

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Draft – yet to be approved

Minutes of the Parish Council monthly Ordinary meeting on Monday 29th November 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), Bilenkyj, Chapman, Dalton, Hughes, Lipczynski, Morgan, Tillotson and Walker. (Quorate). Clerk, Paul Hayward. Cllr. Jess Bailey (DCC) Hon. Footpath Warden, Ted Swan 3 members of the public (MoP)</p>	<p>ACTION by:</p>
	<p>Chair welcomed all Councillors, guests and members of the public to the Council’s November 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. Clerk was asked to forward the link for local police reporting to members for their attention and reference.</p> <p>b) County Councillor Report. Cllr. Bailey was in attendance and presented a verbal report (with a written report to follow shortly for circulation and publication). <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: Confirmation that Annual P3 survey is due to be received and will be completed and submitted in New Year. Observations on the abutments underneath the footbridge between Webbers Meadow A and B which needed some attention and review. <i>Clerk asked to mention this to Parish Maintenance Contractor for their assessment.</i> Updates on FP3 bank damage. Repeated request that DCC PROW team attend to issues on FP17. Repeated requests that DCC PROW team provide an update for on the replacement crossing at Harpford re: Red Bridge. <i>Clerk: Please liaise with Emma Hellier at DCC PROW office.</i> <i>Chair thanked Mr. Swan for his continuing efforts and dedication to the parish.</i></p>	

	<p>e) Allotment Managers Report. Working Party to be set up to help build and install the new 2nd eco-toilet. Some issues continue re: lack of plot maintenance. Chair asked Allotment Manager to provide Finance Comm. with quotes for the new equipment so that this matter could be considered and agreed upon as soon as possible. Noted</p> <p>f) Public Representations and questions. No representations made or questions asked. With no other public speakers, Chair closed the public forum at 7.20pm</p>	
21/073	<p>Apologies for absence: Apologies received from Cllr. Tribble <i>It was proposed from the Chair that the apology for absence be accepted. Resolved unanimously.</i> Cllr. Val Ranger (EDDC) had also sent her apologies. Noted.</p>	
21/074	<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>Cllr. Walker declared a personal interest as the PC's representative on the Village Hall Committee. Cllr. Hughes declared a personal interest in agenda item 21/082a4. as he knew the applicant. Cllr. Hughes also declared a Pecuniary Interest in agenda item 21/083 as a recipient of a payment in respect of supplies made to the Council by Bowhayes Trees.</p> <p>Chair reminded all members that further declarations could be made during the meeting if necessary</p>	

21/075	<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 21/088) at this point of the meeting.</p>	
21/076	<p>To consider and, if thought fit, approve the minutes of the Ordinary meeting of Council held 25th October 2021: Cllr. Morgan asked that the draft minutes be amended at entry 21/058 to reflect the fact that she <u>had</u> offered her prior apologies to Council for her absence on the 25th October. Noted and agreed. <i>Approval of substantive minutes proposed by Cllr. Walker. Seconded by Cllr. Hughes. Resolved unanimously.</i> To consider matters arising from these minutes: Cllr. Bilenkyj kindly agreed to recirculate Climate Change Working Party Terms of Reference (ToR). Anticipated date for SWW Drop-In parish surgery was January '22. Charity Commission had been notified of VOVG Village Fund changes ie. removal of the permanent endowment. Confirmation that the £5000 fund balance would be vired into a new fund for VOVG improvements. Chair reported that further discussions on Back Lane traffic and speed would need to be conducted with DCC Highways. Positive outcome for Joney's Cross application (re: rights of way) and confirmation (of sorts) that EDDC Planning Officers would alert the PC to future applications on the parish boundaries or on the Pebblebed Heath Confirmation that WC is still to be re-opened due to unavoidable delays securing Maintenance Contractor's labour availability. MOU (Memorandum of Understanding) between the PC and the 3rd party (in respect of the proposed new VOVG SW gate access) was still to be drafted and agreed upon. <i>Clerk to send to Chair for further action.</i> Parish Clean-Up event had been effective to a degree and parts of the village looked a lot cleaner and tidier. Cllr. Carpenter suggested that a fresh appeal could be issued in Spring/Summer 2022. <i>Clerk/Chair: Please note and diarise accordingly.</i></p>	<p>Clerk</p> <p>Clerk/Chair</p>
21/077	<p>To review the minutes of the meeting of the Council's Finance Committee 18th November 2021 as circulated to members and to note and ratify recommendations made therein: Chair outlined main points from the committee meeting. Minutes noted and recommendations approved as below:</p> <p><i>i) It was proposed by Cllr. Hughes, seconded by Cllr. Walker, that £5000 be vired from Council's General Reserves into a newly created Platinum Jubilee Event Fund. Resolved unanimously. RFO: Please note and action accordingly.</i> <i>ii) Chair noted that the matter of 2022-23 Budget and Precept would be considered under agenda item 21/083d).</i> <i>iii) It was proposed by Cllr. Hughes, seconded by Cllr. Morgan, that Council approves "in principle" that Council can use the services of a Play Consultant to ensure the delivery of the replacement MUGA in Back Lane playing field. Resolved unanimously.</i> <i>iv) It was proposed by Cllr. Hughes, seconded by Cllr. Dalton, that play repairs to the value of £1700 be carried out as a matter of urgency. Resolved unanimously.</i></p>	

21/078	<p>Correspondence received: None received that had not already been circulated to members.</p>	
21/079	<p>Chair's Announcements / Matters of Urgency / Statement on ongoing CV-19 situation:</p> <p>Chair provided an update regarding current CV19 infection figures, new variants and asked all Cllrs. and residents to act considerately, safely and take all relevant precautions to minimise transmission and infection. Noting that CV19 situation is causing profound mental health harm to many residents and preventing a return to normal. Reaffirmed the willingness and readiness of the PC to step up and assist the parish if circumstances so required.</p>	
21/080	<p>To consider matters pertaining to road safety in the parish:</p> <p>i) Speed reduction measures. Chair reported on a constructive meeting with Tom Vaughan, Cllr. Bailey and several residents in the parish on 26/11/2021. Outcomes: DCC 'may' match fund certain projects if PC or another party is willing to contribute towards costs. DCC are commissioning a 24hr/7day Speedwatch exercise along Station Road at a date to be advised to the PC but not to be more widely publicised (this will NOT be in school holiday times). Community Speedwatch Project (in conjunction with DC Police) is back on track and Gill Cameron-Webb is leading the project. Various locations around village were considered for the siting of the Speedwatch activity (which must be during daylight hours) and the following were agreed upon (subject to DCP agreement): Outside Cannon Inn, High Street (1) On Exmouth Rd (2) Between Back Lane and Otter Bridge (3) Burrow A3052 (4) Chair to liaise with all parties to move project forward.</p> <p>ii) Line Marking on FEH. Finally, all line-marking works completed, and Chair thanked Cllr. Bailey, Cllr. Ranger and others for their continued persistence and tenacity in getting the works finished. Councillors voiced their frustrations, however, that other pending works (such as potholes, drain clearance, camber adjustments) were not completed during the period when the road was closed! Cllr. Hughes mentioned the dangerous condition of the road from Venn Ottery to Aylesbeare Road (Lynch Head) where a section of the road edge had been washed away/collapsed leaving a very deep ditch. DCC were aware.</p> <p>iii) Traffic calming measures and possible pedestrian crossings. These were discussed within the context of the meeting held on 26/11/2021. The suggestion was that the PC could arrange a volunteer-led exercise to monitor pedestrian activity along the A3052 at 7 or 8 key popular crossing points to collect data on numbers and frequency and timings. This data could then be used to support requests for safer crossing points. Frustration that there appeared to be no end in sight to the Newton Abbott 20mph trial which DCC were citing as the reason why nothing had been done in the parish.</p>	

	<p>Cllr. Hughes raised concerns about the network coordination for highways activity and road closures with roads leading from Venn Ottery to Tipton St John having been closed for 42 weeks within the last 104-week period. Chair asked Cllr. Hughes to circulate this data and suggested that a letter be sent to DCC (and copying in Cllr. Bailey) seeking agreement on better coordination of activity between contractors digging up parish roads.</p> <p><i>Chair: Please action accordingly.</i></p> <p>Finally, on the subject of speeding traffic (and driver behaviour) in Back Lane, it was suggested that this matter be deferred to the next meeting of Council to allow further discussion between all the relevant parties on the subject. Noted</p>	<p>Chair</p>
<p>21/081</p>	<p>To consider matters pertaining to footpaths and public rights of way in the parish (P3):</p> <p>This matter had been discussed under Public Forum earlier. It was noted that DCC were supporting the use of parish footpaths to promote pedestrian safety in villages such as Newton Poppleford with narrow/non-existent pavements alongside the highway.</p>	
<p>21/082</p>	<p>Planning Matters to be considered:</p> <p><i>Chair proposed that Standing Orders be suspended to allow representations from members of the public in attendance. Seconded by Cllr. Hughes. Resolved unanimously.</i></p> <p><i>Chair proposed that agenda item 21/082a)THREE be taken first.</i></p> <p>a)i) To consider planning applications received:</p> <p>THREE - 21/2606/FUL – Millmoor Cottage, NP. EX10 0EU Retrospective application for railing installation on existing wall. <i>Applicant spoke in favour of the application</i></p> <p><i>It was proposed by Cllr. Carpenter, seconded by Cllr. Lipczynski, that the Parish Council support the application. Resolved with 9 votes for, 0 against and 1 abstention.</i></p> <p><i>Chair proposed that Standing Orders be reinstated to preclude representations from members of the public in attendance. Seconded by Cllr. Tillotson. Resolved unanimously.</i></p> <p>ONE - 21/2113/FUL – 1 Old Coal Yard, Back Lane, NP. EX10 0EY Change of Use application (new documents to be considered) <i>It was proposed by Cllr. Walker, seconded by Cllr. Morgan, that the Parish Council support the application. With 4 votes for, and 6 against, this proposal was not resolved.</i></p> <p><i>It was subsequently proposed by Chair, seconded by Cllr. Lipczynski, that the Parish Council did NOT support the amended application as it was still contrary to the adopted Neighbourhood Plan (EM2) and because no evidence of commercial marketing of the site had been provided or evidenced (as per EDDC Economic Development Officer comments).</i></p> <p><i>With 6 votes for, and 4 against, this proposal was resolved.</i></p>	

<p>21/082 (cont.)</p>	<p>TWO - 21/2325/FUL – Northmostown Barns, NP. EX10 0NL Conversion of barns to dwellings (amended application) It was proposed by Chair, seconded by Cllr. Lipczynski, that the Parish Council maintained its objection to this application and noted that the additional information submitted to the planning authority by the applicant had no bearing on their reconsideration. Subsequently, the Parish Council wished to make no further comments in this respect other than to refer to their previous objections. Resolved unanimously.</p> <p>FOUR - 21/2760/FUL – Slightly Foxed, Venn Ottery. EX11 1RZ Replacement of 5 no. single glazed windows with double glazed equivalents. Cllr. Hughes had declared a personal interest as he knew the applicant. Chair made the observation that the documents uploaded to the EDDC Planning Portal did not include an application form which would have outlined the materials proposed. It was proposed by Cllr. Hughes, seconded by Cllr. Walker, that the Parish Council support the application. Resolved with 9 votes for, 0 against and 1 abstention.</p> <p>FIVE - 21/2857/FUL – Otter Bungalow & Holmleigh, Back Lane, NP. EX10 0EY Rebuild of garden walls (ext) and steps to both properties. Cllr. Dalton declared a personal interest as she knew the applicant. It was proposed by Cllr. Lipczynski, seconded by Cllr. Walker, that the Parish Council support the application. Resolved with 6 votes for, 3 against and 1 abstention. 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: None to be considered.</p> <p>c) Tree (Planning) Matters: Clerk provided a verbal update on the outcome of a recent meeting with the EDDC Tree Officer at Venn Ottery Village Green regarding a parishioner application for the imposition of TPO's on trees belonging to the Parish Council. As a result of the meeting, the trees were NOT to be placed under a TPO and the Tree Officer had agreed to removal of one tree (as diseased) and the regulated pruning of the 4 others, subject to consultation with a qualified tree surgeon.</p> <p>d) Planning Determinations/Decisions: As per agenda published. Noted</p> <p>e) Appeal Matters: None advised to Council.</p> <p>Continued overleaf.</p>	<p>Clerk</p>
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<p>21/082 (Cont.)</p>	<p>f) Planning Correspondence: None received.</p> <p>g) To note and respond to planning consultations received: None received as at time of agenda publication.</p> <p>h) To consider Council’s Neighbourhood Plan Monitoring Report: Clerk had circulated the November Monitoring Report for consideration. Noted and format agreed for future reports.</p> <p>i) To note applications which will be considered at a forthcoming meeting of the EDDC Planning Committee and to decide whether the Parish Council wishes to make a further representation: The Parish Council had been contacted by both the NP&H ward member and the Clerk to Aylesbeare Parish Council with a suggestion that the PC make a comment on the proposed development 21/2835/FUL (Halfway Inn). After a lengthy debate, it was proposed by Cllr. Hughes, seconded by Cllr. Lipczynski, that the Parish Council supported this application in principle, but notes that the proposed trading hours will conflict with, and exacerbate, peak time traffic hours and thus an opportunity surely exists for DCC to work with the applicant and EDDC to introduce improvements to this junction which already poses significant visibility, safety and access challenges. Resolved unanimously. Clerk: Please respond to EDDC Planning dept. with this planning comment.</p>	
<p>21/083</p>	<p>Financial Matters</p> <p>a) To consider and review Financial Reports for November 2021: Noted and reviewed.</p> <p>b) To consider and, if thought fit, approve payments for November 2021 (as previously circulated to members of Council): Payments to the value of £19427.41 (plus a late payment for £646.60) were considered for November 2021. <i>Cllr. Hughes had declared a Pecuniary Interest as a recipient of a payment (to Bowhayes Trees) and left the room during this agenda item. Cllr. Dalton also declared a Pecuniary Interest as the recipient of a payment (Senior Citizens Christmas Lunch Grant Award) and left the room during this agenda item.</i> Payment approval proposed by Cllr. Walker, seconded by Cllr Tillotson. Resolved unanimously. RFO: Please make payments on due date accordingly. <i>Cllrs. Hughes and Dalton re-joined the meeting.</i></p> <p>c) Questions to RFO on these reports: No questions raised.</p> <p><i>Continued overleaf.</i></p>	<p>RFO</p>

<p>21/083 (Cont.)</p>	<p>d) To note recommendations of the Finance Committee for a Precept demand of £47,500 for the forthcoming financial year 2022-23 (see agenda item 21/077 earlier when the ratification of the recommendation was deferred to this part of the meeting).</p> <p><i>It was proposed by Cllr. Walker, seconded by Cllr. Lipczynski, that the Precept Demand (to be submitted January 2022) for 2022-23 be agreed at £47,500 (unchanged from 2021-22) with a budget figure approved of £96,515. Resolved unanimously.</i></p> <p><i>Cllr. Walker wished to make a representation regarding the anticipated costs of maintaining the public toilets in Roberts Way, when compared with the overall level of precept. Noted.</i></p> <p>e) To consider payment of Parish Honorariums (under Section 137 of the Local Government Act 1972) to persons providing services to parish and community in recognition of the costs incurred in the execution of their duties.</p> <p><i>Chair proposed that this matter be considered under agenda item 21/088 (Matters to be considered in committee). Resolved unan.</i></p>	
	<p>Business to be considered:</p> <p><i>Chair proposed the suspension of standing orders to allow an extension of the meeting beyond 2 hours. Resolved unanimously.</i></p>	
<p>21/084a)</p>	<p>a)i) To consider update from Climate Change Emergency Working Party (CCEWP): Cllr. Bilenkyj provided a summary of the notes from the last CCEWP meeting. Planting of bulbs around the village had been completed and Cllr. Bilenkyj thanked all those who gave up their time. Cllr. Hughes suggested that VOSRA assist with planting in Venn Ottery area. It was brought to Council's attention that a rare species of fungi was growing on the playing field and it was suggested that the Grounds Maintenance Contractor be provided with a plan of the field showing areas where cutting should be curtailed over the new few weeks to allow the plant to complete its "spore cycle"</p> <p>a)ii) and iii) To consider tree planting projects in the parish: Cllr. Hughes updated Council as to the forthcoming planting of the Christmas Tree on Greenbank and suggested that the tree originally intended for Greenbank might be better suited to outside the Pavilion in terms of accessibility and to lessen risks of damage to service media when excavating the hole needed for it.</p> <p><i>It was proposed by Cllr. Tillotson, seconded by Cllr. Walker, that Council should proceed as suggested. Resolved unanimously.</i> <i>Cllr. Hughes kindly offered to make the necessary arrangements.</i></p> <p>Cllr. Hughes went on to suggest that two smaller trees could be planted on Greenbank to grow out gradually and this would require far less invasive and potentially damaging root excavations. In addition, he confirmed that the Woodland Trust Tree Pack had arrived and suggested that the Allotment tenants may wish to bring these on ready for planting around the parish at a later date. Cllr. Tillotson (as Allotment Manager) agreed wholeheartedly.</p>	<p>Cllr. Hughes</p>

21/084a)	<p>a)iv) To consider matters pertaining to a proposed Parish Clean Up event: This matter had been discussed above. No further actions..</p> <p>a)v) To consider proposed alterations to Webbers Meadow (2) field to create a specific “dogs off leads area”: It was proposed by Chair that this matter be deferred to the next Ordinary meeting for consideration. <i>Clerk: Please note accordingly and add to DEC agenda.</i></p> <p>a)vi) To consider update on Greenbank Christmas Illuminations: This matter had been discussed above. No further actions.</p>	Clerk
21/084b)	<p>b) To consider potential dates and venues for 2022 meetings of the Parish Council:</p> <p>Clerk had circulated a draft provisional schedule of dates based on usual meeting frequency. <i>It was proposed by Cllr. Tillotson, seconded by Cllr. Carpenter, that these be adopted and published. Resolved unanimously</i> The matter of Parish Council meeting venues was deferred for consideration until the December ORD meeting on the 20th. <i>Clerk: Please note and action accordingly.</i></p>	Clerk
21/084c)	<p>c) To receive update from Chair on the meeting of the Venn Ottery Village Green Bridge Working Party held 19/11/2021:</p> <p>Chair provided update. Initial proposals are for a 6m span bridge to replace the wooden structure that has now collapsed. Chair advised Council that total costs for the project were likely to be in the region of £10,000 plus VAT. Clerk highlighted suggestions from local residents for a cheaper solution involving pipes and concrete slabs across the stream. Noted with thanks. Chair would be liaising with WP members and local contractors to seek quotes for the abutments works on which the bridge would ultimately sit. The works are more complex than initially thought as the recent flood events have widened the stream leaving less land on the northern side for the foundations to be laid on PC land. <i>Clerk: Please keep this matter on the agenda as a standing item.</i></p>	Clerk
21/084d)	<p>d) To consider proposal to convert dilapidated and dangerous picnic bench on Webbers Meadow into an ECO “bug habitat” and to consider contractors for the works:</p> <p>Unanimous agreement to get the old bench cut up but members noted that the job was beyond the remit of the Parish Maintenance Contractor and that a 3rd party contractor would be required. <i>Chair and Clerk to liaise on obtaining quotes.</i></p>	

21/084e)	<p>e) To consider request from Western Power Distribution for access to the Playing Field and Webbers Meadow for the installation of earthing equipment to WPD assets:</p> <p>It was noted that Western Power did have existing rights of access/easements over our land to access their plant and equipment but that they had nevertheless sought Council's agreement to undertake these mandatory safety works. Chair proposed that access be approved. Resolved unanimously. Clerk: Please convey this decision to WPD.</p>	
21/085	<p>Matters considered as urgent by presiding Chair:</p> <p>a) Chair outlined ongoing discussions and negotiations over marquee hire for the June 2022 Platinum Jubilee weekend event. It was suggested that he seek to acquire the largest marquee available to accommodate as many parishioners attending as possible. Cllr. Hughes also suggested that VOSRA be approached to join in the Playing Field event rather than hosting a separate VO event that might clash/conflict with the village celebrations.</p> <p>b) Chair (and Chair of Policy and Personnel Committee PPC), Cllr. Chapman) confirmed that two potential applicants for the vacant Clerk position had been in touch. Cllr. Walker sought clarity on the involvement of the PPC in the recruitment process. It was agreed that the PPC should meet as a matter of urgency to consider the recruitment; Cllr. Chapman as Chair to convene. Cllr. Chairman: Please note and action accordingly. Chair thanked Paul Hayward for his work for the Council since 2017 and wished him the very best in his new role in Axminster.</p>	
21/086	<p>Date and time of next meeting:</p> <p>The next ordinary Meeting of council will be held on Monday 20th December 2021, at 7.00pm at the Pavilion building in Back Lane. Clerk: Please note and publish agenda accordingly.</p>	Clerk
21/087	<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>	
21/088	<p>Matters to be considered in committee session:</p> <p>21/083e) was discussed, having been moved into committee from an earlier part of the meeting. It was proposed by Cllr. Tillotson, seconded by Cllr. Carpenter, that two honorariums for £50 and £100 respectively be paid in recognition of the costs incurred by two parish volunteers in the course of their duties. Resolved unanimously. RFO: Please make arrangements to make these payments.</p> <p><i>Minutes continued overleaf.</i></p>	RFO

<p>21/088 (cont.)</p>	<p>i) To consider matters pertaining to employment matters. Clerk confirmed handover arrangements and thanked members of the Council for their help, support and kindness over the last 4 years.</p> <p>ii) To consider confidential matters pertaining to Venn Ottery Rd Cemetery where an ongoing issue could have financial implications to the Council: After discussion about the parishioner request recently made to Council, it was agreed that no further action would be taken until the Council hears back from NALC as to the legalities of the issues and whether national legislation has any bearing on the proposed resolution to this query. Clerk: Please note and chase NALC for their legal advice.</p> <p>iii) To consider a matter pertaining to Venn Ottery Road Cemetery (a possible contravention of extant cemetery regulations): After discussion, it was agreed that this matter should be referred to the Policy and Personnel Committee for their consideration as it was a Policy matter in terms of a possible need to revise the current Cemetery T&C's. Cllr. Chapman: Please add to PPC agenda when convened.</p>	<p>Clerk</p> <p>Cllr. Chapman</p>
	<p>With no further business to discuss, Chair closed Council meeting at 10.00pm.</p>	

Draft – yet to be approved

Minutes of the Parish Council monthly Ordinary meeting on Monday 29th November 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 – 29th November 2021

Action Required	By Whom	By When	To/For	Min Ref:
PMC to assess WM footbridge	PMC	ASAP	Council	PF
Chase DCC PROW team re: FP works pending	Clerk/TS	ASAP	P3	PF
Allotment Manager to update FinComm on new asset acquisitions proposed	MT	Next Fin.Comm.	Fin.Comm.	PF
Chair and Clerk to liaise re: draft MOU for VOVG access agreement	Chair/Clerk	ASAP	Council	21/076
Arrange another Parish Clean up event 2022	Clerk/CCEWP	2022	Parish	21/076
Vire £5000 from general reserves to create a new Platinum Jubilee event fund.	RFO	ASAP	Council	21/077
Proceed with approved recommendations from Fin.Comm. (3 and 4)	Clerk	ASAP	Council	21/077
Correspond with DCC H'ways / JB re: Tipton St John road closures.	Chair/Clerk	ASAP	DCC	21/080
Submit Planning comments as determined	Clerk	ASAP	EDDC	21/082
Update Monitoring Report	Clerk	ASAP	Council	21/082
Process DEC payments as approved	RFO	By 30/11	Council	21/083
Advise EDDC of Precept Demand approved	RFO	Jan. 2022	EDDC	21/083
Plant Fir Tree on Playing Field by PAV	Cllr. Hughes	ASAP	NPPFF	21/084a)
Liaise with ARCCAS re: playing field cuts	Clerk	ASAP	GMC	21/084a)
Add WM2 Dog Issue to DEC agenda	Clerk	Dec. 2021	Council	21/084a)
Publish 2022 meeting dates	Clerk	ASAP	Website/NB	21/084b)
Add to DEC agenda re: venues discussion	Clerk	Dec. 2021	Council	21/084b)
Liaise with contractor to repurpose old bench	Chair/Clerk	ASAP	Council	21/084d)
Convey access decision to WPD	Clerk	ASAP	WPD	21/084e)
Chair PPC to convene meeting	Cllr. Chapman	ASAP	PPC/Council	21/085
Make 2 x honorarium payments as agreed	RFO	ASAP	n/a	21/088
Chase NALC for cemetery legal advice	Clerk	ASAP	NALC	21/088
Add 21/088iii) matter to next PPC	Cllr. Chapman	ASAP	PPC	21/088