

# NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

Minutes of the Parish Council monthly Ordinary Meeting held at 8.20pm on Monday, 25<sup>th</sup> April 2022 at The Pavilion, Back Lane, Newton Poppleford.

**Present:** Cllrs. Burhop (Chair), Carpenter (Vice Chair), Bilenkyj, Chapman, Dalton, Lipczynski and Tillotson.  
Cllr. Jess Bailey (DCC)  
Cllr. Val Ranger (EDDC)  
Clerk, Jacqui Baldwin  
Hon. Footpath Warden, Ted Swan  
4 members of the public

The Chair welcomed all Councillors and members of the public to the Council's April Ordinary meeting, which commenced immediately following the closure of the Annual Parish Meeting, to consider the following business:

22/001	<p><b>To consider apologies for absence and approve if accepted</b> (LGA 1972 S.85(1)) Apologies received from Cllrs. Tribble and Walker. <i>It was proposed from the Chair that these apologies be accepted and approved. Resolved unanimously.</i></p>	<b>Action:</b>
22/002	<p><b>Declarations of interest from members / Dispensations afforded</b></p>	
	<p>(this does not preclude the duty to declare further interests during the meeting as applicable)</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 to discuss and vote upon matters pertaining to Parish allotments at the Ordinary Meeting held 22/7/2019. This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as Allotment Manager and an allotment tenant.</p> <p>Cllr. Dalton was afforded a dispensation to discuss and vote upon matters pertaining to Parish allotments at the Ordinary Meeting held 29/3/2021. This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as an allotment tenant.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>Cllr. Hughes was afforded a dispensation at the Ordinary Meeting held on 18<sup>th</sup> May 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 This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of his personal and disclosable pecuniary interests as owner of Bowhayes Trees Ltd.</p> <p>Chair declared a personal interest in agenda item 22/008(a) as an acquaintance of the homeowner in question.</p>	
22/003	<p><b>To consider any matters listed on this Agenda that Councillors consider should be dealt with as confidential business as per the provisions of</b></p>	

	<b>The Public Bodies (Admission to Meetings) Act 1960 – see Agenda item 22/013</b>	
22/004	<p><b>To consider and, if thought fit, approve the Minutes of the Ordinary Meeting of the Council held on 28<sup>th</sup> March 2022 as circulated to members</b></p> <p><i>Approval of the Minutes proposed by Cllr. Hughes, seconded by Cllr. Dalton and resolved unanimously.</i></p> <p><b>To consider Matters Arising from those Minutes:</b></p> <p>Chair confirmed:</p> <ul style="list-style-type: none"> <li>a) Public Convenience to re-open Thursday 28<sup>th</sup> March.</li> <li>b) Ukraine flag has been purchased.</li> </ul>	
22/005	<b>To review the Minutes of the Council’s Finance Committee meeting held on 11<sup>th</sup> April 2022 as circulated to members and to note and ratify recommendations from that Committee as below:</b>	
	<ul style="list-style-type: none"> <li>a) To ratify the decision to approve a Grant Application from the Venn Ottery &amp; Southerton Residents Association for a grant of £200 towards their Jubilee celebrations. <i>Proposed by Cllr. Hughes, seconded by Cllr. Lipczynski, 7 votes in favour, 1 abstention.</i> To approve the recommendation to make a grant of £200 to the Poppet’s Playgroup for the purchase of toys and craft items. <i>Proposed by Cllr. Tillotson, seconded by Cllr. Dalton, approved unanimously.</i> <i>Clerk to action payments accordingly</i></li> </ul>	<b>Clerk</b>
	<ul style="list-style-type: none"> <li>b) To transfer the 2021/22 budget surplus to General Reserves. <i>Proposed by Cllr. Bilenkyj, seconded by Cllr. Hughes and approved unanimously.</i> <i>Clerk to note and action</i></li> </ul>	<b>Clerk</b>
22/006	<b>Correspondence received not previously circulated:</b> None received	
22/007	<b>Chair’s announcements/matters of urgency for report only:</b> Chair noted that cases of Covid-19 in the local area remain above the national average. There had been 14 cases in the EX10 postcode in the preceding week and over 150 people had been admitted to RD&E with the virus in the past 7 days.	
22/008	<b>Planning Matters:</b>	
	<ul style="list-style-type: none"> <li>a) i) <b>To consider planning applications received prior to publication:</b> <b>22/0687/FUL</b> – 2 Parsons Paddock, Exeter Rd, NP Alterations to fenestration. <i>Cllr. Carpenter proposed that this application be supported as the alterations do not change the aesthetics of the building, seconded by Cllr. Bilenkyj, 7 votes in favour. Chair abstained having previously declared an interest.</i> <i>Clerk to respond to EDDC accordingly</i></li> <li><b>22/0824/FUL</b> – Devon Vale, 9 Burrow Lane, NP Erection of a replacement double garage <i>Cllr. Lipczynski proposed that this application be supported, seconded by Cllr. Hughes and resolved unanimously.</i> <i>Clerk to respond to EDDC accordingly</i></li> </ul>	<b>Clerk</b>  <b>Clerk</b>

	<p><b>b) To consider planning applications received after agenda publication (subject to circulation prior to the Ordinary meeting on separate agenda)</b> None received</p>	
	<p><b>c) Tree matters (Planning)</b></p>	
	<p><b>d) Planning determinations/decisions advised</b> None</p>	
	<p><b>e) Appeals</b> None</p>	
	<p><b>f) Planning correspondence received</b> None received</p>	
	<p><b>g) To note and respond to planning consultations received</b> None received</p>	
	<p><b>h) To consider Council's Neighbourhood Plan 'Monitoring Report'</b> Report update circulated to members of Council prior to the meeting. Chair noted that application 22/0128 had been refused and 22/0306 withdrawn following a recommendation for refusal from the Listed Building officer.</p>	
	<p><b>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.</b> None advised pertaining to the Parish. Chair noted that no date has yet been notified for review of the Waterleat application although EDDC have enforced removal of the advertising hoardings surrounding the site.</p>	
22/009	<p><b>Financial Matters:</b></p>	
	<p>a) To consider and review Financial Reports for April 2022 as per documents previously circulated to members and published on-line: Finance Reports noted</p> <p>b) To consider payments for approval for April as per documents circulated to members and published on-line: <i>Approval proposed by Cllr. Tillotson and seconded by Cllr. Dalton. Approved unanimously.</i> <i>Clerk to action payments</i></p> <p>c) To consider and review Financial Year 2021/22 reports. It was noted that expenditure had exceeded income for the year in the sum of £7,000 but this amount had been covered by reserves already in place.</p> <p>d) To note arrangements for the End of Year Audit and Governance Return (AGAR). i) to approve the Fixed Asset Register as previously reviewed and revised by the Finance Committee. <i>Approval proposed by Cllr. Dalton and seconded by Cllr. Lipczynski. Unanimously agreed.</i> ii) to review and approve revised Internal Financial Controls. <i>Approval proposed by the Chair and seconded by Cllr. Tillotson. Unanimously agreed.</i> iii) to approve the appointment of the Internal Auditor</p>	<b>Clerk</b>

		<p><i>Approval of the appointment of Mr C Noake proposed by Cllr. Tillotson, seconded by Cllr. Chapman and carried with 7 votes in favour. Chair abstained as Mr Noake is known to him personally.</i></p> <p>e) To review Reserve Funds and virements for the Financial Year 2022/23</p> <p><i>Chair proposed that an additional £100 be vired to the IT capital fund, £300 to Defibrillator sinking fund and £300 to the Night Landing Site sinking fund, seconded by Cllr. Dalton and approved unanimously.</i></p> <p>It was agreed to retain the remaining £1,682.50 in the Neighbourhood Plan fund to cover the cost of future re-prints. It was noted that the £5,000 in the Venn Ottery Village Green fund would not be sufficient to cover the cost of the new footbridge. It is hoped to obtain additional financial support from DCC.</p> <p><i>Clerk to note the above virements and action</i></p>	Clerk
22/010		<b>BUSINESS TO BE CONSIDERED:</b>	
	A	<p><b>To review and, if thought fit, approve the revised NPHPC Annual Risk Assessment:</b></p> <p>This document had previously been reviewed in detail by the Finance Committee.</p> <p><i>Approval proposed by Cllr. Bilenkyj, seconded by Cllr. Lipczynski and agreed unanimously.</i></p>	
	B	<p><b>To consider matters pertaining to the Annual Tree Survey:</b></p> <p>Discussion deferred to May Ordinary Meeting.</p> <p><i>Clerk to note and add to May Agenda</i></p>	Clerk
	C	<p><b>To consider and, if thought fit, approve the revised Allotment Tenancy Agreement as proposed by the Policy &amp; Personnel Committee:</b></p> <p>It was noted that the procedure for revision of this document had not been correctly followed and there had not been adequate time for discussion. As allotment tenancies are overdue for renewal it was suggested by Cllr. Tillotson that any proposed changes should be held in abeyance until 2023.</p> <p><i>It was therefore proposed by Cllr. Bilenkyj that invoices be sent out based on the existing Tenancy Agreement and that the current Terms &amp; Conditions remain in force until April 2023. This was seconded by Cllr. Chapman and there were 6 votes in favour. Cllrs. Dalton and Tillotson abstained from the vote as having a prior declared interest.</i></p> <p><i>PPC to review the Tenancy Agreement at their July meeting and circulate a proposed new agreement for discussion and approval in September.</i></p> <p><i>Clerk to note and issue 2022/23 Tenancy Agreements as soon as possible.</i></p>	PPC Clerk
	D	<p><b>To consider a request from VOSRA to hold a Jubilee event on the Venn Ottery Village Green:</b></p> <p><i>Chair proposed that this request be approved, seconded by Cllr. Hughes and unanimously agreed.</i></p> <p>Cllr. Hughes requested that Jubilee commemorative mugs be provided for the Venn Ottery and Southerton children as has been arranged for other children in the parish.</p> <p><i>Jubilee Committee to note</i></p>	ST

	E	<b>To consider holding First Aid/CPR Training events for residents of the parish:</b> This matter was deferred in the absence of Cllr. Tribble. <i>Clerk to add to May ORD Meeting Agenda</i>	<b>Clerk</b>
	F	<b>To consider a quotation for the repair of the VOR Cemetery gates:</b> <i>Cllr. Hughes proposed that the quotation for the repair of the gates in the sum of £660 be accepted, seconded by Cllr. Dalton and approved unanimously.</i> <i>Clerk to advise contractor and arrange for work to be carried out</i>	<b>Clerk</b>
22/011		<b>Date of next Ordinary Meeting</b> Monday, 23 <sup>rd</sup> May 2022 at The Pavilion, Back Lane, Newton Poppleford at 7.00pm	
22/012		<b>Chair thanked members of the public for their attendance and proposed that, under the provisions of the Public Bodies (Admission to Meetings) 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.</b>	
22/013		<b>Matters to be considered in committee session:</b> a) <b>To consider matters relating to the closure of the Doctors surgery in Newton Poppleford:</b> Advice received and previously circulated was noted. It was agreed to communicate informally with all parties with an interest in this matter to reach an agreement on the future use of the building.	<b>Chair/Clerk</b>

With no further business to consider, the Chair declared the meeting closed at 9.30pm.

**Minutes of the Parish Council monthly Ordinary Meeting**

**Held on 25<sup>th</sup> April 2022**

**Signed as a true record of the meeting above**

----- Chair

----- Date