

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council Finance Committee meeting on Tuesday 23rd June 2020 at 7pm held remotely as per Clause 78 of the Coronavirus Act 2020 and broadcast as a “Livestream” event on the Parish Council Facebook Page.

ACTION by:

	<p>Present Cllrs Burhop (Chair), Walker (Vice-Chair), Dalton and Tillotson. (Q) Clerk. 0 members of the public. Meeting began at 7.00pm.</p>	
Public Forum	<p>Virtual Meeting Regulations Chair Outlined. Public Questions No public questions or representations. Chair closed the public forum at this point.</p>	
FC20/023	<p>Apologies for absence: No apologies received.</p>	
FC20/024	<p>Declarations of Interest made: All members present are, by definition, members of the NPPFF Trustee Board and declared their interests as such. Cllr. Walker declared a personal interest as a trustee of the NP Village Hall. <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>	
FC20/025	<p>To consider and, if thought fit, to approve the minutes of previous Finance Committee meeting 26th May 2020 as previously circulated to members. Approval of minutes was proposed by Chair, seconded by Vice-Chair. Resolved unanimously. Chair was unable to sign the minutes as a true and accurate record of that meeting and this will be done as soon as is possible given current restrictions. Matters arising: <i>CCTV installation project – Chair updated Council on progress Turner Close Play Area (see below) Grounds Maintenance Tender (see below) Unity trust Bank application – Clerk gave verbal report Grant Applications received (referred to Full Council for ratification) Insurance Premium approved – payment due end of month. Risk Assessment - to be ratified at Full Council 29/6 Parish Signage – Clerk confirmed not yet done but in hand. CV-19 resilience measures – Clerk updated committee and highlighted supply issues with hand-sanitiser units as ordered.</i></p>	
	<p>Business to be considered:</p>	
FC20/026a	<p>a) To consider Council’s first quarter budget out-turn report: RFO presented and questions answered. Chair confirmed present financial position which was as expected, budget spend 18% against 25% anticipated. Amendment requested to cashbook summary (re: explanation of reserve acronyms). Noted.</p>	

FC20/026b	<p>b) To consider update from Clerk re: replacement play equipment at Play Area in Turners Close belonging to EDDC (as deferred from the Ordinary meeting held 18th May 2020):</p> <p>Clerk advised that EDDC had been contacted as per committee's recent direction, but that – due to CV19 situation – some officers were not available for consultation and discussion, and that this was going to cause some temporary delays in projects such as this. Clerk did confirm that a request had been made to EDDC to enquire about the feasibility of transferring the asset to the Parish Council. A response from EDDC Asset Team is expected in the very near future. Chair thanked Clerk for report and asked that this matter remain on the Fin.Comm agenda until completed.</p> <p>Clerk: Please note and action accordingly</p>	Clerk
FC20/026c	<p>c) To consider matters pertaining to Grounds Maintenance Tender 2021-24 and to make recommendations to Council accordingly:</p> <p>Committee considered a short briefing paper provided by Clerk which outlined three factors relating to Grounds Maintenance in the parish:</p> <ul style="list-style-type: none"> i) What is currently being maintained under existing tender. ii) What is now being maintained outside of that tender. iii) Areas where additional GM could potentially be undertaken. <p>Committee members felt that discussion (about adding additional areas for maintenance) should be widened to include all Councillors as their local, ward, knowledge would be invaluable in determining where Council resources could best be spent to provide best value to taxpayers.</p> <p>Chair proposed that the draft tender briefing document be circulated to all members and their views/thoughts sought.</p> <p>Clerk: Please note and action accordingly.</p> <p>It was suggested that the planned grass cutting of Webbers Meadow be reduced from 3 per season, down to 2 per season, to encourage growth wild flowers, pollinators etc, and a commensurate fall in cost. This can be discussed after additional Councillor input received.</p> <p>The timetable for this Tender project is:</p> <p>July Finance Committee – re-assess the specification. August Finance Committee – consider potential costs August Full Council – approve final Tender document for publication.</p>	Clerk
FC20/026d	<p>d) To consider proposals to incur expenditure making repairs to Back Brook footpath:</p> <p>Clerk had provided a costed report to reinstate some smaller boulders (and top soil) to fill the voids in the larger boulders recently replaced, works to be undertaken in conjunction with Hon. Footpath Warden. Clerk was asked to obtain a further quote and to obtain clarification from DCC as to whether a Footpath Closure Order would be required for the period when the repairs were to be carried out.</p>	

FC20/026d (Contin.)	<p>It was proposed by Chair, seconded by Vice-Chair, that delegated authority be afforded to Chair and Clerk to proceed with these urgent works on a “best-price” basis subject to the directions above and clarifications from DCC received. Resolved unanimously.</p> <p>Clerk: Please note and action accordingly in conjunction with Chair.</p> <p><i>Cllr. Tillotson joined the meeting (remotely) at 7.25pm</i></p>	Clerk
FC20/026e	<p>e) To consider expenditure incurred by Community Garden volunteers based at the Parish Council allotment site; such expenditure to be funded by grant income already received; sum proposed £385*:</p> <p><i>* Net of VAT (which can be reclaimed)</i></p> <p>Cllr. Tillotson has been afforded a dispensation to discuss, and vote upon, matters relating to Allotments.</p> <p>Cllr. Tillotson outlined the nature, and benefits, of the scheme. Chair thanked all volunteers, and Cllr. Tillotson, for their work at the allotment site to create a relaxing environment for users. Cllr. Tillotson advised that the proposed shed installation has not yet been completed and asked how the Council might wish to assist towards that cost, currently borne by the volunteers.</p> <p>Chair proposed, seconded by Cllr. Dalton, that Council reimburses the volunteers for the gross sum (as per receipts provided) expended for the community garden (those funds to come from the grant award already received - £400). A further proposal (from Chair, seconded Cllr. Dalton) was that further funds of upon £300 be made available (from Allotment earmarked reserves) to pay for the new shed and related costs of construction and kitting out. Resolved 3 for, none against and 1 abstention (MT).</p> <p>Clerk: Please note and notify lead volunteer of this decision. Payment of the £385 (net) reimbursement to be made in July and subject to approval of Payment Schedule by Full Council.</p> <p>Please also liaise with regards to the additional expenditure in the pipeline and arrange payment (again, subject to approval) accordingly.</p>	Clerk
FC20/026f	<p>f) To consider update from Clerk in respect of recent resolution to start negotiations with EDDC to seek the asset transfer of the green space at Hillside, Burrow:</p> <p>Clerk confirmed (as per FC20/26b – above) that the request had been lodged with EDDC and a response awaited. Noted.</p> <p>Clerk: Please update Fin.Comm. as soon as EDDC response received.</p>	Clerk

FC20/026g	<p>g) To consider proposal to make a payment of £185 to DCC Highways as the cost of the licence to permit repairs to the entrance splay at Back Lane car park:</p> <p>This issue had been raised at the last meeting (in passing) and had been included today to secure a formal resolution to allow Clerk to proceed. Clerk confirmed that DCC are happy with the proposed works and would release a specification document to the Parish Council upon payment of this licence fee.</p> <p>Chair proposed, seconded by Vice-Chair, that this payment be made to allow works to proceed as planned. Resolved unanimously.</p> <p>Clerk: Please note and make payment accordingly. Please advise Council when licence secured to allow quotations to be sought for the proposed repair works.</p>	Clerk
FC20/026h	<p>h) To consider arrangements (and costs) for the forthcoming community events:</p> <p>Chair asked committee to consider the following three events:</p> <p>i) Firework event - 6th November. Chair confirmed that our firework contractor is currently presuming that no event will take place due to ongoing CV-19 situation. However, our date has been pencilled into their diary. Chair asked that this subject be kept as a standing item on the FC agenda. Cllr. Dalton asked about the use of silent fireworks as per the discussions following last year's event. Chair agreed to liaise to check availability (and costs) with contractor and report back. Chair: Please note and discuss with contractor.</p> <p>ii) Remembrance Sunday - 8th November. It was noted that the Parish Council purchased 9 pole poppies last year which were well received in the community. Chair also confirmed that the "Silent Silhouette" was in good condition and ready to be deployed. After further discussion regarding the labour availability to install these items, it was proposed by Chair that Council purchase another 20 of the Pole Poppies for parish / high street displays; cost £80. Resolved unanimously.</p> <p>Clerk: Please note and purchase accordingly.</p> <p>iii) Christmas (tree and decorations). Chair felt that the Christmas Tree mounted on Greenbank was very well received by residents and that he would be more than happy for this to be continued <i>ad infinitum</i>.</p> <p>Clerk was asked to discuss the provision of another tree with Cllr. Hughes (who had assisted Council last year prior to his co-option to the Council) and also to consider further purchase of decorations and lights. It was suggested this matter be brought back to Finance Committee for August's meeting. Clerk: Please action accordingly.</p>	<p>Chair</p> <p>Clerk</p> <p>Clerk</p>

FC20/026i	<p>i) To consider matters pertaining to the WC block in Roberts Way:</p> <p>Clerk had provided some pricing options following on from the previous Finance Committee meeting ie. in relation to the concept of a refurbishment incorporating a self-cleaning element. Committee members asked that more information be sought from specialist providers and a further submission presented for consideration. Chair suggested contacting local architects too.</p> <p>Clerk: Please note and action accordingly and report back.</p> <p>The matter of the re-opening (and cleaning) of the WC amenity was deferred as a similar agenda item was scheduled for debate at the Ordinary meeting on 29th June.</p>	Clerk
FC20/026j	<p>j) To ratify recent decision under Chair's delegated authority to engage a contractor (as a matter of extreme urgency) to undertake a licensed treatment of Japanese Knotweed at Webbers Meadow at a cost of £120 (net):</p> <p>It was proposed by Chair, seconded by Cllr. Dalton, to ratify this expenditure citing the public interest. Resolved unanimously.</p>	
FC20/027	<p>Matters considered as urgent by presiding Chair: None raised.</p>	
FC20/028	<p>Date and time of next Finance Committee meeting;</p> <p>It was proposed that the next meeting of the Finance Committee be held on Tuesday 21st July, 7pm, meeting to be held remotely as per Clause 78 legislation (see above).</p>	
FC20/029	<p>As there were no matters to be considered under agenda item 20/030, Chair proposed that this item not be heard. Resolved.</p>	
FC20/030	<p>Matters to be considered in committee: As there were no matters to be considered under this agenda item, Chair proposed that this item not be heard. Resolved.</p>	
	<p>With no further business to consider, the Chair closed the meeting of the Finance Committee at 8.15pm.</p> <p><i>The Clerk stopped the Livestream broadcast at this point and no further participants to the meeting webinar were admitted.</i></p>	

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Signed as a true record of the meeting above:

Chair: _____

Date: _____

Initial: _____

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