

NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

Minutes of an Ordinary Meeting of **Newton Poppleford and Harpford Parish Council** which took place at The Pavilion, Back Lane, Newton Poppleford at 7.15pm on Monday, 24th June 2024.

Present: Cllrs. Carpenter, Compton, Dalton, Hughes (Vice Chair), Lipczynski, Tillotson and Walker
Jacqui Baldwin, Parish Clerk and RFO
1 member of the public

In the absence of Cllr. Tribble, Cllr Hughes took the chair. Chair outlined Fire Regulations and Evacuation Procedure and reminded those present that the meeting was being recorded.

Public Forum

- a) Neighbourhood Policing report
Cllr. Hughes expressed disappointment that there was no representation from the Neighbourhood Policing Team as he would have liked to receive a report on the recent burglary in King Alfred Way. Clerk to write to PC Driver to request a report and attendance at the July meeting.
- b) County Councillor report: Cllr. Jessica Bailey
Cllr. Bailey was not present at the meeting.
- c) District Councillor report: Cllr. Chris Burhop
Cllr. Burhop had sent his apologies for absence and his June report had been circulated to Councillors prior to the meeting.
- d) Report from Ted Swan, Parish Footpath Warden
Mr Swan had sent his apologies for absence and his report had been circulated to Councillors prior to the meeting.
- e) Report from the Climate Change Group
Cllr. Walker advised that the Climate Change Group had not held a meeting in June. The group will meet on 1st July. Chair mentioned that he had received a request from the Venn Ottery & Southerton Residents Association for a community orchard to be planted on the village green. Cllr. Walker will raise this at the CCG meeting.
- f) Questions and representations from residents/parishioners

A resident of School Lane reported that the grass bank at the top of School Lane is very overgrown and she had not been able to find out who was responsible for this piece of land. Clerk advised that the Parish Council had recently taken over responsibility from the County Council under a Licence Agreement. The Parish Council will discuss how best to manage this area with the Climate Change Group. In the meantime, the Clerk will ensure that the steps to Footpath 1 are cleared of brambles. The resident also expressed concern at the state of St Luke's cemetery which has become overgrown. Chair confirmed that a meeting had been arranged with the grounds maintenance contractor to discuss performance issues. Finally, the resident asked for assistance with getting repairs carried out in the School Lane car park where there are several potholes and a missing section of Aco drain. Clerk to contact EDDC repairs team.

There being no further questions the Chair closed the Public Forum at 7.30pm.

		Action:
24/001	To consider apologies for absence and approve if accepted:	
	Clerk confirmed that apologies had been received from Cllrs. Bisseker, Harrison, Malawana and Tribble. Chair proposed that these apologies be	

	approved and accepted. Seconded by Cllr. Carpenter and unanimously resolved.	
24/002	Declarations of interest from members / Dispensations afforded: All members present are, by definition, members of the NPPFF Trustee Board and declare a personal interest in that capacity. Cllr. Tillotson was afforded a dispensation to discuss and vote upon matters pertaining to Parish allotments at the Annual Meeting of Council held on 22 nd May 2023. Cllr. Hughes was afforded a dispensation to discuss and vote upon matters pertaining to trees at the Ordinary Meeting held on 27 th June 2023.	
24/003	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: None so considered.	
24/004	To consider and, if thought fit, approve the Minutes of the Council's Annual Meeting held on 20th May 2024 as previously circulated to members: Chair proposed that the Minutes of the Annual Meeting be approved as drafted. Seconded by Cllr. Lipczynski and resolved unanimously. To consider any matters arising from those Minutes not dealt with elsewhere on this agenda: a) Fireworks event: As requested, Cllr. Burhop had spoken to the fireworks contractor who was able to accommodate on 8 th November and had committed to providing additional staff at the event for an increased budget of £3,500 (ex VAT). Clerk confirmed that there is £3,000 in the community events budget and £3,000 in the Event reserve. Noted that income will reduce if children can attend free of charge but this may be balanced by additional sales to families who may not usually attend. Members present approved the increased budget on the proviso that the event budget will need to be formally approved by the Finance Committee at its July meeting. b) Tipton School – response to public consultation Chair confirmed that he had submitted a response to the consultation on behalf of Council supporting the desire of residents to keep the school in the village. A protest will be taking place in Tipton St John on Thursday 27 th June and a petition against relocating the school to Ottery St Mary has been signed by over 900 people. A meeting of the Diocese, County Council and School Governors will also take place this week. c) Venn Ottery Village Green – Right of Way Clerk confirmed that the DCC Rights of Way officer is preparing the Creation Agreement for signature. d) Damaged Wall – Goosemoor Clerk confirmed that Cllr Bailey and Mike Brown, Area Highways Officer are trying to resolve this matter with the resident. If repairs are not carried out imminently DCC will step in.	
24/005	To review the Minutes of the Council's Finance Committee meeting held on 17th June 2024 as previously circulated to members and, if thought fit, ratify recommendations made therein: a) To renew Council's All Risks Insurance Policy and Property Owners Insurance with Ansvar Insurance on the terms outlined in the Insurance Renewal Report previously circulated. Chair proposed that Council ratify the Finance Committee's recommendation to renew insurance with Ansvar at a total cost of £4,353.75. Seconded by Cllr. Walker and resolved unanimously.	

	<p>Clerk to note and action.</p> <p>b) To approve a quotation for repairs to playground equipment as recommended by the RoSPA inspector.</p> <p>c) To approve the purchase of a new cantilever swing seat as recommended by the RoSPA inspector.</p> <p>Cllr Walker proposed that Council approve repair costs in the sum of £755 + VAT and approve the purchase of a new cantilever swing seat in the sum of £975.80 + VAT. Seconded by Cllr. Lipczynski and resolved unanimously.</p> <p>Clerk to note and action.</p> <p>Cllr. Lipczynski stated that it would be helpful to have the repairs carried out prior to the school holidays.</p>	Clerk
24/006	<p>Correspondence received (not previously circulated):</p> <p>a) Grounds Maintenance Chair noted that both the Clerk and Cllr. Tribble had received several complaints about the standard of grounds maintenance and there had been negative comments on the community Facebook page. Chair noted that, in mitigation, the weather through April and May had been very wet making mowing more difficult and time-consuming. Negative feedback had also been received from the previous grounds maintenance contractor who had questioned Council's decision-making process in appointing this contractor. A three-month review will take place with the contractors on Thursday 27th June the outcome of which will be reported to Council.</p> <p>b) Chair read out an email received from a resident requesting that Council consider the provision of a skate park in the parish. It was noted that this subject had been discussed before and Cllr. Harrison had been looking into the cost of installation of a pump track. It was agreed to put Cllr. Harrison in touch with the resident. Cllr. Compton pointed out that there were also issues of parking and planning to consider.</p>	Clerk
24/007	<p>Planning Matters:</p> <p>a) To consider planning applications received prior to publication: None received.</p> <p>b) To consider planning applications received after agenda publication: None received.</p> <p>c) Planning determinations/decisions advised: 24/0641/FUL Land at Back Lane, Newton Poppleford - refused</p> <p>d) To note and respond to Planning Consultations received: East Devon Local Plan Consultation – deadline 27th June 2024 Cllr. Lipczynski suggested that, as this consultation involves a wide ranging set of questions about which Councillors are likely to have a equally wide range of views, it is unlikely that consensus would be reached. Chair proposed that the Neighbourhood Plan should inform the Council response. Councillors can respond to the consultation as individuals if they so wish. Seconded by Cllr. Lipczynski and resolved with 6 votes in favour, one abstention. Clerk to note and action.</p> <p>e) To consider Council's Neighbourhood Plan Monitoring Report: Update circulated to Councillors in advance of the meeting</p>	Clerk
24/008	<p>Financial Matters:</p> <p>a) To consider and review Financial Reports to the end of May 2024 as per documents previously circulated to members and published on-line.</p> <p>b) To consider and, if thought fit, approve payments for June as per documents previously circulated to members and published on-line.</p>	

		<p>Chair proposed that payment of invoices totalling £7,832.92 be approved. Seconded by Cllr. Walker and resolved unanimously. Clerk to note and process payments on the due dates.</p> <p>c) Questions to RFO from members of Council relating to the financial reports. None raised.</p>	Clerk
24/009		BUSINESS TO BE CONSIDERED:	
	A	<p>End of Year Audit and Governance Return (AGAR) 2023/24:</p> <p>i) Acceptance and Approval of Internal Auditors Report for End of Financial Year Accounts 2023-24: It was noted that, on the advice of the Internal Auditor, the format of the Asset Register will be reviewed by the Finance Committee. Chair proposed that the Internal Auditors Report be accepted and approved. Seconded by Cllr. Walker and resolved unanimously.</p> <p>ii) To consider the Annual Governance Statement and, if approved, to authorise Chair to sign on behalf of Council (AGAR 3 pt 1): Having reviewed the statement the Finance Committee has confirmed that Council has complied with the requirements of the Annual Governance Statement. Chair proposed that the Annual Governance Statement be approved and signed. Seconded by Cllr. Lipczynski and resolved unanimously.</p> <p>iii) To consider Accounting Statements and, if approved, to authorise Chair and RFO to sign on behalf of Council (AGAR3 pt 2): Chair proposed that the Accounting statements be approved and signed. Seconded by Cllr. Walker and resolved unanimously.</p> <p>iv) To confirm the dates for publication of the Notice Period for the Exercise of Public Rights: Clerk confirmed that the Annual Return will be submitted to External Auditors on 25th June and the period during which electors can exercise their right to view the accounts will commence on 26th June and last for 30 working days. Notices to this effect will be published on websites and noticeboards.</p>	
	B	<p>To review extant Traffic Regulation Orders and consider whether to make a request for additions and/or revisions: Clerk reported that Cllrs. Bailey, Tribble and Burhop and Area Highways Officer, Mike Brown, had attended a meeting with residents of Brook Meadow to discuss parking issues and the possible extension of double yellow lines. Cllr. Bailey will progress this matter. Chair reported that there are issues with parking in and around Barton Mews, Venn Ottery. It was agreed that Council would write to residents and to the Neighbourhood Policing Team about illegal parking close to the road junction. No other additions or revisions were proposed. Clerk to make contact with the Neighbourhood Policing Team and request their support.</p>	Clerk
	C	<p>To receive a report on Council's meeting with the Headmaster of Newton Poppleford Primary School: In the absence of both Cllrs. Malawana and Tribble this item to be carried forward to the next meeting. Clerk to note.</p>	Clerk
	D	<p>To receive an update on the Venn Ottery Flood Mitigation project: Chair confirmed that work on this project will commence on 27th August and will take approximately 6 weeks to complete. During this period the road from Newton Poppleford to Venn Ottery will be closed.</p>	
	E	<p>Parish Council Committee Membership:</p> <p>i) Finance Committee:</p>	

	<p>Chair advised that the Finance Committee requires a minimum of 4 members. It currently has 4 members plus Cllr. Lipczynski as a temporarily co-opted member. Cllr. Lipczynski has indicated a wish to remain on this committee. No other expressions of interest have been received.</p> <p>Cllr. Tillotson proposed that Cllr. Lipczynski be elected as a member of the Finance Committee. Seconded by Cllr. Walker and resolved with 6 votes in favour. Cllr. Lipczynski abstained.</p> <p>ii) Policies & Personnel Committee:</p> <p>Chair advised that the PPC requires a minimum of 3 members. Current members are Cllrs Carpenter, Lipczynski, Malawana and Tillotson with the Chair and Vice Chair automatically invited. None of the current members has indicated a wish to step down although Cllr Carpenter does not wish to continue as the committee Chair. Clerk confirmed that the next meeting takes place 1st July when a new Chair can be elected.</p>	
24/010	<p>To consider matters viewed as urgent by presiding Chair for discussion only:</p> <p>None so considered.</p>	
24/011	<p>Date of next Ordinary Meeting:</p> <p>Monday, 29th July 2024 at The Pavilion, Back Lane, Newton Poppleford. This meeting will commence at 7.00pm.</p>	
24/012	<p>It is 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.</p> <p>Proposal not made as there was no such business to discuss.</p>	

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