

# NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council Finance Committee meeting on  
Tuesday 16<sup>th</sup> April 2019 at 4pm in Harpford Village Hall, Harpford

**ACTION by:**

	<p><b>Present</b> Cllrs. Burhop (Chair) Dalton, Jeffery, Tillotson and Walker. Clerk. 0 members of the public. Meeting began at 4.00pm.</p>	
<b>Public Forum</b>	<p><b>Fire Regulations</b> Outlined <b>Public Questions</b> No public questions or representations.</p>	
FC19/20	<p><b>Apologies for absence:</b> Cllr. Zirker – On Holiday. Absence noted and approved</p>	
FC19/21	<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>	
FC19/22	<p><b>To consider and, if thought fit, to approve the minutes of previous Finance Committee meeting 12<sup>th</sup> March 2019 as previously circulated to members.</b> <i>Approval of minutes was proposed by Chair, seconded by Cllr. Jeffery. Resolved unanimously. Chair signed the minutes as a true and accurate record of that meeting.</i> Matters arising: <i>None.</i></p>	
FC19/23a	<p><b>Business to be considered:</b></p> <p><b>a) To consider proposed repair work to Cemetery Wall:</b> Clerk advised that he had been in contact with the Exeter Diocese who have received the minutes of the PCC 9(which support the works) and that the file has now been passed to the Archbishop for sign-off under the minor works licence scheme. Consent is anticipated by end of May. Clerk has also relayed the summary of those conversations to the preferred contractor so that they might create space in their schedule for the works to commence. <i>Clerk: Please continue to liaise with both parties.</i></p>	Clerk
FC19/23b	<p><b>b) To consider matters pertaining to proposed tree planting on Venn Ottery village green:</b> It was agreed that this request should be deferred until further advice can be sought as to the condition of the copse which may have to be removed to accommodate the planting. <i>Clerk: Please convey this decision to the persons seeking the consent and also liaise with Grounds Maintenance team to ascertain the current condition of the co Clerk copse and the costs to remove the weeds, brambles and detritus from around the base.</i></p>	Clerk
FC19/23c	<p><b>c) To consider matters pertaining to bridge across Venn Ottery brook adjacent to the village green:</b> Chair offered to assess the condition of the bridge and report back to a future meeting of the Fin.Comm. In the meantime, Clerk to continue delving into the papers and documents for the acquisition of the green and the endowment provided for its upkeep. The issue of who's bridge it is requires some further research as Council does not wish to take on a liability for which it is not legally responsible. Chair will convey this decision to the licensee when they meet later this month. <i>Clerk: Please note and action accordingly. Add to June FC agenda. Add to Action List for progress / updates.</i></p>	Clerk

FC19/23d	<p><b>d) To receive and consider updates for s.106 Play and Sports Capital Funding projects:</b>  Finance Committee considered quotes for the safety fencing and <b>it was proposed by Chair, seconded by Cllr. Tillotson, that contract be awarded to Contractor M for £4699 net. Resolved unanimously.</b>  Clerk: Please liaise with contractor in respect of lead times and issue Purchase Order once Full Council has ratified the recommendation (being over the delegated powers for this committee). Add to ORD agenda for 29/4.  Fin.Comm. also considered quotes for the play gazebo (also Pre-approved by EDDC s.106 officer) and additional pieces of play equipment for the Back Lane site and MUGA.  It was agreed that decisions on those items be deferred until further information can be obtained re: guarantee periods and also criteria confirmation from EDDC as to spend limits and consultation requirements.  Clerk: Please obtain additional information as directed.</p>	Clerk
FC19/23e	<p><b>e) To consider update on 2019 community events:</b>  This matter was deferred by unanimous agreement to allow further discussion via NPPFF Trustee Board and to take into account membership of new Council after May 2<sup>nd</sup> 2019.  Clerk: please note and add to next FC agenda accordingly.</p>	Clerk
FC19/23f	<p><b>f) To consider matters pertaining to funding arrangements for Night Landing Site project:</b>  Clerk reported that a donation of £300 had been received by Council towards the project although the donor wished to remain anonymous. This, together with the monies already received, and those promised by DAAT and EDDC, will leave the funding target some £300 short. There has been another offer of local community support for the project but this will not be forthcoming until September. Therefore, in order to get the ball rolling and secure an installation slot before the start of the cricket season, <b>it was proposed by Chair and seconded by Cllr. Jeffery, that Council make up the shortfall from its general reserves (to be replenished if the additional financial support is received). Resolved unanimously.</b>  Clerk: Please note and liaise with DAAT to arrange an install date. Please liaise with EDDC to bring forward their grant funding payment. Amend Cashbook Summary to show reserves re-allocated “pro tem”.</p>	Clerk
FC19/23g	<p><b>g) To consider grant applications received as per extant Grant Award:</b>  Clerk advised that the grant application previously received for review and consideration had been withdrawn by the applicant.  Clerk: Please note. No further action required at this time.</p>	Clerk
FC19/23h	<p><b>h) To consider matters pertaining to the finalised lease on the WC building in Roberts Way:</b>  Clerk reported that EDDC had completed the lease legalities and that the signed version had been sent to Land Registry for registration and uploading.  It was agreed that enquiries should be made of potential contractors to undertake the desired works as per the initial plans and then an approach be made to EDDC to discuss the terms of the betterment as per the lease terms.  It was felt that amortisation of the refurbishment works should be sought over the full 30 year term.  Clerk: Please take this matter forward.</p>	Clerk

FC19/23i	<p><b>i) To consider matters pertaining to possible expenditure relating to King Alfred Way surgery building:</b></p> <p>After lengthy discussion, and in light of the fact that this matter was still subject to an ongoing planning application, it was agreed that the matter should be deferred for the time being but remain on the Fin.Comm. agenda as a standing item for review (but in committee) and that any decision in future in relation to expenditure by the Council on any improved amenity should be subject to Full Council consideration and additional community consultation.</p> <p>Chair asked that the legal documents relating to the existing surgery building in Roberts Way be circulated to all members of Council via the secure website link given their confidential nature.</p> <p>Clerk: Please note and action accordingly.</p>	Clerk
FC19/24	<p><b>Matters considered as urgent by presiding Chair:</b></p> <p>1) Chair asked for update on Cavanna Community Benefit Fund offer. Clerk advised that the Council's "wishlist" had been submitted and that Cavanna CBF Panel were considering the document. No details provided as to timescales for payment or agreement. Clerk: please monitor and add to next FC agenda if appropriate.</p> <p>2) A resident had offered to plant additional trees in the parish at their expense. Whilst welcoming the generous offer, Fin.Comm. members were mindful of future maintenance implications and responsibilities and therefore the matter was deferred until Chair could discuss with Council's Hon. Tree Warden, Cllr. Kemp.</p> <p>3) Clerk outlined correspondence from resident regarding another tree matter where financial contribution was sought to attend to trees overhanging Council land. Clerk had previously responded in general terms and advised that Council's view would be sought. It was the unanimous agreement of Fin.Comm. members that Council would NOT provide any financial assistance (this would set a dangerous precedent) but that it would not reasonably withhold consent to access Council's land to remove branches and detritus falling as a result of said tree works.</p>	
FC19/19	<p><b>Date and time of next Finance Committee meeting;</b> To be arranged after May 2<sup>nd</sup> when new membership of Council is known. Clerk: please arrange meeting booking and agenda.</p>	Clerk
	<p><b>With no further business to consider, the Chair closed the meeting of the Finance Committee at 5pm.</b></p>	

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

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