV-19 situation:</p> <p>Chair provided an update regarding current CV19 infection figures and asked all Cllrs. and residents to act considerately, safely and take all relevant precautions to minimise transmission and infection. Reaffirmed the willingness and readiness of the PC to step up and assist the parish if circumstances so required.</p>	
	<p><i>Cllr. Hughes arrived at 7.35pm.</i></p>	
21/065	<p>To consider matters pertaining to road safety in the parish:</p> <p>i) Speed reduction measures. Discussion regarding prioritisation of traffic flow at Woodley's Bridge following recent collision at that point. Expressions of regret and frustration at DCC response to Parish Council's request for some measures to minimise risk. Chair offered to draft a response to DCC Highways seeking further dialogue and evidence of the "studies" put forward to justify DCC's inaction in this matter. <i>Chair: Please action accordingly.</i></p>	Chair

	<p>On the matter of Four Elms Hill and the delayed line repainting works, it was noted that both Cllr. Bailey (DCC) and Cllr. Ranger (EDDC) had challenged DCC Highways Portfolio Holder, Cllr. Stuart Hughes, on this matter and that the failure to bring the works forward was both embarrassing and was likely to result in further accidents. It was noted that the next meeting of the DCC HATOC was scheduled for 12th November 2021 and that this meeting would be “live-streamed” for viewing. Cllr. Bailey and the Clerk (in his EDDC Cllr. role) would both be attending to press the case for the urgent completion of these essential works. Chair offered to include this subject within his pending letter to DCC.</p> <p>The subject of pedestrian crossings across the A3052 within the village was raised again and further frustration was expressed at the reluctance of DCC to discuss and consider requests for road safety improvements in this regard. Chair again offered to maintain pressure on DCC in this respect.</p> <p>Finally, on the subject of speeding traffic (and driver behaviour) in Back Lane, it was suggested that DCC formally assess Back Lane as a priority zone, to include foliage growth, pinch-points, verge and bank obstacles, visibility lines, passing-points, and the possible introduction of additional warning signage and traffic-calming measures. The creation of a One-Way system was also mooted. It was unanimously agreed that no measures could be introduced without formal and comprehensive consultation with residents in Back Lane who would be most affected. It was agreed to raise this matter with DCC via the HWO and the County Councillor.</p>	
21/066	<p>To consider matters pertaining to footpaths and public rights of way in the parish (P3):</p> <p><i>Chair proposed that Standing Orders be suspended to allow discussion regarding P3 matters with the Hon. Footpath Warden, Mr. Swan. Resolved unanimously.</i></p> <p>Mr. Swan confirmed that the recent resurfacing improvements on FP3 had prevented flooding and waterlogging but mentioned that additional works would still be required in the future. <i>Chair once again thanked Mr. Swan for his efforts in the parish.</i></p> <p><i>Chair proposed that Standing Orders be reinstated. Resolved unanimously.</i></p> <p><i>Minutes continue overleaf</i></p>	

21/067	<p>Planning Matters to be considered:</p> <p>a)i) To consider planning applications received: ONE - 21/2587/FUL – Court Barn, Southerton, EX11 1SE Removal of old septic tank and replacement with small treatment plant in the same location. It was proposed by Cllr. Walker, seconded by Cllr. Hughes, that the Parish Council support the application as the application was in accordance with the NP&H Neighbourhood Plan, Policy HQD1. Resolved unanimously.</p> <p>TWO - 21/2504/FUL – Wayside, Station Road, NP. EX10 0ET Construction of side extension. It was proposed by Cllr. Burhop, seconded by Cllr. Carpenter, that the Parish Council was unable to properly consider the proposed development as the plans submitted were unclear as to the materials to be used, and thus the application may be in contravention of the NP&H Neighbourhood Plan, Policy HQD1. Clarity on this was sought from the EDDC Planning Team. Resolved unanimously. Clerk: Please respond to EDDC Planning dept. with these planning comments</p> <p>b) To consider planning applications received after primary agenda publication, and published on a supplementary agenda and previously circulated to members of Council: <i>The matter of the planning application relating to Joney’s Cross (in a neighbouring parish) was raised as this was due to be considered at a forthcoming EDDC Planning Committee session.</i> <i>Chair proposed that Standing Orders be suspended to allow discussion with the EDDC Cllr. Val Ranger. Resolved unanimously.</i></p> <p>Frustration was expressed by members of the Council that they had not been advised of this application by EDDC despite the application site being almost on the border to the parish and well-used by a great many NP residents. It was proposed by the Chair, seconded by Cllr. Hughes, that the Clerk be duly delegated to represent the PC at the Planning Committee meeting on 27th October to make a representation on the Council’s behalf (as their Clerk) raising concerns about the proposed closure of the “desire” pathway access onto the A3052 which was felt by members of Council to be preferable to the official access point in terms of accessibility, safety and visibility. It was also to be raised that Council would wish to be consulted in the future on matters relating to Hawkerland and the Pebblebed Heaths. Resolved unanimously. Clerk: Please attend accordingly and make a representation as directed above.</p> <p><i>Chair proposed that Standing Orders be reinstated. Resolved unanimously.</i></p> <p><i>Minutes continue overleaf.</i></p>	<p>Clerk</p> <p>Clerk</p>
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	Business to be considered:	
21/069a)	<p>a)i) To consider update from Climate Change Emergency Working Party (CCEWP):</p> <p>The most recent CCEWP report had been circulated and Cllr. Carpenter presented a summary. It had been recommended by the Working Party that the Parish Council no longer proceed with the Planter Project but undertake a bulb planting project instead (which was considered more environmentally sound and more sustainable). Planting costs of upto £1500 (net) were proposed by the Chair and seconded by Cllr. Carpenter. Resolved unanimously. CCEWP: Please liaise with RFO for settlement of reimbursement claims.</p> <p>a)ii) and iii) To consider tree planting projects in the parish:</p> <p>Cllr. Hughes updated Council as to the forthcoming planting of the Christmas Tree on Greenbank. A suggestion was made that a local contractor might be able to assist with both the digging of the hole required and the lifting of the tree into position. Cllr. Hughes kindly offered to provide quotes for tree supports and other necessary materials relating to the planting. Cllr. Hughes also advised that there currently was a national tree shortage which might have repercussions for ongoing tree planting projects in the parish. On the subject of the proposed “Landmark” tree planting, Cllr. Hughes suggested that a group of Councillors get together and consider suitable locations. Mr Swan (HFW) also offered to assist in this matter. Noted with thanks by Chair. Cllr. Hughes also offered to provide the Council with a Tree Planting Calendar to identify key dates in the year relating to trees. Finally, it was suggested that a separate page be created on the website to promote tree activities and to provide a focal point for parishioners interested in this subject. Clerk: Please create accordingly.</p> <p>Chair thanked all members of the CCEWP for their continued hard work and efforts to promote this subject in the parish.</p> <p>a)iv) To consider matters pertaining to a proposed Parish Clean Up event:</p> <p>The event had been suggested in an article in the Parish Magazine and members were awaiting feedback from residents. Clerk: Please add to November ORD meeting agenda for update.</p> <p>a)v) To consider matters pertaining specific cutting methods on the wildflower section of Webbers Meadow:</p> <p>Cllr. Hughes suggested the services of two local contractors who might have the necessary equipment to provide the cutting service that was being requested. He would make enquiries and return to Council with a report in due course.</p>	<p>RFO/ CCEWP</p> <p>Cllr. Hughes</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr. Hughes</p>

21/069b)	<p>b) To consider matters pertaining to recent and ongoing water mains disruption in the village & parish:</p> <p>This had been discussed earlier under matters arising. Chair suggested that this be added to the December or January ORD agenda. Noted Clerk: Please note and action accordingly.</p>	Clerk
21/069c)	<p>c) To consider Finance Committee recommendations for style, duration and quantity of festive illuminations for Greenbank:</p> <p>These had already been considered and approved in an earlier agenda item. Members agreed that the lights should be lit from 2pm until 10pm to prevent causing a nuisance to local residents. Clerk: Please note when setting timers accordingly.</p>	Clerk
21/069d)	<p>d) To consider update on preparations and arrangements for forthcoming fireworks/bonfire event on 5th November 2021:</p> <p>Chair of the Council (and head of the Firework Event Working Party) presented a brief report and update. Noted. It was agreed by all that the event had the potential to be a huge success.</p>	
21/069e)	<p>e) To consider Parish Council involvement in the celebration of Her Majesty the Queen's Platinum Jubilee in June 2022:</p> <p>After discussion, it was agreed that the PC should wholeheartedly support any community events taking place over that weekend and utilise the Pavilion and Playing Field amenity as far as possible to encourage community engagement in recognition of the significance of the celebration proposed. Members were asked to liaise with other community groups to ensure that everyone was working in unison to deliver a series of related events. Further discussions would be necessary nearer the time to clarify and confirm arrangements.</p>	
21/069f)	<p>f) To consider preparation of the Parish Council's Emergency Plan:</p> <p>Chair proposed that consideration of this matter be deferred until the December Ordinary meeting. Noted and agreed. Clerk: Please add to Full Council agenda in December.</p>	Clerk
21/069g)	<p>g) To consider update on the proposed refurbishment of the MUGA in Back Lane:</p> <p>It was noted from the earlier discussion regarding increased S106 and CIL receipts from EDDC that the budget for the MUGA refurbishment could be significantly increased. Members agreed that the matter should be re-considered by Fin.Comm. in light of recent correspondence from EDDC regarding the potential for consultancy services to be used to deliver the project in its entirety. Clerk: Please add to next Fin.Comm agenda for their action.</p>	

21/069h)	<p>h) To consider the proposed re-opening of the WC in Roberts Way:</p> <p>This matter had been discussed comprehensively at the last Fin.Comm meeting and the Chair of that committee, Cllr. Walker, repeated her frustration at the low number of Councillors present this evening to discuss this important matter which would have profound financial implications for the PC going forward.</p> <p>Cllr. Walker also expressed reservations at the use of some £13,000 of the Council's annual £47,500 precept for the purpose of maintaining a facility that was primarily used (in her view) by non-residents and thus was being funded by those who gained little benefit. Cllr. Walker believed that the Council needed to issue a statement in the Parish Magazine, on social media and on noticeboards explaining the reasoning for any decision to spend further parish money on the WC's.</p> <p>On the subject of the proposed re-opening, Cllr. Tillotson stated that once they were re-opened, it would be far harder to justify a subsequent re-closure (for example, if CV19 restrictions were reimposed locally).</p> <p>After further lengthy and vigorous discussion, it was proposed by Cllr. Burhop and seconded by Cllr. Carpenter, that the facility should be re-opened (in full ie. 3 units) but for an initial three month period to assess usage, monitor anti-social behaviour and to review cleaning arrangements with the proposed new contractor (as per recommendations of the Finance Committee). Resolved unanimously.</p> <p>Clerk: Please liaise with Parish Maintenance Contractor (SS) and the Cleaning Contractor to make arrangements for the re-opening of the WC block, the initial deep-cleaning and the ongoing daily cleaning of the block facility.</p>	Clerk
21/070	<p>Date and time of next meeting:</p> <p>The next ordinary Meeting of council will be held on Monday 29th November 2021, at 7.00pm at the Pavilion building in Back Lane. Clerk: Please note and publish agenda accordingly.</p> <p>Chair asked that the matter of future venues be considered at the November ORD meeting along with proposed dates for the 2022 calendar year. Clerk: Please note and add to agenda accordingly. Please circulate draft dates for the 2022 year.</p> <p><i>At this stage of the meeting, the Chair spoke to announce the departure of the Clerk and to thank him for his service to the Parish Council and parish community since 2017. Chair wished the Clerk well in his new role.</i></p> <p><i>Minutes continue overleaf.</i></p>	Clerk Clerk

21/071	<p>It was proposed by the Chair, seconded by Cllr. Carpenter, 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. Resolved unanimously. All members of the public left the meeting at this point.</p>	
21/072	<p>Matters to be considered in committee session:</p> <p><i>i) To consider matters pertaining to employment matters.</i> Chair proposed that (in lieu of the NALC/NJC agreement on staff pay award for 2021/22) an incremental award of 3% be applied to Clerk's salary, to be backdated to 1st February 2021, and the consequential monetary equivalent be paid within the November salary payment (HMRC period 8) and that the respective pension Calculation for that month be amended as a result to incorporate this backdated sum. Seconded by Cllr. Walker. Resolved unanimously. RFO: Please note and action accordingly. Clerk/RFO thanked members for their kindness and generosity.</p> <p>Chair reported that recruitment process was in progress and that he would be meeting with the Chair of the Personnel Committee to finalise arrangements for outgoing Clerk's departure and the handover to Councillors should a new Clerk not be appointed in time.</p> <p><i>ii) To consider matters pertaining to access arrangements at Venn Ottery Village Green (SW):</i></p> <p>After further discussions with the adjacent landowner, it had been informally agreed that he would permit the Parish Council unfettered access across his land in perpetuity (and raise no objection to the installation of a new gate access at the south-west corner of VOVG) in exchange for an agreement to park small vehicles (below 3.5T) on the grass verge to the west of the hedge boundary and that the PC would allow access to the grass verge in the event that any excavations were required to access drainage/sewage pipes therein. This course of action resolved the need for expenditure on legal fees between the two parties (estimated at £1300+) and brought the matter to a mutually agreeable conclusion. Letters of agreement are to be exchanged between the two parties as a matter of some urgency. Noted and agreed. Clerk: Please prepare a draft Memorandum of Understanding between the PC and the 3rd party in this respect and forward to Chair and the 3rd party for their initial review.</p> <p>Chair also mentioned the creation of the VOVG Bridge Working Party to consider the replacement of the damaged and dangerous bridge across the stream on the northern boundary between VOVG and the church (which had recently been closed off on safety grounds). Chair kindly agreed to take this matter forward with interested parties incl. VOSRA, Cllr. Hughes, adjacent landowners and suppliers of pre-fabricated bridges (as already contacted). Chair: Please note and action accordingly.</p>	<p>RFO</p> <p>Clerk</p> <p>Chair</p>

	<i>With no further business to discuss, Chair closed Council meeting at 9.45pm.</i>	
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Minutes of the Parish Council monthly Ordinary meeting on Monday 25th October 2021 at 7pm held at the Pavilion building, Back Lane, Newton Poppleford and also via concurrent Zoom Webinar.

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 – 25th October 2021

Action Required	By Whom	By When	To/For	Min Ref:
Clerk to contact DCP Local Team for monthly officer update	Clerk	Monthly	FULL Council	21/061
Advise Charity Commission of resolution re: VOVG Permanent Endowment rescindment.	RFO	ASAP	Charity Comm.	21/062
Liaise with DCC re: numerous highway safety and speed/traffic related matters	Chair	ASAP	DCC HWO Cllr. Bailey	21/065
Submit Planning comments to EDDC	Clerk	By deadline	EDDC LPA	21/067
Update monthly monitoring report for N/Plan	Clerk	29/11/2021	FULL Council	21/067
Attend EDDC Planning Committee re: Joney's Cross planning application	Clerk	27/10/2021	EDDC	21/067
Make OCT payments on due date	RFO	By 30/10	n/a	21/068
CCEWP to liaise with RFO re: reimbursement	RFO/CCEWP	ASAP	CCEWP	21/069a)
Create TREE page on Council website	Clerk	ASAP	Website	21/069a)
Add Parish Clean-Up Event to NOV agenda	Clerk	29/11/2021	FULL Council	21/069a)
Liaise with contractors re: wild meadow cutting	Cllr. Hughes	ASAP	FULL Council	21/069a)
Add SWW Surgery discussion to later agenda	Clerk	DEC/JAN	FULL Council	21/069b)
Liaise with electrician re: festive lighting timers	Clerk	ASAP	n/a	21/069c)
Add Emergency Plan to DEC agenda	Clerk	DEC 2021	FULL Council	21/069f)
Add MUGA refurbishment to next Fin.Comm.	Clerk	NOV 2021	Fin.Comm.	21/069g)
Liaise with contractors re: re-opening of Roberts Way WC facility	Clerk	ASAP	n/a	21/069h)
Create schedule of 2022 meeting dates	Clerk	ASAP	FULL Council	21/070
Note and action employment matters	RFO	ASAP	n/a	21/071i)
Create MoU for 3 rd party at VOVG	Clerk	ASAP	FULL Council	21/071ii)