

# NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council Finance Committee meeting on  
Thursday 16<sup>th</sup> January 2020 at 7pm in The Pavilion, Back Lane, NP.

**ACTION by:**

	<p><b>Present</b> Cllrs Burhop (Chair), Walker (Vice-Chair), Dalton and Tillotson. (Q) Clerk. 0 members of the public. Meeting began at 7.00pm.</p>	
<b>Public Forum</b>	<p><b>Fire Regulations</b> Chair Outlined <b>Public Questions</b> No public questions or representations.</p>	
FC20/001	<p><b>Apologies for absence:</b> Cllr Lee had sent her apologies due to conflicting engagement. Noted and accepted.</p>	
FC20/002	<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. Cllr. Tillotson has been afforded a dispensation in respect of matters pertaining to Allotments. Chair also declared a personal interest as an acquaintance of Council's Internal Auditor, Chris Noake (see agenda item 20/04f)</p>	
FC20/003	<p><b>To consider and, if thought fit, to approve the minutes of previous Finance Committee meeting 10<sup>th</sup> December 2019 as previously circulated to members.</b> <b>Approval of minutes was proposed by Cllr Tillotson, seconded by Cllr Dalton. Resolved unanimously. Chair signed the minutes as a true and accurate record of that meeting.</b> Matters arising: Vice-Chair raised the matter of concessionary trading proposal at Back Lane car park. This matter is to be discussed under 20/08b).</p>	
	<b>Matters for Consideration:</b>	
FC20/004a	<p><b>a) To consider Council's Action Plan for 2020/21:</b> Revisions were made to Action Plan after discussion. Clerk was directed to update and recirculate to all members.</p>	Clerk
FC20/004b	<p><b>b) To consider report on s.106 funds available for sports and play projects in the parish:</b> Clerk had prepared a report based on recent funding updates from EDDC s.106 officer. After discussion and consideration of monies available and play needs around the village, <b>it was proposed by Chair, seconded by Vice-Chair, that Council spends upto £10573 on improvements to the Turner Close Play Area in co-operation with site owner, EDDC; this recommendation to be considered by Council in February. Resolved unanimously.</b> Clerk was also directed to seek EDDC assistance in improving access to the current site as foliage is overgrown and is restricting access etc. Clerk: Please liaise with EDDC s.106 officers immediately to start ball rolling on this project in advance of FEB ORD meeting. The additional funds available were also discussed (MUGA, Hoppins and Clerk was asked to take forward these topics and arrange meetings accordingly with relevant parties. Chair would liaise with CDE to seek their help in parish too.</p>	Clerk

FC20/004c	<p><b>c) To consider matters pertaining to parish allotments:</b>  <i>Cllr. Tillotson declared her interest as covered by dispensation (see FC20/002 above).</i>  Outstanding matters were discussed and details of tenancies ending and forfeited were noted and approved. A Notice to Quit notice was also approved for one plot tenant. Allotment Manager clarified a number of matters and asked Clerk for contact details of new prospective plot tenants.  Clerk was directed to create a revised allotment site plan and forward to Cllr. Tillotson for ratification and confirmation of accuracy. Two o/s bills were discussed and Cllr. Tillotson agreed to take this forward with relevant tenants when they next met.  Clerk: Please note and action accordingly.</p>	Clerk
FC20/004d	<p><b>d) To consider proposal to authorise SWW utility payment by variable direct debit:</b>  <i>It was proposed by Chair, seconded by Vice-Chair, that Clerk liaise with South West Water utilities to arrange direct debit settlement for both of Council's water accounts ie. for WC and allotment sites. Resolved unanimously.</i>  Clerk: Please note and action accordingly. DD forms will need to be signed by bank signatories and processed manually.</p>	Clerk
FC20/004e	<p><b>e) To consider Council's Internal Financial Control Review 2019/20:</b>  <i>Chair had declared a personal interest in this matter above.</i>  Councillors reviewed the draft document and made two amendments to text.  <i>It was proposed by Chair, seconded by Cllr Dalton, that substantive document be approved as Council's Internal Financial Control Review for the period 2019-2020.</i>  Clerk: Please note and edit accordingly. Forward to all members of Council with draft FC minutes.</p>	Clerk
FC20/004f	<p><b>f) To consider Annual Risk Assessment (part 1/3):</b>  Chair and members of FC considered draft Annual Risk Assessment for 2019/20 and made amendments and revisions. Clerk to amend document accordingly.  Clerk: Please circulate amended substantive version to FC members when considered at next FC meeting in February to consider part 2 of 3.</p>	Clerk
FC20/005	<p><b>Matters considered as urgent by presiding Chair:</b>  None raised.</p>	
FC20/006	<p><b>Date and time of next Finance Committee meeting;</b>  Clerk to circulate potential dates for February meeting and arrange accordingly.</p>	
FC20/007	<p><i>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. (P) Chair. (S) Vice-Chair. Resolved unanimously.</i></p>	

FC20/008	<p><b>Matters to be considered in committee:</b></p> <p>a) Clerk reported on an employment matter. Noted but no further action required at present. No financial implication to Council.</p> <p>b) In relation to matters pertaining to street trading concession licensing, the Finance Committee recommended that a licence fee of £70 per calendar week be sought if proposal was taken forward, these funds being payable to the Newton Poppleford Playing Field Foundation charity as the land was held in trust for them by the Parish Council and impact would be more on that organisation than on Council. The precedent of the Tennis Club licence agreement was put forward as justification. Approved.</p>	
	<p><b>With no further business to consider, the Chair closed the meeting of the Finance Committee at 8.10pm.</b></p>	

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

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

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