

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council Finance Committee meeting on
Thursday 15th August 2019 at 7pm in Harpford Village Hall, Harpford

ACTION by:

	<p>Present Cllrs. Burhop (Chair), Walker (Vice-Chair), Dalton, Lee & Tillotson (Q) Clerk. 0 members of the public. Meeting began at 7.00pm.</p>	
Public Forum	<p>Fire Regulations Outlined Public Questions No public questions or representations.</p>	
FC19/34	Apologies for absence: None – all committee members present.	
FC19/35	<p>Declarations of Interest made: All members present are, by definition, members of the NPPFF Trustee Board and declared their interests as such.</p>	
FC19/36	<p>To consider and, if thought fit, to approve the minutes of previous Finance Committee meeting 16th July 2019 as previously circulated to members. Approval of minutes was proposed by Chair, seconded by Vice-Chair. Resolved unanimously. Chair signed the minutes as a true and accurate record of that meeting. Matters arising: Tree Audit with Hon. Tree Warden, Anita Kemp Clerk to liaise.</p>	
	Matters for Consideration:	
FC19/37a	<p>a) To consider grant application for NPPFF for Pavilion maintenance works: After discussion, Chair proposed (seconded by Cllr. Lee) that Council approve a grant award of £500 (reduced from £1000 as originally applied for) towards the works set out in the application. Resolved unanimously. RFO: Please note and advise Management Committee accordingly. Please make grant award in accordance with extant Grant Award Policy.</p>	RFO
FC19/37b	<p>b) To consider updates for s.106 and CIL arrangements: Committee noted that both the safety fencing and play gazebo projects were complete, Clerk having sought reimbursement from EDDC as per procedure. After discussion, Committee directed Clerk to enquire with EDDC as to whether the remaining Play Capital funds could be spent at the tired Turner Close Play Area, owned and operated by EDDC. Clerk: Please liaise with EDDC to establish position and report back to Committee.</p>	Clerk

FC19/37c	<p>c) To consider matters pertaining to WC refurbishment: Clerk updated Committee as to recent meetings with contractors and new suggestions for WC layout proposed. Committee agreed that a two unit WC (integrating the former disabled facility) was preferable and directed Clerk to obtain quotes for architectural plans for building control consent. The matter of the working party membership was deferred to next ORD meeting of Council. Clerk: Please obtain the necessary quotes for plans and report back to Working Party with outcomes and also F/Comm.</p>	Clerk
FC19/37d	<p>d) To consider Council's Action Plan (pending and future): Members discussed progress with existing plan and amendments made and new action points added. At Chair's request, future areas for action were added and can be summarised as below: <i>School traffic calming & speeding</i> <i>Outdoor gym equipment via s.106 play & sport</i> <i>Drains throughout parish</i> <i>Footpath clearance</i> <i>CCTV installations (possible CIL spending project)</i> <i>FP1 (School Lane to Toll House) upgrade via KAW s.106</i> Clerk: Please note diarise for further consideration accordingly.</p>	Clerk
FC19/37e	<p>e) To consider matters pertaining to Cavanna Homes Community Fund: Clerk advised that there had been no further progress in this respect despite approaches to Cavanna Homes. Clerk was directed to chase Ch and also to contact site representative. Clerk: Please note. Update FC as developments warrant.</p>	Clerk
FC19/37f	<p>f) To consider matters pertaining to Summer community events and review feedback: Chair thanked all involved for their assistance and help both on the day, and before and after event. Cllr. Dalton raised the issue of Cash Floats and RFO suggested that arrangements be made before next event so that sufficient funds could be withdrawn to accommodate any requirements on the day. Chair invited all Councillors to the next Firework event working party meeting. Clerk: Please add to next F/Comm agenda for forthcoming November event.</p>	Clerk
FC19/37g	<p>g) To consider matters pertaining to Venn Ottery Village Green: Chair has visited the bridge at VOVG and whilst happy that it was still structurally sound and safe, he suggested that Council and VOSRA combine their resources and efforts to work towards improvements in the future. The issue of the Play Base on the green was discussed and this is an ongoing discussion between Clerk and EDDC officers as to the viability and eligibility for such a project. It was proposed by Chair, seconded by Cllr. Tillotson, that the Council's £5000 VOVG reserve be offered to VOSRA on the basis of their providing a "match funded" sum to facilitate improvements to the bridge, as the earning potential of this reserved sum is almost NIL in the present financial climate. Resolved unanimously. Clerk: Please liaise with VOSRA executive to take this project forward.</p>	Clerk

FC19/37h	h) To consider offer of amenity for St. Luke's Cemetery: Cllr. Walker outlined offer of a birdbath for the cemetery. Discussed and agreed that offer would be accepted subject to safe siting within cemetery (near noticeboard preferred as tap adjacent).	
FC19/37i	i) To consider additional training requirements: Clerk highlighted forthcoming Finance Training course in Exeter for October 17 th . Noted. Councillors wishing to attend should contact Clerk to make booking.	
FC19/37j	j) To consider update on Back Lane car park works: Chair advised that he is still in discussion with contractors as to cost and scope of works. In light of the existing use of the car park for food concession and the anticipated use for the Fireworks event, it was proposed by Chair, seconded by Cllr. Walker, that a sum of £200 be expended to arrange temporary pot hole repairs, with further decision on entranceway and more permanent solution to be considered when quotations presented to committee. Resolved unanimously. Chair: Please liaise with contractor to effect these temporary repairs as resolved.	Chair
FC19/37k	k) To consider arrangements for additional bank signatories: It was agreed that, with the addition of two further bank signatories to the existing two, this would suffice and accord with the extant Financial Regulations and Internal Financial Controls. Signatories now comprise: Cllrs. Burhop, Dalton, Lee & Walker. RFO: Please note and chase Lloyds bank for completion of mandate amendment arrangements incl. online access.	RFO
FC19/38	Matters considered as urgent by presiding Chair: Two matters were raised: 1) Chair asked permission for Council's Marquee to be borrowed by Cannon Inn for their forthcoming event. Agreed as no cost implications but Chair was asked to monitor use (if possible) to ensure that asset was used, and returned, in good order. 2) A member of the public has asked for consent to donate a bench in memory of her late son to be sited on parish land. Clerk was asked to make enquiries with EDDC in light of the location proposed, but committee had no objection (in principle) to the offer on the basis that bench supplied was made of recycled plastic to ensure minimal maintenance in the foreseeable future. Clerk offered to arrange fitting of said item once location agreed upon in conjunction with parish handyman. Noted.	
FC19/39	Date and time of next Finance Committee meeting; Date and venue yet to be decided upon. Clerk: Please liaise with Chair to agree time, date and venue.	
	With no further business to consider, the Chair closed the meeting of the Finance Committee at 9.30pm.	

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Signed as a true record of the meeting above:

Chair: _____

Date: _____