

# NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council Finance Committee meeting held on Thursday 13<sup>th</sup> January 2022  
at 7.00pm at The Pavilion, Back Lane, Newton Poppleford.

**ACTION by:**

	<p><b>Present:</b></p> <p>Cllrs Walker (Chair), Burhop (Vice-Chair), Dalton, Tillotson and Tribble. (Q) No members of the public. Meeting began at 7.00pm.</p>	
<b>Public Forum</b>	<p><b>Fire Regulations and Covid Compliance guidance:</b></p> <p>Chair outlined both to those present.</p> <p><b>Public Questions</b> No members of the public in attendance. <b>Chair closed the public forum at 7.05pm.</b></p>	
FC21/050	<p><b>Apologies for absence:</b></p> <p>There were no apologies received.</p>	
FC21/051	<p><b>Declarations of Interest made:</b></p> <p>All members present are, by definition, members of the NPPFF Trustee Board and declared their interests as such.</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>	
FC21/052	<p><b>To consider and, if thought fit, to approve the minutes of previous Finance Committee meeting held on 19<sup>th</sup> November 2021 as previously circulated to members:</b></p> <p><b>Cllr Dalton proposed that the minutes be adopted as a true record of the meeting. Seconded by Cllr. Burhop. Resolved unanimously.</b></p> <p><b>Matters arising:</b></p> <p><i>Quotation in the sum of £2,675.80 plus VAT received from Arccas relating to drain clearance in Webbers Meadow (FC21/045d). Councillors requested clarification re: handling of removed silt before proceeding. Further consideration to be deferred until next Finance Committee.</i></p> <p><i>Cllr Burhop to arrange site meeting with Arccas.</i></p>	<b>CB</b>

	<b>Business to be considered:</b>	
FC21/053a)	<p><b>a) To consider correspondence received regarding Doctors Surgery, Roberts Way, NP:</b></p> <p>Cllr Burhop confirmed that Coleridge Medical Centre had served the PC with 6 months' Notice of Termination of their tenancy of the Surgery. The building will revert to the Parish Council as owners on 5<sup>th</sup> July 2022. Councillors to review the restrictive covenants in the original Deed of Transfer prior to deciding what action to take.</p> <p>Clerk: Locate and circulate original documentation. Add to Full Council agenda.</p>	<b>Clerk</b>
FC21/053b)	<p><b>b) To consider costs of equipment provision at NP allotment site:</b></p> <p>Cllr Tillotson requested that funds be made available to purchase a new strimmer and hire a skip. A rotovator will not be required as allotment holders taking over poor plots will be offered time-limited rent-free periods to enable them to bring plots up to standard.</p> <p>Cllr Tillotson to obtain 3 strimmer quotes</p> <p>Clerk: Arrange skip hire. Add item to next Full Council agenda for approval of costs.</p>	<b>MK Clerk</b>
FC21/053c)	<p><b>c) To receive an update on the 2022 Jubilee Celebrations:</b></p> <p>Cllr Burhop confirmed that £5,000 had been vired into the Events Reserve Fund. A 21m x 12m marquee has been provisionally booked and village groups and neighbouring parishes approached to generate ideas. Current suggestions: 02/06 - Guided Platinum Jubilee Tree Walk/Procession, Picnic with Brass Band, Silent Disco 03/06 - Riverside Players/Drive-in Cinema 04/06 - Community Café, Sports Showcase, PTA Ball 05/06 - Songs of Praise, Bring &amp; Share Lunch, Gospel Choir</p> <p>The Chair suggested that an event committee be formed to represent a cross section of the community to take plans forward.</p> <p>Cllr Burhop to submit an article to the Feb issue of the PCC Magazine</p>	<b>CB</b>
FC21/053d)	<p><b>d) To consider completion of the Annual Parish Paths Partnership Annual Grant forms:</b></p> <p>Footpath reserve fund currently stands at £989.44. Councillors discussed possible uses for such grant funding including</p>	

	<p>upgrade to Footpath 1. If required, application forms to be submitted by 14<sup>th</sup> February.</p> <p>Chair to arrange meeting with Footpath Warden to discuss.</p>	Chair
FC21/053e)	<p><b>e) To receive update on Parish MUGA at Back Lane (via S106 &amp; CIL Funds):</b></p> <p>Clerk to locate correspondence with Play Consultant and follow up. To be an Agenda item at February Meeting.</p>	Clerk
FC21/053f)	<p><b>f) To consider transferring ownership of non-Parish defibrillators and removal from Asset Register:</b></p> <p>The Clerk explained that the former Clerk had arranged purchase of defibrillator units sited in NP and other neighbouring parishes via a grant and had been handling general maintenance and insurance of the same.</p> <p>It was proposed by the Chair, seconded by Cllr Tribble and agreed unanimously that these assets should be gifted to the parishes concerned and removed from NP Asset register and Insurance policy.</p> <p>Clerk to action and write to Parish Clerks of Combyne, Woodbury, East Budleigh and Dunkeswell</p>	Clerk
FC21/053g)	<p><b>g) To consider ring-fencing cemetery income for future needs:</b></p> <p>Councillors discussed whether it might be prudent to take a small proportion of income generated to create a fund to purchase further land in the future.</p> <p>It was proposed by the Chair, seconded by Cllr Tillotson and approved unanimously that, with effect from 1<sup>st</sup> April 2022, 10% of cemetery income will be set aside for this purpose.</p> <p>Clerk to add to next Full Council agenda for ratification.</p>	Clerk
FC21/053h)	<p><b>h) To consider new Parish Clerk allowances and expenses:</b></p> <p>Cllr Burhop explained that previous the Clerk had used his personal mobile phone and charged back costs to the PC. New Clerk would prefer PC to purchase a telephone which would be the property of, and funded by, the PC. After initial purchase monthly contract costs would be £14 pm over 2 years. This was agreed unanimously.</p> <p>Committee discussed renting a PO Box or using The Pavilion as the future PC correspondence address. It was agreed to trial the Pavilion address for 3 months and then review.</p> <p>Clerk to diarise for review in April.</p>	Clerk
FC21/053i)	<p><b>i) To review banking procedures:</b></p> <p>Cllr Burhop advised that Delegate User access had been requested from Lloyds Bank for the new Parish Clerk which would allow access to transfer funds and raise payments for</p>	

	authorisation by the Chair and Vice Chair. In addition, an application had been made for a debit card to cover incidental expenses.	
FC21/054	<p><b>To review the draft Risk Assessment for 2022:</b></p> <p>Councillors to review the first 6 items on the Annual Risk Assessment Report as previously circulated in preparation for the February Finance Meeting.</p> <p>Clerk to bring forward to next Finance Committee Agenda</p>	<p><b>ALL</b></p> <p><b>Clerk</b></p>
FC21/055	<p><b>Matters considered as urgent by presiding Chair:</b></p> <p>Cllr Burhop requested that an urgent payment of £330 be made to Jonathan Moore for carrying out electrical work at Greenbank in relation to the installation of the Christmas lights.</p> <p><b>This request was sanctioned by the Chair and Cllr Tribble and unanimously approved.</b></p> <p>CB to make payment via Bank Transfer</p>	<p><b>CB</b></p>
FC21/056	<p><b>Date and time of next Finance Committee meeting:</b></p> <p>The next meeting of the Finance Committee will be held at 7pm on Thursday 17<sup>th</sup> February 2022; the meeting to be held at the Pavilion.</p> <p>Clerk: Please note and publicise accordingly.</p>	<p><b>Clerk</b></p>
	<b>With no further business to consider, the Chair closed the meeting of the Finance Committee at 8.10pm.</b>	

Minutes of the Parish Council Finance Committee meeting on Thursday 13<sup>th</sup> January 2022 at 7.00pm held at The Pavilion, Back Lane, NP.

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

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

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

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