

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council Finance Committee meeting on
Tuesday 10th December 2019 at 7pm in Harpford Hall, Harpford.

ACTION by:

	<p>Present Cllrs Dalton, Lee and Tillotson. (Q) Clerk. 0 members of the public. Meeting began at 7.00pm.</p>	
Public Forum	<p>Fire Regulations Clerk Outlined Public Questions No public questions or representations.</p>	
	<p>In the absence of Chair and Vice-Chair, Cllr Lee nominated Cllr Tillotson to serve as Acting Chair for the duration of the meeting. Seconded by Cllr Dalton. So resolved.</p>	
FC19/52	<p>Apologies for absence: Cllrs Burhop and Walker had sent their apologies due to conflicting engagements. Noted and accepted.</p>	
FC19/53	<p>Declarations of Interest made: All members present are, by definition, members of the NPPFF Trustee Board and declared their interests as such.</p>	
FC19/54	<p>To consider and, if thought fit, to approve the minutes of previous Finance Committee meeting 21st November 2019 as previously circulated to members. Approval of minutes was proposed by Cllr Dalton, seconded by Cllr Lee. Resolved unanimously. Acting Chair signed the minutes as a true and accurate record of that meeting. Matters arising: None raised</p>	
	<p>Matters for Consideration:</p>	
FC19/55a	<p>a) To consider application for concessionary use of Council's land at Back Lane (Car Park) for street trading purposes: After discussion, and review of information provided by applicant, it was proposed by Cllr Dalton, seconded by Cllr Lee, that the Finance Committee agrees in principle to a 12 month licence agreement (licence fee to be negotiated) with any concession kiosk being clad in timber as per illustrations provided rather than a bare, metal unit (in accordance with parish status as an AONB). Clerk: Please circulate correspondence and illustrations to all members when these minutes are circulated. This matter to be ratified at next Full Council meeting.</p>	Clerk
FC19/55b	<p>b) To consider grant applications received: Committee discussed the outstanding application from NP School PTFA which had been deferred pending receipt of further financial information. It was proposed by Acting Chair, seconded by Cllr Lee, that the award be made in full as requested - £500. This sum to be taken from Parish Council's reserves. Chair asked that a member of Council be invited to the opening of the allotment facility in the future and said that Council recognised the value of such an amenity at the school to encourage students to be aware of the correlation between food production and food consumption. Clerk: Please add to Full Council agenda for ratification.</p>	Clerk

FC19/55c	<p>c) To consider anticipated expenditure relating to Council's public access website:</p> <p>Clerk provided a verbal report as a result of his attendance at a conference recently where this subject was presented and debated. Acting Chair noted financial implications and tasked members of committee to bear this in mind later in the meeting when considering budgets for 2020-21. Acting Chair asked Clerk to present this item to full Council on 23/12.</p> <p>Clerk: Please note and action accordingly.</p>	Clerk
FC19/55d	<p>d) To consider potential costs pertaining to footbridge between Webbers Meadow field one and two:</p> <p>Clerk had been made aware of a possible safety defect on the bridge by parish footpath warden, and attended site to assess. Mr Swan had effected a temporary repair to ensure bridge could remain open. Clerk had been in touch with local joinery contractors to determine possible costs to undertake a more permanent repair and maintenance project. It was felt by members of committee that bridge was a very useful and well used parish amenity and should be repaired as necessary. Possible avenues for offsetting expenditure were discussed. Acting Chair asked Clerk to thank Mr Swan for his assistance which was very much appreciated. Also, that potential costs for bridge repair should be added to 2020-21 budget document. (see E below). Also, that bridge should be added to Council's Fixed Asset Register.</p> <p>Clerk: Please action accordingly and add to Full Council agenda for their ratification. Add a suitable cost centre to 2020-21 draft budget calculation.</p>	Clerk
FC19/55e	<p>e) To consider draft budget and precept model for 2020-21:</p> <p>Councillors reviewed the second draft (and forecast for 2019-20) provided by RFO and made revisions and amendments accordingly in line with deliberations above. RFO to circulate revised draft and add to next agenda for further consideration if not already approved by Full Council beforehand.</p> <p>It was proposed by Acting Chair, seconded by Cllr Lee, that parish precept remain unchanged at £47,500 for the financial year 2020-21 with additional public spending as per revisions. Committee anticipates that parish taxbase will increase which would result in an effective decrease in parish precept cost per household without reducing Parish Council income. Resolved unanimously.</p> <p>Clerk: Please note and action accordingly. Add to December's Full Council agenda for review and debate.</p>	Clerk
FC19/55f	<p>f) To consider annual Risk Assessment:</p> <p>Acting Chair proposed that this matter be deferred to the next FC meeting in light of reduced numbers this evening. Resolved unanimously.</p> <p>Clerk: Please note and action accordingly.</p>	Clerk
FC19/56	<p>Matters considered as urgent by presiding Chair:</p> <p>None were raised by Chair. Clerk updated Council as to progress with tree felling quotes for Back Lane Car Park. Clerk was delegated to proceed with lowest quotation. Proposed by Acting Chair, seconded by Cllr Dalton. Resolved unanimously.</p> <p>Clerk: Please note and proceed accordingly once final quote rec'd.</p>	Clerk

FC19/57	Date and time of next Finance Committee meetings; Clerk to circulate potential dates for January meeting.	
	With no further business to consider, the Chair closed the meeting of the Finance Committee at 8.50pm.	

Minutes of the Parish Council Finance Committee meeting on
Tuesday 10th December 2019 at 7pm in Harpford Hall, Harpford.

Signed as a true record of the meeting above:

Chair: _____

Date: _____