**NEWTON POPPLEFORD AND HARPFORD
PARISH COUNCIL**

Minutes of the Parish Council Ordinary Meeting which took place at The Pavilion, Back Lane, Newton Poppleford at 7pm on Monday, 28th November 2022.

Present: Cllrs. Burhop (Chair), Bilenkyj, Carpenter (Vice Chair), Dalton, Hughes, Lipczynski, Morgan, Tribble and Walker.

 Ted Swan, Honorary Footpath Warden

 6 members of the public

**The Chair welcomed all Councillors and members of the public to the Council’s November meeting and outlined the fire evacuation procedure prior to opening the Public Forum:**

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| **Public Forum**Some reports may have been circulated beforehand and published on-line1. Neighbourhood Policing report

Clerk advised that no-one was available from the Neighbourhood Policing Team to attend this meeting but that an email had been received from the team noting that there were 6 incidents logged in the parish during November. No information was provided as to the type of incident. Cllr. Hughes advised that local farmers had recently reported a spate of break-ins to barns and outbuildings with items such as chainsaws and quad bikes being stolen. Chair stated that he had mailed the Policing team expressing concern at the lack of investigation of some recent incidents where only a crime number had been issued. 1. County Councillor report: Cllr. Jessica Bailey. Cllr. Bailey provided a verbal report later in the meeting.
2. District Councillor report: Cllr. Chris Burhop

Cllr. Burhop said that he was honoured to have been elected as Ward Councillor and would do his utmost to serve the community and carry on the good work of the late Cllr. Val Ranger.1. Report from Ted Swan, Parish Footpath Warden

Mr Swan noted that he would liaise with the Clerk to complete the annual P3 Footpath Survey and grant application forms by the deadline of 13th February. DCC had advised that there was no guarantee of grants being awarded in 2023. Discussions are ongoing with Emma Hellier at DCC with regard to the required upgrades to Footpath 1 but progress is likely to be slow. Erosion to Footpath 3 is creating a safety hazard, particularly after dark, and Mr Swan confirmed that a barrier would be erected to ensure that walkers were not endangered. Any remedial work will have to wait until the gas main works have been completed and the footpath re-opened. Chair thanked Mr Swan for his continuing hard work on behalf of the parish. 1. Report from the Allotment Management Committee

No report available in the absence of Cllr. Tillotson.1. Report from the Climate Change Group

Mrs Gill Cameron-Webb advised that the new Community Orchard in Webbers Meadow would be planted on 27th December. Posters had been erected around the village asking for volunteers to assist with the planting and refreshments would be provided in the Pavilion on the day. The DCC Emergency Tree Planting Project Plan had been circulated prior to the meeting showing the intended locations and tree species to be planted. Mrs Cameron-Webb advised that the Climate Change Group had requested that the trees to be planted close to the MUGA be changed from Yew to Rowan but in all other respects the plan would remain as circulated. DCC’s contractors are liaising with utility companies in relation to the location of pipes, cables etc and planting should commence at the end of January**. Cllr. Bilenkyj proposed that the tree planting plan be approved and the Climate Change Group be given authority to order the required trees. Seconded by Cllr. Hughes and resolved unanimously.** Finally, Mrs Cameron-Webb confirmed that the Climate Change Group would be facilitating a free tree ‘give-away’ on 11th February 2023 at the Pavilion for which saplings would be provided by the Woodland Trust. 1. Questions and representations from residents/parishioners
2. Cllr. Hughes passed on the thanks of a parishioner to the Clerk and Mr Swan for their quick response to notification of a fallen tree across the green lane at Southerton.
3. Mr. Swan requested that the Clerk check the timings of the automatic locks at the Public WC.
4. The owner of a property in Venn Ottery requested the opportunity to publicly explain why two oak trees on her property had recently been felled causing concern amongst local residents. In the absence of the property owner, contractors working on site had advised that the trees should be removed judging them to be a health and safety hazard. The property owner expressed regret that the trees had been felled but committed to working with a landscape consultant and the Climate Change Group on a new planting scheme which would enhance the site. Chair advised that tree matters were the responsibility of EDDC Tree Officers who had been made aware of this situation and would no doubt be concerned at the loss of such mature trees. Council would defer to EDDC in this matter, trees being outside the jurisdiction of the Parish Council, although it was noted that the felling of trees is contrary to the Neighbourhood Plan. Chair thanked the resident for coming forward and addressing the meeting in such circumstances.

Chair closed the Public Forum at this point but confirmed he would suspend Standing Orders to allow public contributions on planning matters.  |

**To consider the following business:**

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|  |  |  | **Action:** |
| 22/070 |  | **To consider apologies for absence and approve if accepted** (LGA 1972 S.85(1))Apologies for absence received from Cllrs. Chapman and Tillotson were accepted and approved. |  |
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| 22/071 |  | **Declarations of interest from members / Dispensations afforded** |  |
|  |  | (this does not preclude the duty to declare further interests during the meeting as applicable) |  |
|  |  | All members present are, by definition, members of the NPPFF Trustee Board and declare a personal interest in that capacity.Cllr. Hughes was afforded a dispensation to discuss and vote upon matters pertaining to trees at the Ordinary Meeting held 18/05/2020. This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of his personal and disclosable pecuniary interest as owner of Bowhayes Trees Limited, Bowhayes Farm, Venn Ottery.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.Cllr. Burhop declared a pecuniary interest in agenda item 22/080(b) and advised that he would abstain from any vote on this item. |  |
| 22/072 |  | **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 – see Agenda item 22/085** |  |
| 22/073 |  | **To consider and, if thought fit, approve the Minutes of the Council’s Ordinary Meeting held on 24th October 2022 as previously circulated to members.**To consider any Matters Arising from those Minutes:1. Webbers meadow footbridge repairs

Chair reported that shuttering of the banks had commenced and he would be contacting a contractor to obtain a quote for reinforcement of the banks. 1. Water leak – Burrow

Chair confirmed that he and Cllr. Jess Bailey were determined to get this long-running problem solved. DCC have indicated that South West Water is responsible but it was noted that SWW have investigated this matter twice without resolution. 1. Venn Ottery footbridge installation

Chair and Cllr. Hughes agreed to formulate an action plan to get the footbridge built and installed as soon as possible.  | **Chair****Chair/HH** |
| 22/074 |  | **To review the Minutes of the Council’s Finance Committee meeting held on 21st November 2022 as circulated to members.**1. To note the financial outcome of the Fireworks event and ratify the decision to hold a Fireworks event in 2023.

It was unanimously agreed that a Fireworks event should take place on Friday, 3rd November 2023.  |  |
| 22/075 |  | **Correspondence received:**1. Offer of donation from the Community Café

Chair advised that the Community Café had offered to fund the parish contribution to the new community orchard to be planted in Webbers Meadow. It was unanimously agreed to accept the offer of a £120 donation for this purpose. Chair thanked the Community Café for their kind offer. **Clerk to note and respond to the Community Cafe accordingly.** | **Clerk** |
| 22/076 |  | **Chair’s announcements** |  |
| 22/077 |  | *Dealt with later in the meeting following the arrival of County Cllr. Jess Bailey* |  |
| 22/078 |  | **To consider matters pertaining to footpaths and public rights of way in the Parish:**Dealt with as part of the Public Forum. |  |
|  |  | **Chair proposed that Standing Orders be suspended to allow public representations on the following items if appropriate. Seconded by Cllr. Carpenter and resolved unanimously.** |  |
| 22/079 |  | **Planning Matters:** |  |
|  |  | 1. **To consider planning applications received prior to publication:**

**22/2424/FUL – Luscombes, Back Lane, NP** – erection of workshop, store and stableCllr. Carpenter noted that two comprehensive objections had already been uploaded to the planning portal which provide a strong case against this proposal. A local resident pointed out that this is an application for development in open countryside, within the AONB, which would be visible from large parts of the village. The size, design and proposed construction materials of the building all contravene the Neighbourhood Plan and construction will have a negative ecological impact due to the removal of trees and hedgerow. Councillors felt that this building was more suited to an agricultural or commercial environment but was inappropriate for ‘private’ use in a residential area. **Cllr. Carpenter proposed that Council object to this application as it contravenes the Neighbourhood Plan. Seconded by Cllr. Walker and resolved unanimously.****Chair to prepare objection for Clerk to upload to planning portal.****22/2426/LBC – Minors, Venn Ottery** - internal alterations**Chair proposed that Council should not respond to this Listed Building application. Seconded by Cllr. Hughes and resolved unanimously.****22/2502/FUL – Minors, Venn Ottery** - single storey extensionThe applicant stated that the proposed extension would create a modern family living space. It would be distinct from the original property but sympathetic to it. Cllrs. noted that the materials to be used for the roof (slate) and the bi-fold doors and windows (aluminium) were not consistent with the original building and with the Neighbourhood Plan but that it was now common practice not to ‘match’ new with old.**Cllr. Walker proposed that Council support this application. Seconded by Cllr. Hughes. Proposal was passed with one objection, 2 abstentions and 6 in favour.** **22/2503/LBC – Minors, Venn Ottery** – as above**Chair proposed that Council should not respond to this Listed Building application. Seconded by Cllr. Hughes and resolved unanimously.****22/2441/FUL – Pump Cottage, Higher Way, Harpford** – addition to existing single storey extensionChair noted that usually Council would not support a flat roof extension but as this was an addition to an existing, modern flat roof extension utilising the original window the circumstances were unusual. **Cllr. Lipczynski proposed that Council support this application. Seconded by Cllr. Morgan and resolved unanimously.****22/2442/LBC – Pump Cottage, Higher Way, Harpford** – as above**Chair proposed that Council should not respond to this Listed Building application. Seconded by Cllr. Lipcynski and resolved unanimously.****Clerk to note above and upload Councils decisions to the planning portal.** | **Chair****Clerk** |
|  |  | 1. **To consider planning applications received after agenda publication (subject to circulation prior to the Ordinary meeting on separate agenda)**

None received |  |
|  |  | 1. **Planning determinations/decisions advised**

**22/1167/RES** – Land south of KAW: Approval with conditionsCouncillors were pleased to note conditions imposed by the Planning Committee. **22/1762/FUL** – 13 School Lane: Approved (revised plans)Noted that following Council’s objection the application had been resubmitted substituting a pitched roof for the original flat roof. |  |
|  |  | 1. **Planning correspondence received**

None received |  |
|  |  | 1. **To note and respond to planning consultations received**

EDDC - Launch of public consultation on the emerging Local PlanChair encouraged Councillors to review the draft Local Plan as it relates to Newton Poppleford and Harpford for discussion at the next meeting. In the meantime, Mrs Cameron-Webb has agreed to analyse the points of difference, if any, between this draft and the Neighbourhood Plan. The existing Neighbourhood Plan may need to be amended to incorporate any policy changes.**Clerk to place on Agenda for December meeting** | **Clerk** |
|  |  | 1. **To consider Council’s Neighbourhood Plan ‘Monitoring Report’**

Report update circulated to members of Council prior to the meeting and contents noted. |  |
|  |  | 1. **To note applications which will be considered at a meeting of the EDDC Planning Committee to be held on 29th November:**

**22/3308/RES –** Waterleatdevelopment Chair noted that the plans for this development have been significantly revised to reflect the numerous objections raised and the Planning Officers recommendation is to approve. There remains the issue of the location of the properties in relation to ‘Grasmere’ which, as it stands, will be overshadowed and overlooked. Chair will attend the Planning Committee and make an objection on this point. 1. **Tree Matters:**

Imposition of 22/0023/TPO – Land adjacent to 3 Hacker CloseNoted**Chair proposed that Standing Orders be reinstated to preclude further public representations. Seconded by Cllr. Carpenter and resolved unanimously.** |  |
| 22/080 |  | **Financial Matters:** |  |
|  |  | 1. To consider and review Financial Reports to end October 2022 as per documents previously circulated to members and published on-line

Contents noted.1. To note November payments approved by the Finance Committee as per documents circulated to members and published on-line.

Noted1. Questions to RFO from members of Council relating to the financial reports.

None received.1. To review recommendations of the Finance Committee regarding the Budget and Precept demand for the financial year 2023-24

Chair stated that the proposed increase to the precept under option 2 would add approx. £20 per year to Council Tax bills. This has been referenced in an article in the December Parish magazine as it is important that residents should be forewarned and given the opportunity to express an opinion. A final decision on the proposed budget and precept to be taken at the December Council Meeting.**Clerk to note and add to the Agenda accordingly.**  | **Clerk** |
|  |  | At 8.40pm the Chair welcomed Cllr. Jess Bailey to the meeting. Cllr. Bailey provided a verbal report on her activities which included pressing Highways for a meeting to discuss ongoing road safety concerns. As SWW have advised that the Burrow water leak is not their responsibility, DCC Highways have added the road to their ‘capital works project’. It is hoped that, after 15 years of complaints, DCC might find the source of this problem and solve it. Cllr. Bailey expressed concern at the new rules on voter identification which are about to be implemented and may affect voter turnout. Cllr. Hughes requested that Highways be contacted about the state of the road between Venn Ottery and Tipton St. John which, in wet weather, is extremely dangerous for pedestrians, particularly schoolchildren. Cllr. Hughes to provide the Chair and Cllr. Bailey with further details and a precise location. |  |
| 22/077 |  | **To consider matters pertaining to highways, speed reduction measures and road safety in the Parish:**1. ‘Wigwag’ signage

Cllr. Bailey offered to contribute 50% of the £2,000 cost from the Locality Fund if Council wishes to proceed with the purchase of signage.**Cllr Dalton proposed that, on this basis, Council should proceed with the purchase. Seconded by Cllr. Tribble and resolved unanimously.**Chair thanked Cllr. Bailey for her kind offer. 1. 20mph scheme

Cllr. Bailey advised that she was still waiting for clarification on DCC’s decision-making process but, if NP wants a 20mph speed limit through the village then the parish will probably have to fund it. Chair noted that the funds could be made available if savings are made elsewhere or reserves freed up from other projects. 1. ‘20’s Plenty for Us’ Campaign

Agreed that Council should support any local campaign for speed limit reductions. 1. Higher Way, Harpford – forthcoming road closure 13th February to 17th March 2023

Chair proposed that Council should object to this prolonged closure and request that contractors work extended hours to shorten the closure period.**Clerk to respond to notice accordingly.****As the meeting had been in progress for 2 hours, Chair proposed that Standing Orders be suspended to allow the meeting to continue. Resolved unanimously.**  | **Clerk** |
| 22/081 |  | **BUSINESS TO BE CONSIDERED:** |  |
|  | A | **To consider update from the Climate Change Group regarding tree planting projects in the Parish.**Dealt with during the Public Forum |  |
|  | B | **To note the result of the EDDC Ward Councillor Election**Noted. Councillors congratulated Cllr. Burhop on his success. |  |
|  | C | **To consider matters pertaining to the Public WC in Newton Poppleford**Chair confirmed that the new cleaning contractor would commence on 1st December. |  |
|  | D | **To discuss EDDC notification of Community Assets Transfer Procedure as previously circulated**To be carried forward to the December meeting.**Clerk to note and add to the Agenda.** | **Clerk** |
|  | E | **To receive an update on the MUGA project and plans for its use and hire**Chair confirmed that the new MUGA would be complete by the end of November. The facility would be freely available for use by all unless pre-booked. On-line booking systems are currently being investigated by the NPPFF and further information will made available at the December meeting. |  |
|  | F | **To consider the parish celebration of the Coronation in May 2023**Item to be carried forward to the December Council Meeting.**Clerk to note and add to the Agenda.** |  |
|  | G | **To review Council’s policy on flags**It was agreed that Council did not require a policy on flags and that the matter of which flags to fly when should be left up to the volunteer who manages this on behalf of Council. |  |
|  | H | **To review potential dates for Parish Council meetings in 2023****Cllr. Hughes proposed that Council should revert to holding meetings in September and take a summer break in August. Seconded by Cllr. Walker and resolved unanimously.****Clerk to update list of meeting dates and circulate.** | **Clerk** |
| 22/082 |  | **To consider matters viewed as urgent by presiding Chair for discussion only.** |  |
| 22/083 |  | **Date of next Ordinary Meeting**Monday, 19th December 2022 at The Pavilion, Back Lane, Newton Poppleford |  |
| 22/084 |  | **At 9.10pm Chair thanked Cllr. Bailey and 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.** |  |
| 22/085 |  | **Matters to be considered in committee session:**1. Matters pertaining to the Surgery Building, Robert Way, Newton Poppleford

Chair noted that he and the Clerk would be meeting the Council’s legal advisor on 7th December to further discuss the issue of the restrictive covenant and seek advice on how to proceed to a satisfactory outcome.1. To investigate a complaint received from a parishioner

Chair advised that the letter of complaint had been passed to EDDC’s Monitoring Officer for comment. The advice received was that this was a legal matter and not an issue of conduct. Councillors resolved that, as neither the law nor the Councillors Code of Conduct had been breached in any way, the complaint would not be upheld.**Clerk to write to the complainant accordingly** 1. To consider payment of Parish Honorariums (under S137 of the Local Government Act) to persons providing services to the parish in recognition of the costs incurred in the execution of their duties.

Two sums approved; £75 and £125.Proposed by Cllr. Walker and seconded by Cllr. Hughes. Resolved unanimously.**Clerk to arrange for these payments to be made in accordance with the powers afforded under s.137 LGA 1972.** | **Clerk** |

With no further business to consider, the Chair declared the meeting closed at 9.35pm.

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

**-------------------------------------------------------------- Chair**

**--------------------------------------------------------------- Date**