

# NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

Minutes of the Parish Council monthly Ordinary Meeting held at 7.00pm on Monday, 28<sup>th</sup> February 2022 at The Pavilion, Back Lane, Newton Poppleford.

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

The Chair welcomed all Councillors and members of the public to the Council's February Ordinary meeting and outlined the Fire Regulations. Chair confirmed that the meeting was quorate as per adopted Standing Orders. The Chair advised that, due to staffing issues, Airband Community Internet were unable to make their presentation about the installation of Ultrafast Fibre Broadband in the parish. This would take place at a later date.

## Public Forum

**a) Neighbourhood Policing report**

No Police report available.

**b) County Councillor report: Cllr. Jessica Bailey**

Cllr. Bailey had forwarded a report in advance of the meeting which had been circulated to members and published on-line. Cllr. Bailey reiterated her support for efforts to improve road safety through Newton Poppleford and confirmed that she will continue to pressure DCC in this regard.

*Chair thanked Cllr. Bailey for her comprehensive report, continued support and attendance at the meeting, this was endorsed by the Vice Chair.*

**c) District Councillor report: Cllr. Val Ranger**

Cllr. Ranger had forwarded a report in advance of the meeting which had been circulated to members and published on-line.

**d) Report from Ted Swan, Honorary Footpath Warden**

i) Mr Swan advised that enquiries had been made of Steve Gardner, DCC Highways, relating to Red Bridge but no response received to date.

ii) East Devon PROW, Emma Hellier, had confirmed that work to widen FP1 at the oak tree would take place in July/August but the issue of the fence obstruction further along the footpath had not yet been addressed. Mr Swan confirmed that he will remove the broken 'kissing' gate on FP1. Following storm Eunice a resident had advised of a broken branch lodged in a tree overhanging FP1. Warning notices had been erected either side of the hazard and DCC have been informed.

iii) In advance of the Parish Review of the Definitive Map of Public Rights of Way, to commence in March, Mr Swan submitted a report and map of parish footpaths (including 9 not currently on the 'definitive' map), for consideration. Chair confirmed that the Parish Council would support Mr Swan's recommendations and thanked him for his continued hard work in the upkeep of the parish footpaths.

**e) Allotment Managers report: Cllr. Tillotson**

Cllr. Tillotson confirmed that the skip had been delivered and the hazardous greenhouse dismantled. All accumulated rubbish was being disposed of. A support worker from 'Recovery Devon' had visited and would be arranging for groups of domestic abuse victims to spend time at the allotments to aid their mental health. Cllr. Bilenkyj thanked Cllr. Tillotson for donations of bulbs from the allotments which are now blooming around the village. The Chair thanked Cllr. Tillotson and the management committee at the allotments for their efforts on behalf of the community.

**f) Questions and representations from residents/parishioners**

A resident of Venn Ottery expressed concern at the deteriorating condition of Venn Ottery Road with large potholes and collapsing verges creating a serious hazard for motorists. The problem was being exacerbated by large vehicles delivering to local businesses. Cllr. Bailey agreed to arrange a site visit along with a DCC Highways Officer. Resident to provide a marked up map to Cllr. Bailey with copies to Cllr. Ranger and the Chair.

**With no further public representations, the Chair closed the Public Forum at 7.25pm**

**To consider the following business:**

21/119	<p><b>To consider apologies for absence and approve if accepted (LGA 1972 S.85(1))</b>          Apologies received from Cllr. Hughes.  <i>It was proposed from the Chair that these apologies be accepted and approved, seconded by Cllr. Tillotson. Resolved unanimously.</i></p>	<b>Action:</b>
21/120	<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>	
21/121	<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 The Public Bodies (Admission to Meetings) Act 1960 – see Agenda item 21/132</b></p>	
21/122	<p><b>To consider and, if thought fit, approve the Minutes of the Ordinary Meeting of the Council held on 31<sup>st</sup> January 2022 as circulated to members</b>  <i>Approval of the Minutes proposed by Cllr. Bilenkyj, seconded by Cllr. Walker and resolved unanimously.</i></p> <p><b>To consider Matters Arising from those Minutes:</b>          Chair confirmed:          21/107(a) – Wax Cap season now ended – cutting of playing field edges can recommence. Meeting has taken place with contractor re: mowing Webbers Meadow and Venn Ottery Green.          21/111(i) - Wish list of speed reduction measures communicated to DCC Highways.          21/112(c) - P3 Grant application submitted.</p> <p><b>Items that remain outstanding from January meeting:</b>          Repairs to Venn Ottery Green footbridge.          ‘No overnight camping’ signage for tennis court car park.          Enquiries re: land adjoining Venn Ottery Road cemetery.</p>	

21/123	<b>To review the Minutes of the Council's Finance Committee meeting held on Thursday, 17th February 2022 as circulated to members and to note and ratify recommendations from that Committee as below:</b>	
	i) That a request for funding from Exmouth & District Community Transport be approved in the sum of £345.20 <i>Clerk to send NPHPC Grant Application Form to charity</i>	<b>Clerk</b>
	ii) To receive an update on plans for the Queen's Platinum Jubilee celebrations. Working party has been formed to organise Jubilee events but additional support from community required. <i>Clerk to create poster and post on village noticeboards</i> Schedule of events arranged to date: Thursday 2 <sup>nd</sup> June – Jubilee Walk/Quiz night Friday 3 <sup>rd</sup> June – PTA events and dance Saturday 4 <sup>th</sup> June – Community Sports Showcase/Silent Disco Sunday 5 <sup>th</sup> June – St. Luke's 'Songs of Praise' with Salvation Army band.	<b>Clerk</b>
21/124	<b>Correspondence received:</b> a) Update from the Neighbourhood Policing Team: <i>Clerk to circulate new CPSO contact details to Councillors</i> b) Donation appeal received from Citizens Advice: <i>Clerk to send them the NPHPC Grant Application Form for completion and consideration in the proper way.</i> c) Correspondence received from the Green Lanes Environment Movement relating to off-roading in the East Devon AONB: Councillors to consider briefing paper in preparation for discussion at next meeting. Consultation closes on 9 <sup>th</sup> April. <i>Clerk to bring forward to March ORD meeting agenda</i> d) Update on streetlighting in Turner Close from EDDC noted. e) Update relating to the replacement of Red Bridge: <i>Chair to follow up with DCC</i> <i>Clerk to bring forward to March ORD meeting agenda</i>	<b>Clerk</b> <b>Clerk</b> <b>Clerk</b> <b>Chair</b> <b>Clerk</b>
21/125	<b>Chair's announcements re Covid-19</b> Chair noted that, despite lifting of Government restrictions, cases of Covid-19 in the local area remain above the national average. Parishioners should continue to take precautions – maintaining distance, wearing masks, ventilating enclosed spaces - and be particularly considerate to the vulnerable.	
21/126	<b>To consider matters pertaining to highways, speeding and road safety in the Parish:</b>	
	i) <b>Speed reduction measures; application for 20mph scheme in Newton Poppleford:</b> Chair thanked both Cllr. Bailey and Cllr. Ranger for their efforts to improve road safety in the village, particularly representations made at the recent HATOC meeting covered in detail in their February reports. Chair also thanked Bev Raw (daughter of the late Mr Ken Cooper) for her contribution at that meeting. <i>Cllr. Carpenter proposed that a formal application be made for a 20mph zone in Newton Poppleford as supported by Policy T2</i>	

	<p><i>of the Neighbourhood Plan. This was seconded by Cllr. Tribble and was passed with 7 votes in favour and 1 abstention.</i></p> <p><i>Chair/Clerk to action prior to 31<sup>st</sup> March deadline</i></p> <p><b>ii) Traffic calming measures and pedestrian footpaths and crossings through village centre:</b> Chair has written to DCC Highways to suggest that roadworks required at Waterleat be combined with creation of the new, safer crossing in the same location. Councillors agreed that a range of actions would be required to make a real impact on road safety, e.g; speed bumps, 'gateways', Community Speedwatch, a speed limit reduction – but individually any one of these would be of help.</p> <p><b>iii) School Lane – disabled parking bay:</b> Requirement for this marked bay to be reviewed.</p>	<b>Chair/Clerk</b>
21/127	<b>Planning Matters:</b>	
	<p><b>a) i) To consider planning applications received prior to publication:</b></p> <p><b>22/0128/FUL</b> – Court Place Farm, Lower Way, Harpford Change of Use of shepherds hut (residential) to Airbnb (C1 hotel) <i>Application has temporarily been placed on hold</i></p> <p><b>22/0306/LBC</b> – Brook Hayes, Venn Ottery Road, NP Construction of home office/annexe <i>Cllr. Walker proposed that this application be approved, seconded by Cllr. Carpenter and resolved unanimously.</i> <i>Clerk to respond to EDDC accordingly</i></p> <p><b>22/0392/FUL</b> – 4 Burrow Lane, NP Demolition of existing detached garage, single storey side extension to include car port, alterations to fenestration, addition of infill roof to include 3 x rooflights and creation of new entrance to west elevation. <i>As this is a significant extension, the Chair proposed a site visit be carried out week commencing 7<sup>th</sup> March.</i> <i>Clerk to action</i></p> <p><b>a) ii) To ratify planning decisions agreed by consensus decision:</b></p> <p><b>22/0125/FUL</b> – Hoppins Field, Southerton Proposed permanent agricultural workers dwelling <i>Site visit took place on 15<sup>th</sup> February. Objection lodged as application contravenes Neighbourhood Plan HQD1 in relation to scale and materials to be used. Chair proposed that this decision be ratified, seconded by Cllr. Walker, resolved unanimously.</i></p> <p><b>22/0304/FUL</b> – 14 School Lane, NP Retrospective permission for new driveway and associated landscaping <i>Objection lodged as application contravenes the Neighbourhood Plan policy TH1. Chair proposed that this decision be ratified, seconded by Cllr. Morgan. 7 votes in favour, 1 against.</i></p>	<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></p> <p><b>22/0344/FUL</b> – Little Holme, Back Lane, NP</p>	

		<p><i>Due to concerns about materials to be used, site visit to be arranged.</i></p> <p><i>Clerk to action</i></p>	<b>Clerk</b>
		<b>c) Tree matters (Planning)</b>	
		<b>d) Planning determinations/decisions advised</b> None	
		<b>e) Appeals</b> None	
		<b>f) Planning correspondence received</b> None received	
		<b>g) To note and respond to planning consultations received</b> None received	
		<b>h) To consider Council's Neighbourhood Plan 'Monitoring Report'</b> Report update circulated to members of Council prior to the meeting	
		<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	
21/128		<b>Financial Matters:</b>	
		<p>a) To consider and review Financial Reports for February 2022 as per documents previously circulated to members and published on-line: Finance Reports noted</p> <p>b) To consider payments for approval for February as per documents circulated to members and published on-line: <i>Approval proposed by Cllr. Walker and seconded by Cllr. Lipczynski. Agreed unanimously.</i> <i>Clerk to action payments</i></p> <p>c) Questions to RFO from members of Council relating to the financial reports: None raised.</p>	<b>Clerk</b>
21/129		<b>BUSINESS TO BE CONSIDERED:</b>	
	A	<b>To consider quotation to carry out annual Tree Survey in the parish:</b> <i>Cllr. Bilenkyj proposed that the estimate for carrying out this work be approved. Seconded by Cllr. Tribble and resolved unanimously.</i> <i>Clerk to action</i>	<b>Clerk</b>
	B	<b>To consider tree planting projects within the parish area and grant funding via the Queen's 'Green Canopy' initiative. Consider location for feature tree on NP High Street:</b> Cllr. Walker reported that the Jubilee copse has now been planted in Webbers Meadow. On Friday, 4 <sup>th</sup> March the Oak donated by the Community Café will be planted in a suitable place on the playing field, Silver Birches are to be planted on Venn Ottery Green, in Harpford and at the top of Meadow Drive in NP (subject to the approval of EDDC). These trees to form part of the Jubilee Walk. Woodleys will provide appropriate plaques for donated trees.	

C	<p><b>To receive an update from the Policy and Personnel Committee relating to the review of the Council’s policies and procedures:</b>  PPC to meet in March to progress  <i>Cllr. Chapman to arrange</i></p>	Cllr. Chapman
D	<p><b>To receive an update on the proposed refurbishment of the MUGA in Back Lane:</b>  Chair outlined details of two quotations received from potential project consultants and previously circulated; Quote A: £10,000 (variable) and Quote B: £8,750 (fixed fee) both estimating similar timelines for the project (30 weeks). It was noted that the Parish Council does not have the capacity or specialist knowledge to manage this project without such support. <i>Cllr. Tribble proposed that a consultant be appointed to manage this project and that Quote B be accepted. Seconded by Cllr. Lipczynski and resolved unanimously.</i>  <i>Clerk to note and action</i></p>	Clerk
E	<p><b>To consider matters relating to Venn Ottery Village Green</b>  <i>Chair proposed that Standing Orders be suspended to allow discussion regarding this matter with members of the public present. Cllr. Chapman seconded the proposal. Resolved unanimously.</i></p> <p>Chair advised VOSRA Chair that no progress had been made with regard to obtaining a quotation for work required to prepare the ground for the replacement bridge from the green to the church. This would be followed up as a matter of urgency as stated at 21/122.  It was agreed that a sign would be purchased and affixed to the outside of the gate to the Village Green making it clear that this is public land.  Wording to be agreed.  <b>Clerk to action</b></p> <p>It was requested that the dead Hazel tree, which is becoming a hazard, should be removed from the Village Green when the Silver Birch is planted on 4<sup>th</sup> March.  Noted that trees belonging to a property neighbouring the Church which were damaged in recent storms are being dealt with by a tree surgeon.  Chair had attended a site visit with maintenance contractor to discuss mowing regime/maintenance of margins for wildflowers on the Village Green. Assistance to be provided with sourcing and placing stakes to mark out the wild area.  VOSRA Chair advised that permission will be sought from the Parish Council to hold a Jubilee celebration on the Village Green.</p> <p><i>There being no further matters to discuss, the Chair proposed that Standing Orders be reinstated. Seconded by Cllr. Walker and resolved unanimously.</i></p>	Clerk
F	<p><b>To review the situation relating to the Cemetery Wall Repair project</b>  Cllr. Walker provided details of a potential contractor who had carried out similar work at the church in Salcombe Regis.  <b>Clerk to make contact and, if possible, obtain quotation</b></p>	Clerk
G	<p><b>To receive an update relating to drain clearance in Webbers Meadow</b></p>	

	<p>Chair referred to a site meeting held with the maintenance contractor to discuss the clearing of silt/debris at the mouth of the storm drain under the A3052. It had been agreed to clear and dump the excavated material into the copse to the west of the storm drain which is the highest point of Webbers Meadow and will ensure minimum disruption/damage to the field. Work will be carried out during a dry spell of weather, probably in April.</p>	
H	<p><b>To review the situation regarding the collection of dog waste from KAW</b>  Chair advised that a complaint had been received from a resident of KAW about an overflowing dog waste bin (which has since been cleared) on FP1. Correspondence from EDDC on this matter, which had been previously circulated, was noted. As EDDC are unwilling to empty additional bins it was resolved that use of all dog waste bins be monitored to see if any can be removed or converted to mixed waste bins to reduce the overall number of bins in the Parish. Confirmation of current contract arrangements with EDDC awaited.  <i>Clerk to action and report back to March ORD meeting</i></p>	<b>Clerk</b>
21/130	<p><b>Date of next Ordinary Meeting</b>  Monday, 28<sup>th</sup> March 2022 at The Pavilion, Back Lane, Newton Poppleford at 7.00pm</p>	
21/131	<p><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></p>	
21/132	<p><b>Matters to be considered in committee session:</b></p> <p><b>a) To consider matters relating to the closure of the Doctors surgery in Newton Poppleford:</b>  It was noted that Coleridge Medical Centre had been authorised to have the telephone line to the Surgery disconnected and the cleaning contractor had been given notice of termination to take effect on 31<sup>st</sup> March 2022. Solicitors advice had been sought with regard to the restrictive covenant in the title deeds.</p> <p><b>b) To discuss issues relating to the Allotment Rules and Regulations:</b>  Cllr. Tillotson proposed that rules should be tightened to give the Parish Council greater powers to monitor and, if necessary, reclaim plots or evict plot holders as a consequence of non-cultivation. It was agreed that the Allotment Rules should be reviewed in advance of the PPC meeting. If required, new Terms &amp; Conditions would be introduced from 1<sup>st</sup> April 2023.  <i>Cllr. Bilenkyj to action in consultation with Chair and Cllr. Tillotson</i></p> <p><b>c) Review of Councillor meeting attendance records:</b>  Chair reminded Councillors that they held collective responsibility as sole Trustee of the NPPFF. The required level of attendance at NPPFF meetings is the same as for ORD Council meetings and all Councillors are expected to attend or provide adequate reasons for submitting apologies.  <i>Schedule of meetings for 2022 to be circulated by Clerk</i></p>	<p><b>Cllr. Bilenkyj</b></p> <p><b>Clerk</b></p>

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 28<sup>th</sup> February 2022**

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

----- Chair

----- Date