

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Draft – yet to be approved

Minutes of the Parish Council Finance Committee meeting on Thursday 10th June 2021
at 7pm held at Harpford Hall, Harpford Village

ACTION by:

	<p>Present Cllrs Burhop (Chair), Walker (Vice-Chair), Dalton and Tillotson (Q) Clerk. 0 members of the public. Meeting began at 7pm.</p>	
Public Forum	<p>Fire Regulations and Covid Compliance guidance Chair outlined both to those present. Public Questions No public questions or representations. Chair closed the public forum at 7.05pm.</p>	
FC21/001	<p>Apologies for absence: None received – all committee members present.</p>	
FC21/002	<p>Declarations of Interest made: 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 This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as Allotment Manager.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 This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as an allotment tenant.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>	
FC21/003	<p>To elect a Chair of this committee. Cllr. Burhop stepped away from Chair and current Vice-Chair, Cllr. Walker, sought nominations for Chair. Cllr. Burhop proposed that Cllr. Walker be elected as Chair of the Finance Committee. Cllr. Walker accepted the nomination. Seconded by Cllr. Dalton. Resolved unanimously. <i>Cllr. Walker was duly elected as the Chair of the Finance Committee and assumed the Chair with immediate effect.</i></p>	
FC21/004	<p>To elect a Vice-Chair of this committee. Cllr. Dalton proposed that Cllr. Burhop be elected as Vice-Chair of the Finance Committee. Cllr. Burhop accepted the nomination. Seconded by Cllr. Walker. Resolved unanimously.</p>	

FC21/005	<p>To consider and, if thought fit, to approve the minutes of previous Finance Committee meeting 18th March 2021 as previously circulated to members;</p> <p><i>Cllr. Tillotson proposed that the minutes be adopted as a true record of the meeting. Seconded by Cllr. Dalton. Resolved unanimously.</i></p> <p>Matters arising: <i>Tip Testing (of headstones) at St. Luke's Cemetery still to be completed by Clerk as per Risk Assessm. Recommendations. Clerk to arrange relevant signage at Back Lane Play Area as previously resolved re: safe use of equipment and age-limits to be observed.</i></p> <p><i>Clerk: Please note and action as quickly as is practicable.</i></p>	Clerk
Business to be considered:		
FC21/006a)	<p>a) To consider arrangements for Annual Firework Event in November 2021:</p> <p>Cllr. Burhop provided a verbal report on the current situation regarding such events and noted that the 2020 event was cancelled due to ongoing CV19 restrictions and guidance.</p> <p><i>Cllr. Burhop proposed that the event proceed this year "in principle" on the 5th November 2021 at the Webbers Meadow/Playing Field site subject to clarification from our insurers as to the level of additional Public Liability Indemnity Insurance to be sought from the contractor as in previous years *. Seconded by Chair. Resolved unanimously.</i></p> <p><i>Clerk: Please note and seek this clarification as a matter of urgency and report back to Fin.Comm. for subsequent discussion in July.</i></p> <p><i>* Concerns having been raised that the costs of cross-insurance as a supplementary cost to the firework display might make the event uneconomic to take forward.</i></p>	Clerk
FC21/006b)	<p>b) To receive update from Clerk on the previously resolved installation of a permanent electrical supply on Greenbank with associated cabinet to provide for mains powered festive illuminations in the future:</p> <p>Clerk confirmed that agreements had been signed (in line with previous resolution) with Western Power (WPD) to provide a supply to a cabinet to be installed by the Council's electrical contractor and that further agreement had been reached with the Parish Maintenance Contractor (PMC) to install the necessary fixing posts to enable the primary works to proceed as per technical specification required by WPD.</p> <p>Clerk was asked to keep Fin.Comm. uptodate with progress.</p> <p><i>Clerk: please note.</i></p>	Clerk
FC21/006c)	<p>c) To receive update on recent resolutions for purchase and installation of additional parish amenities in King Alfred Way:</p> <p>Clerk advised that agreement was still being awaited from the estate management company but that it was hoped that this agreement would not be unreasonably withheld.</p> <p>Clerk was asked to purchase the two dog bins (in Dark Green) and a Grit / Salt bin (Dark Green) in anticipation of the agreement being obtained to expedite installation as and when possible.</p> <p><i>Clerk: please note and action accordingly</i></p> <p><i>* Subsequently to this meeting, agreement was received from the</i></p>	Clerk

	<i>Estate Management Team for all three items of street furniture at the suggested locations.</i>	
FC21/006d)	<p>d) To consider renewal quotation for Parish Council's "All-Risks" and Liability Cover Insurance Policy:</p> <p>Cllr. Burhop proposed that the quotation for a 3-year Fixed Term Agreement (FTA) with The Military Mutual (as per broker's recommendation) be accepted for the sum quoted. Cllr. Tillotson seconded the proposal.</p> <p>Resolved unanimously.</p> <p>Clerk: please note and make arrangements with our broker for the cover to be commenced simultaneously as the previous cover ends.</p>	Clerk
FC21/006e)	<p>e) To receive update on recent resolution to purchase and install planters in the village at specified locations; Clerk to report on negotiations with DCC:</p> <p>Clerk confirmed that licence application had been accepted by DCC (Licencing Team) and that the Highways Officer now required specific locations to assess. The suggestion was made that this matter be deferred to the CCEWP (Climate Change Emergency Working Party) to agree site locations and to discuss arrangements for the planting and ongoing maintenance of the planters. Agreed.</p> <p>Clerk: Please liaise with CCEWP and provide some suggested locations around the parish for the siting of such planters.</p> <p>It was subsequently proposed by Cllr. Walker, seconded by Cllr. Tillotson, that delegated authority to spend up to £1200 (net) be afforded to the Clerk (in conjunction with the Chair of the CCEWP) on the purchase and installation of these planters once the locations had been agreed and ratified by DCC.</p> <p>Resolved unanimously.</p> <p>Clerk: Please note and action accordingly as directed.</p>	Clerk Clerk
FC21/006f)	<p>f) To consider update on arrangements and negotiations to provide a new primary access gate into Venn Ottery Village Green via the SW corner:</p> <p>Clerk advised that he was awaiting confirmation of anticipated legal costs for the Land Transfer paperwork from a legal representative and could not provide further update until this amount was known, whereupon negotiations with the adjacent landowners could continue.</p> <p>Noted</p> <p>Clerk: Please update Fin.Comm. as soon as possible.</p>	Clerk
FC20/073g)	<p>g) To receive update from Clerk on progress with DCC negotiations over visibility/access splay at Back Lane Tennis Court car park:</p> <p>Report received and noted. Clerk asked to proceed with the process of seeking quotations for the works from reputable grounds-work companies in the area as per technical specification provided for such work by DCC.</p> <p>Clerk: Please report back as and when quotes received.</p> <p><i>In light of proposal above (21/006a), Cllr. Burhop suggested that this project be given precedence over other projects due</i></p>	Clerk

	<i>to the requirement to use the TC Car Park for the Firework event; the entrance having deteriorated in recent months.</i>	
FC21/006h)	<p>h) To consider update on arrangements for progression of the Parish Emergency Plan:</p> <p>Clerk reported that no progress had been made as yet. It was suggested that Council seek some volunteers from within the community to act as “EP Marshalls”. Clerk to seek guidance from DCC EP team (Devon Communities Together) with the findings fed back to the Finance Committee for their review at a later meeting. Resolved unanimously. Clerk: Please note and action accordingly.</p>	Clerk
FC21/006i)	<p>i) To consider next steps with regard to delayed repairs to Cemetery wall (St. Luke’s Cemetery):</p> <p>It was noted with frustration that there appeared to be no appetite amongst local contractors to take on this work. Cllr. Burhop offered to seek further quotes in conjunction with Clerk. It was noted that plan growth along the relevant sections of the wall had increased significantly and that a re-assessment of the projected costs was unavoidable. Funds remained in an earmarked reserve to meet some (or all) of the project costs when undertaken. Cllr. Burhop/Chair: Please note and seek alternative quotes as a matter of urgency.</p>	Clerk/CBu.
FC21/006j)	<p>j) MUGA (Multi-Use Games Area); update from Clerk:</p> <p>Clerk was asked to liaise with EDDC Officers to bring this project forward as members of Committee were mindful that the S106 funds available were “time-limited” and the MUGA would be a valuable and well-used amenity for local residents. Clerk: Please liaise and report back to Fin.Comm. as soon as possible.</p>	Clerk
FC21/006k)	<p>k) To consider quotations received for Play Maintenance repairs at Back Lane as a result of recent ROSPA inspection report, and to ratify expenditure authorised by Clerk under emergency delegated powers for damaged play equipment:</p> <p>a) Committee members noted quotes received but asked Clerk to continue to seek alternative quotes for the works. It was proposed, however, given the nature of the works and need to ensure a safe play environment for users, that delegated authority be afforded to the Clerk upto the value of £1660 (Net) for the necessary repairs and maintenance to avoid further delay (quotes to be circulated to Fin.Comm. Chair once received). Proposed Cllr. Burhop. Seconded Cllr. Dalton. Resolved unanimously. Clerk: please note and action as directed.</p> <p>b) It was noted that expenditure of £595 (net) had been authorised by the Clerk in order to facilitate emergency repairs to a piece of play equipment which had been put out of use by</p>	Clerk

	<p>damage. Ratification proposed by Chair. Resolved unan. Clerk: Please note and maintain pressure on contractor for a swift repair. Please settle invoice when received in usual way.</p>	Clerk
FC21/006l)	<p>l) To consider progression of WC refurbishment project (Roberts Way) in light of recent EDDC Cabinet Report on WC provision in East Devon (in line with recent EDDC reports on Community Asset Transfer * Policy):</p> <p>After discussion, it was suggested that this subject be deferred to the next full meeting of the Parish Council so that members of the Council (rather than simply Fin.Comm.) could consider the ongoing project, the impact of CV19 on Council's costs, the representations from residents and users, and the potential for Council to seek a revision to the current terms under which the WC block was operated and leased by EDDC. Agreed. Clerk: Please add to the June ORD agenda accordingly.</p>	Clerk
FC21/006m)	<p>m) To consider the related EDDC CAT * consultation and the ownership and maintenance of the municipal car park in Roberts Way:</p> <p>The outcome of EDDC CAT Consultation noted by members. It was felt that this matter be considered "in the round" when the matter of the WC was discussed at Full Council in June.</p>	
FC21/006n)	<p>n) To consider proposal/request for an additional Eco-Toilet/WC facility at the NP Allotment site at Hunger Hill (lower section [E]):</p> <p><i>Both Cllr. Tillotson and Dalton declared a personal interest, but it was recognised that both had a dispensation afforded to them to speak on such matters.</i></p> <p>It was proposed by Cllr. Burhop, seconded by Chair, that this matter should be discussed at Full Council given that 50% of the Finance Committee had an interest in the matter and that, in the interests of probity and transparency, a wider debate was necessary on this subject. Resolved unanimously. Clerk: please add to June's ORD agenda accordingly.</p>	Clerk
FC21/006o)	<p>o) To consider proposal for the installation of a defibrillator in Venn Ottery/Southerton area:</p> <p>This proposal had been suggested by a resident of Venn Ottery noting that Harpford had an AED, and that the NP village had two. After noting that there was no provision in this year's budget for a 4th defibrillator acquisition, it was proposed by Cllr. Burhop (seconded by Cllr. Dalton) that the proposal be included within the budget and precept discussions for 2022-2023 (due to begin in November 2021) but that, also, discussion begin with VOSRA to seek resident support for such an installation and to determine potential locations with the necessary utility availability to enable installation. Resolved unanimously. Clerk: Please note and diarise accordingly. Please contact VOSRA to start the conversation.</p>	

FC21/006p) FC21/006q)	<p>p) To consider progress with replacement of footbridge at Venn Ottery Village Green:</p>	
	<p>q) To receive report from RFO on Charity Commission correspondence regarding funds held within Council's reserves relating to historical VOVG endowment and trust agreement:</p>	
	<p>Clerk asked Chair that these two matters be considered simultaneously as they were intrinsically linked. Agreed.</p>	
	<p>Clerk (RFO) reported that he had been made aware of correspondence between the former Clerk and the Charity Commission (CC) which called into question the legality (or necessity) for a separate trust deed (and reserve) for the sum of £5000 as per an agreement from the 1990's relating to the gift of VOVG to the Parish Council and the development of three residential properties to the west of the Green.</p>	
	<p>The RFO had formally written to the CC seeking clarity and guidance in this respect and this would be forwarded to members immediately upon receipt. It is hoped that a resolution of the Council might be possible to formally annul the trust agreement under Charity regulations extant and thus free this capital sum for much needed projects on the Green and surrounding curtilage. Noted.</p>	
	<p>In light of this development, Chair proposed that the issue of the bridge repair be deferred until a later Fin.Comm. meeting but that Clerk continue to seek quotes (and solutions) for a replacement bridge crossing from the Green into the Church grounds. Noted.</p>	
	<p>Clerk: Please note and action accordingly. Forward CC correspondence to members once received.</p>	Clerk
FC21/007	<p>Matters considered as urgent by presiding Chair: None raised.</p>	
FC21/008	<p>Date and time of next Finance Committee meeting; It was suggested that the next meeting of the Finance Committee be held on Thursday 15th July 2021, 7pm start; the meeting to be held at Harpford Hall' Clerk: Please note and publicise accordingly. Please book venue</p>	Clerk
FC21/009	<p>It was proposed by Chair that, under the provisions of the Public Bodies (Admission to meetings) Act 1960, as amended by Local Government Act 1972, the public (including the press) be excluded from the meeting as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed as there was no business to discuss in this manner. Seconded Cllr. Dalton. Resolved unan.</p>	
FC21/010	<p>Matters to be considered in committee: i) Pecuniary Employment Matters. In consultation with the Clerk, Chair proposed that these matters be referred to the Policy and Personnel Committee for their formal consideration when they next meet. Agreed. Clerk: Please liaise with Chair of PPC to convene that meeting.</p>	Clerk

	With no further business to consider, the Chair closed the meeting of the Finance Committee at 9.00pm.	
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Signed as a true record of the meeting above:

Chair: _____

Date: _____

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