

# NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council Finance Committee meeting on Thursday 15<sup>th</sup> October 2020 at 8.30pm 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><b>Present</b>                  Cllrs Burhop (Chair), Walker (Vice-Chair) and Dalton (Q) Clerk. 0 members of the public.                  Meeting began at 8.30pm.</p>	
<b>Public Forum</b>	<p><b>Virtual Meeting Regulations</b> Chair Outlined.  <b>Public Questions</b> No public questions or representations.                  Chair closed the public forum at this point.</p>	
FC20/037	<p><b>Apologies for absence:</b> Cllr. Tillotson (Unwell). Noted and approved unanimously.</p>	
FC20/038	<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.   <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>	
FC20/039	<p><b>To consider and, if thought fit, to approve the minutes of previous Finance Committee meeting 17<sup>th</sup> September 2020 as previously circulated to members.</b>                  Approval of minutes was proposed by Chair, seconded by Cllr. Dalton. 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>None not covered within this agenda</i></p>	
	<b>Business to be considered:</b>	
FC20/040a	<p><b>a) To consider expenditure for additional VAS mounting pole (and bracket) at site adjacent to Glebelands:</b>                  Proposed by Cllr. Dalton, seconded by Cllr. Walker. Cost £100 when installed at same time as Exeter Rd pole (already approved). Resolved unanimously.                  Clerk: Please liaise with DCC Highways team to arrange installation asap. Please arrange for new VAS unit to be used in parish at existing location pending the new installations.</p>	Clerk

FC20/040b	<p><b>b) To ratify expenditure made / commissioned under delegated authority:</b></p> <p>i) Removal of foliage at Venn Ottery Cemetery on public safety grounds - £50  ii) Pest Control (moles) at various parish land sites - £400  It was proposed by Chair that the expenditures be ratified and approved. Resolved unanimously.  Clerk: Please note and settle invoices accordingly.</p>	Clerk
FC20/040c	<p><b>c) To consider benefits and cost/legal implications of a potential Parish Lottery:</b></p> <p>After discussion, it was felt that this might be a useful and beneficial way to raise funds for specific parish projects and asset purchases and it was therefore agreed that Clerk would circulate some information prior to the ORD meeting on 26<sup>th</sup> October for members to consider.  Clerk: Please note and action accordingly.  Please add to ORD agenda for 26<sup>th</sup> October.</p>	Clerk
FC20/040d	<p><b>d) To consider expenditure for provision of a Parish Christmas Tree and Lighting etc on Greenbank for the duration of the festive period. :</b></p> <p>Proposed by Chair, seconded by Cllr. Walker, that expenditure upto £200 be authorised for the provision of this parish amenity, to include lighting and decoration to suit. Resolved unanimously.  Clerk: Please note and action accordingly in conjunction with local suppliers as far as possible. Please liaise with Councillors nearer the time to arrange help with install etc.</p>	Clerk
FC20/040e	<p><b>e) To consider expenditure relating to replacement play facilities at Turner Close play area, an EDDC owned play facility in the parish:</b></p> <p>Clerk had circulated a time-specific “supply only” offer for suitable equipment which had been received from EDDC’s Senior Engineer. After review, members of the Finance Committee expressed a preference for two items as follows:  i) Junior Tower Play Unit - £6320 excl. of VAT  ii) Play Tower w. net and stairs - £4620 excl. of VAT  Both would require installation by an approved contractor which would ordinarily be arranged by EDDC within the budget constraints of the project and s106 funding.  Clerk was asked to obtain clarification of the target age band for each piece and confirmation that unit heights were safe re: fall / drop limits. Decision to be made by Full Council on 26/10.  Clerk: Please obtain additional information as requested.  Add to October’s ORD agenda for members consideration and decision.</p>	Clerk

FC20/040f	<p><b>f) To consider proposed expenditure relating to a secondary gate access onto Venn Ottery Village Green:</b></p> <p>It was agreed that Clerk will get costings for the materials and hardware required to create a gate access suitable for maintenance equipment and pedestrians alike and present to next Finance Committee meeting in November.</p> <p>Clerk: Please note and action accordingly.</p>	Clerk
FC20/040g	<p><b>g) To consider update on provision of replacement summerhouse at NP allotment site:</b></p> <p>Clerk presented an update to members. Donations had been received as previously discussed and new summerhouse has been ordered for January 2021 delivery and installation. No further action required at this time.</p>	
FC20/040h	<p><b>h) To consider arrangements for November Bonfire / Firework event in light of Covid19 restrictions and guidance:</b></p> <p>The previous Fin.Comm. meeting had recommended that a “display-only” event took place with no public participation or attendance with donations sought via Crowdfunding etc. Advice was to be sought re: insurance and stewarding requirements.</p> <p>Chair reported back that insurance supplement would be in region of £500 extra and that, as such, and in light of recent worsening of Covid-19 situation nationally, it would be prudent to cancel the event entirely. Members thought that a Spring ‘21 event could be considered (again, if restrictions allowed).</p> <p>This matter to be considered at the Full Council meeting on 26<sup>th</sup> October.</p>	
FC20/040i	<p><b>i) To consider expenditure for Remembrance Day commemorations and arrangements for a Covid-19 compliant event to pay Council’s respects:</b></p> <p>Chair had been contacted by church leaders to arrange this year’s event, mindful of current and possible future Covid-19 precautions and restrictions.</p> <p>It was proposed by Chair that two Remembrance Wreaths be purchased from the Royal British Legion by way of Section 137 powers for members of Council to lay in NP and in Harpford to pay Council’s respects on Armistice Day. Cost - up to £40. Resolved unanimously.</p> <p>Clerk: please arrange accordingly.</p>	Clerk
FC20/040j	<p><b>j) To receive update from Clerk as to recent requests to EDDC for initiation of Community Asset Transfers:</b></p> <p>Noted. No further progress at present time. Clerk to update committee as developments warrant.</p>	

FC20/040k	<p><b>k) To consider final draft of Grounds Maintenance Tender document prior to consideration at Full Council on 26<sup>th</sup> October 2020:</b></p> <p>The following revisions were discussed and recommended;</p> <p>1) That 5 additional cuts of the playing field (all grass, bar the cricket wicket) be costed in to provide amenity for the winter off-season.</p> <p>2) That contractual wording be added re: Cemetery maintenance as follows; <i>“Particular consideration shall be given to members of the public in the vicinity of works being undertaken at the Cemetery sites”</i></p> <p>3) That references to ‘per season’ be amended to ‘per year’ in sections 2.11 and 2.12</p> <p>4) That map plan #30 be suitably annotated and include the grass bank to the south of the water pump.</p> <p>5) That the cutting frequency for Webbers Meadow main field cut be reduced to two – once at start of cutting cycle and once at end – to encourage bio-diversity and habitat conservation.</p> <p>Clerk: Please amend draft GMT and re-issue to all members for their consideration on 26<sup>th</sup>.</p>	Clerk
FC20/041	<p><b>Matters considered as urgent by presiding Chair:</b> None raised.</p>	
FC20/042	<p><b>Date and time of next Finance Committee meeting;</b></p> <p>It was proposed that the next meeting of the Finance Committee be held on Thursday 19<sup>th</sup> November, 8.30pm, meeting to be held remotely as per Clause 78 legislation (see above) in conjunction with the Trustee Board Meeting of the NPPFF beforehand.</p>	
FC20/043	<p><b>It was proposed 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. Proposed by Chair, seconded by Cllr. Dalton. Resolved unanimously.</b></p> <p>Live streaming of meeting was terminated at this point.</p>	
FC20/044	<p><b>Matters to be considered in committee:</b></p> <p>i) To consider ownership of Eco-toilet at Newton Poppleford Allotment Site.</p> <p>After considering further correspondence from representatives of the Veteran Community Support (East Devon) group regarding the ownership of the Eco-Toilet amenity sited on Parish Council property at the allotments off Venn Ottery Road, <b>it was proposed by Chair that the Parish Council would continue to maintain that the building is an amenity of the allotment site under Parish Council ownership having been previously donated to the site by the group. Resolved unanimously.</b></p> <p>Clerk: Please add this item to ORD agenda (In Committee session) for 26<sup>th</sup> October 2020 for Full Council’s consideration.</p>	

	<b>With no further business to consider, the Chair closed the meeting of the Finance Committee at 9.20pm.</b>	
--	---	--

Minutes of the Parish Council Finance Committee meeting on Thursday 15<sup>th</sup> October 2020 at 8.30pm held remotely as per Clause 78 of the Coronavirus Act 2020 and broadcast as a "Livestream" event on the Parish Council Facebook Page.

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

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

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