

NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

Minutes of the Annual Meeting of
Newton Poppleford and Harpford Parish Council
held at The Pavilion, Back Lane, Newton Poppleford
at 7pm on Monday, 23rd May 2022

Chair will outline Fire Regulations, evacuation procedure and any current Covid-19 Compliance Guidance

		Action:
	<p>Present: Cllrs. Bilenkyj, Burhop (Chair), Carpenter (Vice Chair), Chapman, Dalton, Morgan, Tillotson, Tribble and Walker Clerk and RFO, Jacqui Baldwin 3 members of the public</p>	
	<p>Chair welcomed all Councillors and members of the public to the Council's Annual Meeting and outlined the Fire Regulations and evacuation procedure.</p>	
AM22/01	<p>Election of Chair Chair stood down and invited nominations for the position of Chair of the Parish Council. Cllr. Walker proposed Cllr. Burhop and Cllr. Burhop accepted the nomination. Seconded by Cllr. Dalton. Resolved 8 votes in favour with 1 abstention (Cllr. Burhop)</p>	
AM22/02	<p>Chair to sign Declaration of Office Signed in the presence of and witnessed by the Clerk.</p>	
AM22/03	<p>Election of Vice Chair Cllr. Walker proposed Cllr. Carpenter to be Vice-Chair of the Parish Council. Cllr. Carpenter accepted the nomination. Proposal seconded by Cllr. Dalton. Resolved 8 votes in favour with one abstention (Cllr. Carpenter)</p>	
AM22/04	<p>Vice Chair to sign Declaration of Office Signed in the presence of and witnessed by the Clerk.</p>	
AM22/05	<p>To consider apologies for absence and approve if accepted (LGA 1972 S.85(1)) Apologies received from Cllr. Lipczynski and Cllr. Hughes. Chair proposed approval of absences. Resolved unanimously.</p>	
AM22/06	<p>Declarations of interest from members of the Parish Council/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 This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as Allotment Manager.</p>	

	<p>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 This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as an allotment tenant.</p> <p>Chair reminded all members that further declarations could be made during the meeting if necessary</p>	
AM22/07	<p>To review the Minutes of the previous Annual Meeting held on 24th May 2021 (as circulated) which were approved on 28th June 2021 There were no matters arising from those Minutes.</p>	
AM22/08	<p>To consider and, if thought fit, approve the Minutes of the Ordinary Meeting of the Council held on 25th April 2022 as circulated to members Approval proposed by Cllr. Dalton, seconded by Cllr. Chapman. Resolved unanimously. Chair signed Minutes as a true record of that meeting. There were no matters arising not dealt with elsewhere on this Agenda.</p>	
AM22/09	<p>a) To consider payment of Chair's Allowance for 2022/23 Chair stated that it was not his intention to claim the allowance.</p> <p>b) To consider payment of Members Allowances for 2022/23 It was agreed that any Councillor wishing to claim the Members Allowance of £305.20 (7% of the District Council basic annual allowance) should contact the Clerk directly. Payment will be made after deduction of income tax.</p>	
AM22/10	<p>To consider Committee memberships for 2022/23 Membership of the Finance Committee remained unchanged: Cllrs. Burhop, Dalton, Tillotson, Tribble and Walker. Cllr. Bilenkyj expressed a wish to stand down from the Policy and Personnel Committee. Cllrs. Carpenter, Chapman, Dalton and Tillotson confirmed their agreement to continue to serve on this committee and Cllr. Tribble volunteered to join. As the optimum number of members on each committee is six, Clerk to contact Cllrs. Lipczynski and Hughes and request their involvement on either committee.</p>	Clerk
AM22/11	<p>To consider nominations for Voluntary Footpath (P3) Warden Chair proposed that Mr Swan be re-appointed as Footpath Warden and Mr. Swan accepted the nomination. Seconded by Cllr. Tribble. Resolved unanimously. Chair thanked Mr. Swan for his continued efforts on behalf of the Council and the community.</p>	
AM22/12	<p>Chair proposed suspension of Standing Orders to permit public representation during the Public Forum. Seconded by Cllr. Tillotson, resolved unanimously.</p>	
	<p>Public Forum</p> <p>a) Neighbourhood Policing report No report received. Cllr. Carpenter stated that engagement by the local policing team was disappointing. Cllr. Tribble advised that the</p>	

	<p>team was supporting the Community Speedwatch Initiative. Clerk to make contact and request access to relevant crime statistics for the next meeting.</p> <p>b) County Councillor report: Cllr. Jessica Bailey Due to another engagement, Cllr. Bailey had circulated her report prior to the meeting and sent her apologies. Chair noted the content of this report highlighting the number of authorities that had applied for 20mph zones for their communities. Cllr. Bailey hopes that Newton Poppleford will be one of the first communities selected for the scheme. Report available to download from the Parish Council website.</p> <p>c) District Councillor report: Cllr. Val Ranger Chair noted that Cllr. Ranger had sent her apologies but had circulated a detailed report in advance of the meeting. The report is also available to download from the Parish Council website. Cllr. Ranger reported that she had received complaints about the removal of the bus stops in Burrow without public consultation. Chair confirmed that these had been removed by Stagecoach as access to the stops along the A3052 for pedestrians was considered unsafe.</p> <p>d) Report from Ted Swan, Parish Footpath Warden Mr Swan gave a verbal report noting the fast rate of vegetation growth along footpaths. He confirmed that the route of the Jubilee Walk would be trimmed prior to 2nd June. The short footpath from Joney's Cross car park to the A3052 had now been cleared by Clinton Devon Estates. Erosion of the riverbank around the Red Bridge continues to worsen and negotiations between DCC and the local landowner about repair/replacement appear to be progressing extremely slowly. Chair agreed to write to DCC and involve Cllr. Bailey as the collapse of the bridge would be a huge loss of amenity to the communities of Newton Poppleford and Harpford. User Evidence Forms are being collected to support applications for additional footpaths in the parish but more are required before the Definitive Review period closes in June. Repairs are required to the wooden pedestrian gate into Webbers Meadow and the metal pedestrian gate from the A3052. Clerk to advise Parish Maintenance Contractor. Finally, Mr Swan confirmed that he would be attending a brushcutter/trimmer refresher course during the summer to renew his licence. Chair thanked Mr Swan for his endeavours on behalf of the community. Cllr. Bilenkyj asked what action was being taken to secure the footbridge in Webbers Meadow which is also being undermined by erosion. Chair advised that the logistics of transporting concrete to the site were under consideration. It is hoped that it will be possible to have concrete pumped directly to the area. Clerk to follow up with local contractor.</p> <p>e) Allotment Managers report: Cllr. Tillotson Cllr. Tillotson gave a brief verbal report and advised that a replacement mower was required. Chair confirmed that the Finance Committee would review quotations for this. He thanked Cllr.</p>	<p>Clerk</p> <p>Chair</p> <p>Clerk</p> <p>Clerk</p> <p>Fin Comm</p>
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	<p>Tillotson and the Allotment Committee for their commitment and hard work.</p> <p>f) Questions and representations from residents/parishioners VOSRA representative requested that the Parish Council, as landowner, agree to dedicate the footpath across Venn Ottery Village Green (from the southwest corner to the northern edge of the brook) as a Public Right of Way. Chair advised that a decision could not be made at this meeting as the item had not been publicised on the agenda for discussion. Mr Swan agreed to ask DCC's PROW officer to confirm the procedure for dedication and, if necessary, it was agreed that an EGM could be held to deal with this matter prior to the next scheduled Parish Council meeting. Resident noted that an overhanging shed was causing a hazard for users of Footpath 3, particularly in the dark. Mr Swan agreed to investigate.</p> <p>It was requested by members of the public that microphones be reinstated at the public forums. Request noted and Clerk/Chair to action.</p>	Clerk/Chair
AM22/13	Chair proposed resumption of standing orders to close Public Forum, seconded by Cllr. Walker and resolved unanimously.	
AM22/14	<p>a) To appoint the Responsible Financial Officer for 2022/23 Chair proposed that Jacqui Baldwin, Clerk, be appointed to the role of RFO for the coming year. Seconded by Cllr. Carpenter and resolved unanimously.</p> <p>b) To confirm bank mandate signatories for 2022/23 Clerk confirmed that applications had been submitted to Lloyds Bank for two additional signatories to be added to the mandate. On completion Cllrs. Burhop, Dalton, Tribble and Walker would be authorised signatories for both Lloyds and Unity Trust Bank accounts.</p> <p>c) To consider arrangements for the Parish Council insurance 2022/23 Clerk confirmed that the broker (WS Hallam) is currently reviewing renewal quotations. Chair noted that additional insurance had been arranged for the Jubilee events.</p>	
AM22/15	<p>a) Acceptance of Internal Auditors Report for End of Financial Year Accounts 2021-22 Contents noted and accepted.</p> <p>b) To consider the Annual Governance Statement and, if approved, to authorise Chair to sign on behalf of Council The Annual Governance Statement was unanimously approved and was signed by the Chair.</p> <p>c) To consider Accounting Statements and ancillary financial records and, if approved, to authorise Chair and RFO to sign on behalf of Council (AGAR3 pt2) The Accounting Statement was unanimously approved and was signed by the Chair and RFO.</p> <p>d) To confirm the dates for publication of the Notice Period for the Exercise of Public Rights</p>	

	Clerk confirmed that the date set for the commencement of the period for the exercise of public rights was 5 th June 2022. The period must last for 30 working days and will therefore end on 15 th July.	
AM22/16	To review and, if thought fit, approve Council's Standing Orders It was unanimously agreed that the Standing Orders approved in May 2021 did not require amendment and the Standing Orders were therefore re-adopted in their current form.	
AM22/17	To review and, if thought fit, approve Council's Financial Regulations and Delegation policy The Financial Regulations and Delegation Policy, having been reviewed by the Finance Committee, remained unchanged from the previously approved 2021 version. Chair noted that the review had highlighted that clause 2.2 of the Financial Regulations, relating to the verification of bank reconciliations by a member <u>not</u> on the Finance Committee, was not currently being adhered to. Cllr. Carpenter volunteered to carry out this task. Cllr Carpenter and Clerk to meet on a quarterly basis to action this.	Clerk/BC
AM22/18	To review and, if thought fit, approve Council's Code of Conduct policy and to note requirement for Members to update the Register of Interests if appropriate Chair proposed that the revised Code of Conduct policy be adopted. Seconded by Cllr. Walker and resolved unanimously. Members were reminded of their obligation to update the Register of Interests with any changes in circumstances. Signed forms to be passed to the Clerk for onward transmission to EDDC's Monitoring Officer. Clerk to publish 2022 version on the website and submit to EDDC as required.	Clerk
AM22/19	To consider Council's membership of external bodies It was noted that the Council's membership of the Devon Association of Local Councils had been renewed. Cllr. Walker agreed to continue as the Council's representative on the NP Village Hall board.	
AM22/20	Chair's announcements/matters of urgency for report only Nothing reported.	
AM22/21	Financial Matters: a) To consider and review Financial Reports for May 2022 as per documents previously circulated to members and published on-line Chair and RFO to review payments to be made from General Reserves to ensure adequate available working funds. b) To consider payments for approval for May as per documents circulated to members and published on-line. Cllr. Walker proposed approval of payments to be made as presented. Cllr. Tillotson seconded the proposal which was carried unanimously. RFO to action payments as required. c) Questions to RFO from members of Council relating to the financial reports. None raised.	Chair/RFO Clerk
AM22/22	Correspondence received – not already circulated to members:	

AM22/23	Planning Matters:	
	<p>a) To consider planning applications received prior to publication: 21/3308/RES - Waterleat, Newton Poppleford (revised plans) Cllr. Carpenter noted the objections already submitted by the RSPB, EA and local residents. There are still many fundamental objections to this proposed development. Cllr. Bilenkyj proposed that the Parish Council submit an objection on the basis that the revised plans still contravene the Neighbourhood Plan in terms of property size, proximity to neighbouring properties, roof line, building line and parking provision. Seconded by Cllr. Morgan and resolved unanimously. Chair and Clerk to prepare response and submit to LPA 22/0919/LBC - Brook Hayes, Venn Ottery Road, NP - Re-render front, rear and side elevation and replace fascia boards on side elevation Chair proposed that this application be supported on the condition that the Listed Building Officer approves the finish colour of the lime mortar. Seconded by Cllr. Morgan and resolved unanimously. 22/0642/LBC - Rose Cottage, High Street, NP – extensive renovation works. Cllr. Chapman declared an interest as a neighbour of the property owner. Cllr. Carpenter proposed that this application be supported. Seconded by Cllr. Morgan and resolved with 8 votes in favour and one abstention. 22/1057/FUL - 4 Parsons Close, NP – single storey rear extension Chair declared an interest as an acquaintance of the resident. Chair proposed that an objection be made to this application on the grounds that the design and materials proposed contravene the Neighbourhood Plan. Seconded by Councillor Tillotson and resolved 6 in favour, 2 against, 1 abstention. Clerk to submit all resolved comments to the LPA</p>	<p>Chair/Clerk</p> <p>Clerk</p>
	<p>b) To consider planning applications received after agenda publication (subject to circulation prior to the Ordinary meeting on separate agenda) One application notified and published on a supplementary agenda and previously circulated to Councillors: 22/1066/FUL – Holmleigh, Back Lane, NP - alterations to front porch and creation of a first floor rear link to the existing garage. It was agreed that, as there had been limited time for Councillors to review the submitted plans, discussion should be deferred to a later date.</p>	
	<p>c) Tree matters (Planning) – none raised</p>	
	<p>d) Planning determinations/decisions advised – see minute (h)</p>	
	<p>e) Appeals – none advised</p>	
	<p>f) Planning correspondence received – none received</p>	
	<p>g) To note and respond to planning consultations received – none received</p>	

	<p>h) To consider Council's Neighbourhood Plan 'Monitoring Report' Report update circulated to members of Council prior to the meeting. Chair noted that the granting of permission with conditions evidenced that the Planning Authority were taking account of the Neighbourhood Plan and Council comments.</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 further representation. The next meeting of the Planning Committee takes place on 14th June, agenda not yet published.</p>	
AM22/24	<p>To consider matters pertaining to the annual Tree Survey Contents of the summary report circulated by the Clerk were noted. DCC to be contacted with regard to the White Poplar and other trees overhanging the A3052 near the junction with Back Lane as these are not the Parish Council's responsibility. Clerk to obtain quotations for the necessary works to be carried out.</p>	Clerk
AM22/25	<p>To note recent RoSPA Play Safety report for Back Lane Play Area and cost of repairs Chair confirmed that the quotation received for required repairs had been discussed by the Finance Committee and remedial works totalling £6,712.22 agreed. The Play Equipment Sinking Fund will be used to fund the replacement of the roundabout. Clerk to raise Purchase Order</p>	Clerk
AM22/26	<p>To receive an update on the MUGA project and review quotations A summary of the four received tenders prepared by the Project Manager had been circulated prior to the meeting. Chair proposed that the quotation submitted by Supplier 4 be accepted in principle. Proposal seconded by Cllr. Dalton and resolved unanimously. Clerk to arrange for Chair to meet EDDC's Planning Obligation officer to confirm Section 106/CIL funding.</p>	Clerk
AM22/27	<p>To consider the provision of picnic tables/benches in Webbers Meadow Cllr. Dalton proposed that NPPFF reimburse NPHPC for picnic benches purchased by NPHPC for Webbers Meadow which are now being utilised at the Pavilion. From these funds two picnic benches and a bench to be purchased for Webbers Meadow. Seconded by Cllr. Tillotson and resolved unanimously. Clerk to action</p>	Clerk
AM22/28	<p>To consider a quotation received for the purchase of a new footbridge for Venn Ottery Village Green Chair proposed suspension of Standing Orders to permit public representation on this matter. Seconded by Cllr. Morgan, resolved unanimously. Chair advised that DCC was able to supply a wooden bridge in kit form at a considerably lower cost than the bridge made from recycled material that had been quoted by another supplier. The bridge would be purchased from the VOVG Reserve Fund. It would be erected by volunteers and a contractor employed to install the concrete bank seats on which the bridge will sit. In response to a question from a VOSRA representative the Chair confirmed that this bridge would not provide wheelchair/disabled access to Church land as this was a matter for the diocese not the Parish Council. If</p>	

	<p>the Parish Council proceeds with the dedication of the footpath across the village green both the footpath and the bridge will become the future responsibility of DCC.</p> <p>Chair proposed resumption of standing orders to close Public Forum, seconded by Cllr. Tribble and resolved unanimously.</p> <p>Chair proposed to proceed with the purchase of a 5.5m footbridge from DCC. 8 votes in favour, one abstention.</p>	Chair
AM22/29	<p>To receive an update on the Platinum Jubilee celebrations</p> <p>Chair requested additional volunteers to assist with various aspects of the celebrations. There are 14/15 teams entered for the Quiz but sales of tickets for the Silent Disco are slow. Further promotion on Facebook and Web required. Bunting has been ordered and a contractor secured to put this up and dress the tree on Greenbank.</p>	
AM22/30	<p>To consider holding First Aid/CPR Training events for residents</p> <p>Cllr. Tribble proposed that the Parish Council fund first aid/CPR training for parishioners at an estimated cost of £200 for one day during which several sessions could take place. Cllr. Carpenter seconded this proposal, resolved unanimously.</p> <p>Cllr Tribble to action.</p>	SPT
AM22/31	<p>Date of next Annual Meeting - Monday 22nd May 2023</p> <p>Date of next Ordinary Meeting - Monday 27th June 2022, 7.00pm at The Pavilion, Back Lane, Newton Poppleford</p>	

With no further business to consider, the Chair declared the meeting closed at 9.10pm.

Minutes of the Parish Council Annual Meeting

Held on 23rd May 2022

Signed as a true record of the meeting above:

----- Chair

----- Date