

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council Finance Committee meeting on
Tuesday 16th October 2018 at 7pm in Harpford Village Hall, Harpford

ACTION by:

	<p>Present</p> <p>Cllrs. Burhop (Chair) Dalton, Tillotson, Walker and Zirker Clerk. 0 members of the public.</p> <p>Meeting began at 7.05pm.</p>	
Public Forum	<p>Fire Regulations Outlined</p> <p>Public Questions No public questions or representations.</p>	
FC18/48	<p>Apologies for absence: Cllrs. Jeffery</p>	
FC18/49	<p>Declarations of Interest made: All members present are, by definition, members of the NPPFF Trustee Board and declared their interests as such.</p>	
FC18/50	<p>To consider Minutes of previous Finance Committee meeting 11th September 2018 as previously circulated to members. <i>Approval of minutes was proposed by Chair, seconded by Cllr. Zirker. Resolved unanimously. Chair signed the minutes as a true and accurate record of that meeting.</i></p> <p>Matters arising: Making Tax Digital for NPPFF accounting Correspondence received from RBL re: Silhouette purchase Updates re: WC lease. S.106 matters</p>	
FC18/51a	<p>Business to be considered:</p> <p>a) To consider Grant Applications received:</p> <p>i) NP Village Hall. £500 towards toilet improvements <i>Cllr. Dalton declared a personal interest in this matter.</i> <i>Chair proposed deferral of decision until next Fin.Comm. meeting scheduled for 13/11 to allow receipt of any other applications by published deadline of 31/10/18.</i> <i>Seconded by Cllr. Walker. Resolved 4/0/1 absten.</i> <i>Clerk: Please scan application and circulate to all members with 13/11 FC agenda.</i></p> <p>ii) <i>Chair proposed a grant award of £100 to Royal British Legion to contribute towards costs of commemorative wreaths for Armistice Day and to support the work of the RBL. Seconded Cllr. Tillotson.</i> <i>Resolved unanimously.</i> <i>Clerk: Please raise remittance accordingly.</i></p>	Clerk
FC18/51b	<p>b) To consider update on parish bonfire event 2/11: Chair updated committee members. Publicity posters to be emailed to Clerk for publication on website and on PC noticeboards. Chair to contact local resident after offer of additional firewood. Liaison with local groups / police authorities all in hand. Payment to Fireworks contractor by end of October.</p>	

FC18/51c	<p>c) To consider interim Risk Assessment review: Pages 1 to 4 of the Interim Risk Assessment Review was considered and amendments made, as a result of recent developments and circumstances. Chair proposed that pages 5 to 8 be considered at the next Fin.Comm meeting. Agreed unanimously. Clerk: please note and add to agenda accordingly. Circulate revised draft document to all Fin.Comm. members beforehand.</p>	Clerk
FC18/51d	<p>d) To consider Emergency Planning arrangements: In the absence of Cllr. Jeffery, Chair proposed that this agenda item be deferred until the next Fin.Comm. meeting. So agreed. Clerk: please note and add to agenda accordingly.</p>	Chair
FC18/51e	<p>e) To review Council's Action Plan 18/19: Committee considered and revised accordingly. Clerk: Please circulate revised version to all Council.</p>	Clerk
FC18/51f	<p>f) To consider Council's proposed bank charges from Lloyds Bank: Clerk had forwarded letter from Lloyds Bank outlining charges proposed following end of 18m Free Banking period. Summary matrix of possible charges based on historical transactions also circulated by Clerk to Fin.Comm. It was felt by all that moving to another bank would be counter-productive espec. as the alternative options open to Council were limited and that Lloyds online service offering was probably the best available currently. Chair proposed that the Council leave matters as they were and delegate to RFO the task of minimising bank charges wherever possible by using technology and free banking transaction wherever possible. Budget line to be created for bank charges DEC18 to MAR19 inclusive. Seconded by Cllr. Walker. Resolved unanimously. Clerk: Please note and amend budget monitor accordingly.</p>	Clerk
FC18/51g	<p>g) To consider creation of Garden of Remembrance at Venn Ottery Road cemetery: Following suggestion from local resident, Clerk circulated a draft plan of a possible location at VORC and outlined the potential costs, loss of revenue and alternate revenue streams that such a proposal might cause. Chair thanked Clerk to presentation and asked that the matter be deferred to Full Council for their consideration in October. The issue of Cemetery Dedication was also deferred. (Chair to discuss with Rev. Ward beforehand) The issue of fees for the scattering of ashes to be considered also. Clerk: Please note and add to OCT agenda accordingly</p>	Clerk

FC18/51h	<p>h) To consider arrangements for recharging of Playing Field maintenance costs from NPHPC to NPPFF and timing thereof: After discussion, it was unanimously felt that costs incurred should be charged in full to the NPPFF as they receive all field revenues now, but that billing should not take place until February 2019 ie. after revenues had been billed by NPPFF and receipts banked. Proposed by Chair, seconded by Cllr. Tillotson. Resolved unanimously. Clerk: Please note and action accordingly once final maintenance figure calculated via contractor invoicing matrix. Cllr. Walker requested that additional areas be cut within the parish and Chair explained that it would not be possible to do so at this point of the maintenance year, but that any surplus funds within the budget could be vired at financial year end to an earmarked fund to allow “ad-hoc” maintenance to be funded and carried out in 19/20 and beyond. Clerk: Please add this factor into the forthcoming Budget & Precept considerations.</p>	Clerk
FC18/51i	<p>i) To consider future proposals for redundant bus shelter to the west of Lower Way, A3052: It was proposed that Clerk investigate cost options for the demolition and disposal of the redundant blockwork shelter as its retention may lead to risks from deterioration and subsequent claims against Council and also encourage anti-social behaviour. No other purpose could be thought of for this structure. Matter to be reconsidered at next FC. Clerk: please note, action & add to agenda accordingly.</p>	Clerk
FC18/52	<p>Matters considered as urgent by presiding Chairman: Chair had been contacted re: feasibility of installing netting along the western boundary of the playing field to safeguard against ball loss into the residential gardens adjacent. It was noted that the land belonged to the NPPFF and there were concerns regarding access to the hedgeline for maintenance and the potential issue of collision impact to field users. Chair will return to the groups concerned to seek further information. No further action required at present. Clerk reported that the BT kiosk at Church Green had now been fully decommissioned by BT and all equipment removed. The parish handyperson was attending to the kiosk maintenance as part of their duties and Chair suggested that full council consider the future use of the kiosk at their next meeting. Five suggested uses, some of which were interchangeable, were put forward: i) Wi-Fi Hot Spot ii) Book Exchange iii) Parish Suggestion Box iv) Art Installation v) Buy-and-Selling Noticeboard / Information point. Clerk: Please add to next ORD agenda for October.</p>	Clerk
FC18/53	<p>Date and time of next Finance Committee meeting; 13th November 2018 – Harpford Hall – 7.00pm Clerk: please arrange meeting booking and agenda.</p>	Clerk

	With no further business to consider, the Chair closed the meeting of the Finance Committee at 8.40pm.	
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Signed as a true record of the meeting above:

Chairman: _____ Date: _____