

# NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council Finance Committee meeting on Thursday 15<sup>th</sup> July 2021  
at 7pm held at Harpford Hall, Harpford Village

**ACTION by:**

	<p><b>Present</b> Cllrs Walker (Chair), Burhop (Vice-Chair), Dalton and Tillotson (Q) Clerk. 0 members of the public. Meeting began at 7pm.</p>	
<b>Public Forum</b>	<p><b>Fire Regulations and Covid Compliance guidance</b> Chair outlined both to those present. <b>Public Questions</b> No public questions or representations. <b>Chair closed the public forum at 7.05pm.</b></p>	
FC21/011	<p><b>Apologies for absence:</b> None received – all committee members present.</p>	
FC21/012	<p><b>Declarations of Interest made:</b> All members present are, by definition, members of the NPPFF Trustee Board and declared their interests as such.</p> <p>Cllr. Tillotson was afforded a dispensation * at the Ordinary meeting held 22/07/2019 to discuss and vote upon matters pertaining to parish allotments. This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as Allotment Manager.</p> <p>Cllr. Dalton was afforded a dispensation * at the Ordinary meeting held 29/03/2021 to discuss and vote upon matters pertaining to parish allotments. This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as an allotment tenant. * <i>Localism Act 2011 (s.33)</i></p> <p><i>Chair reminded all members of committee that they could, and should, declare any further interests during the meeting as they became apparent.</i></p>	
FC21/013	<p><b>To consider and, if thought fit, to approve the minutes of previous Finance Committee meeting 10<sup>th</sup> June 2021 as previously circulated to members;</b> <b>Cllr. Dalton proposed that the minutes be adopted as a true record of the meeting. Seconded by Cllr. Tillotson. Resolved unanimously.</b> Matters arising: <i>Proposed planter locations (as discussed by CCEWP). Burrow/Exmouth Rd./Otter Reach/VO Rd Cem/Venn Ottery It was suggested that the issue of additional planting be added to February/March agenda and that a call for “watering” volunteers be placed in the Parish Magazine and on local social media. Re: VOVG bridge, quote was noted and Clerk asked to obtain two further quotes. VOSRA also to be consulted. Devon Communities Together speaker to be invited to September’s Finance Committee meeting to talk about Emergency Planning. Clerk: Please note and action as quickly as is practicable.</i></p>	<b>Clerk</b>

	<b>Business to be considered:</b>	
FC21/014a)	<p><b>a) To consider arrangements for Annual Firework Event in November 2021:</b></p> <p>RFO had confirmed that no additional insurance premium would be payable by 3<sup>rd</sup> party contractor. Chair highlighted the fact that event costs would be noticeably higher than previous years due to external pressures. The contractor had pencilled our event in for 5<sup>th</sup> November 2021.</p> <p>Chair would seek a firm quote from them to enable financial costings to be undertaken re: event charge/ticket prices.</p> <p>In terms of charges for concession licences, <b>it was proposed by Chair that the School PTFA would be given first refusal to provide the catering concession facility at a licence fee of £150. Furthermore, Harpford Hall trustees would be offered the hot drink concession for the fee previously agreed. These fees would be paid to NPPFF as it was their land on which the event was taking place.</b></p> <p><b>2 votes for, 2 abstentions. Resolved nem. con.</b></p> <p>Clerk: Please contact PTFA and Harpford Hall to invite applications for the relevant concessions. Please keep members up to date with responses.</p> <p>Cllr. Dalton asked all members of Council to volunteer for the event, particularly the clean-up afterwards, so that the burden did not fall upon the same pool of volunteers.</p>	Clerk
FC21/014b)	<p><b>b) To note Council's resolution to remove damaged public bench from A3052 (adj. to Otter Bridge) and to consider and agree potential costs involved:</b></p> <p>Decision noted by members of Fin.Comm. and Clerk was asked to arrange removal via the services of the Parish Maintenance Contractor within his retained hours, if possible, other than for the proper disposal of any waste materials created; such charges to be agreed by RFO under delegated authority. Clerk: Please action accordingly, noting authority re: disposal charges.</p>	Clerk
FC21/014c)	<p><b>c) To consider grant award application from the NPPFF for £500:</b></p> <p>RFO had circulated grant application forms to all members. <b>It was proposed by Cllr. Tillotson, seconded by Cllr. Dalton, that the award be made for the full amount sought of £500 towards the costs of installing a security CCTV system. 3 votes for, 1 against (Cllr. Walker). Resolved.</b></p> <p>RFO: Please note and add to JUL Ordinary meeting agenda for ratification of this recommendation by Full Council. If so ratified, please arrange payment in August.</p>	RFO
FC21/014d)	<p><b>d) To note recommendation of Stagecoach PLC to remove two no. bus stops from A3052 (at Burrow) on safety grounds and to undertake minor maintenance and hedge-works at the Burrow Bus Shelter:</b></p> <p>Noted. Clerk asked to seek formal confirmation from Stagecoach and to liaise with Clinton Devon Estates re: the necessary hedge works alongside the bus shelter (in September). Clerk was also asked to add this matter to the JULY Ordinary agenda for wider discussion amongst Councillors. Clerk: please note and action accordingly.</p>	Clerk

FC21/014e)	<p><b>e) To consider recommendations from Internal Auditor that the Parish Council utilise Accounting Software for the delivery and processing of the Parish Council's monthly accounts:</b></p> <p>After discussion, it was proposed by Chair, seconded by Cllr. Walker, that the Parish Council thanked the Internal Auditor for his considered recommendations but believed that the cost of such software outweighed the benefits to Council and that the current processing (and reporting) arrangements were satisfactory for Council's purposes and, thus, the recommendation would not be acted upon at the present time. Resolved unanimously.</p> <p>RFO: Please note and advise Internal Auditor accordingly. No other action required at this time.</p>	RFO
FC21/014f)	<p><b>f)To review Parish Council's 2021-22 Action Plan:</b></p> <p>Noted and reviewed.</p> <p>Clerk was asked to seek clarity from EDDC S106 Officer re: the deadline for the Hoppins Play Fund (and to liaise with VOSRA re: potential play projects that would accord with the communities wishes on VOVG).</p> <p>Clerk was asked to organise the Photo Opportunity to publicise the re-opening/refurbishment of the Turner Close Play Area; members and officers to attend.</p> <p>Clerk was asked to chase the Tree Contractor re: outstanding/pending tree works in the parish.</p> <p>Clerk was asked to chase the Otter Valley Association regarding the offer of a Re-Wilding Grant (see earlier minutes).</p> <p>Clerk was asked to add the subject of Tree Planting to JULY Ordinary agenda and also hedgerow improvements on WM.</p> <p>Clerk was asked to seek out grants for such projects as the CCEWP felt might be beneficial for the parish.</p> <p>Clerk was asked to add the issue of residual CV19 funding to the next Finance Committee meeting.</p> <p>Clerk: Please note and action accordingly. Please forward revised/amended version of the Action Plan to all members.</p>	Clerk
FC21/014g)	<p><b>g) To approve expenditure of up to £50 for hard copy training materials as recommended by Full Council on the 28<sup>th</sup> June for members without internet access:</b></p> <p>Proposed by Chair. Seconded Cllr. Dalton. Resolved unan.</p> <p>Clerk: Please proceed to purchase said materials as resolved.</p>	Clerk
FC21/015	<p><b>Matters considered as urgent by presiding Chair:</b></p> <p>Correspondence had been received regarding a Highways issue in Back Lane. Chair asked that this matter be discussed at the JULY Ordinary meeting. Deferred until 26<sup>th</sup> July 2021.</p> <p>Clerk: Please add to JULY ORD agenda accordingly.</p>	Clerk
FC21/016	<p><b>Date and time of next Finance Committee meeting;</b></p> <p>It was suggested that the next meeting of the Finance Committee be held on Thursday 26<sup>th</sup> August 2021, 7pm start; the meeting to be held at Harpford Hall.</p> <p>Clerk: Please note and publicise accordingly. Please book venue</p>	Clerk

	<b>With no further business to consider, the Chair closed the meeting of the Finance Committee at 8.30pm.</b>	
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*Signed as a true record of the meeting above:*

Chair: \_\_\_\_\_

Date: \_\_\_\_\_

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