

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council Finance Committee meeting on Thursday 17th September 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>Present Cllrs Burhop (Chair), Walker (Vice-Chair), Dalton and Tillotson. (Q) Clerk. 0 members of the public. Meeting began at 8.30pm.</p>	
Public Forum	<p>Virtual Meeting Regulations Chair Outlined. Public Questions No public questions or representations. Chair closed the public forum at this point.</p>	
FC20/031	<p>Apologies for absence: No apologies received.</p>	
FC20/032	<p>Declarations of Interest made: All members present are, by definition, members of the NPPFF Trustee Board and declared their interests as such. Cllr. Walker declared a personal interest as a trustee of the NP Village Hall. <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>	
FC20/033	<p>To consider and, if thought fit, to approve the minutes of previous Finance Committee meeting 23rd June 2020 as previously circulated to members. Approval of minutes was proposed by Chair, seconded by Cllr. Walker. 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>	
	<p>Business to be considered:</p>	
FC20/034a	<p>a) To consider Council's revised Action Plan 2020-21: Reviewed and amended accordingly. Clerk: Please circulate to all members of Council when done.</p>	Clerk
FC20/034b	<p>b) To consider application from TRIP, a community transport group in Honiton, for grant assistance: After discussion, and noting that Council already supports Exmouth and District Ring and Ride service, it was proposed by Chair, seconded by Cllr. Tillotson, that the Finance Committee could not assist on this occasion; there being no demonstrable evidence that there would be a direct parish benefit. Resolved unanimously. Clerk: Please note and action accordingly and notify TRIP of Committee's decision.</p>	Clerk

FC20/034c	<p>c) To consider potential sites / costs for a parish skate ramp / bike track:</p> <p>This potential amenity had been flagged up to members previously. It was considered that some spoil may be generated by the refurbishment of the MUGA and that this might be used to create a track in the treeline on WM. It was suggested that Clerk advertise the “concept” on Facebook etc and report back with any feedback, good or bad!</p> <p>Clerk: Please note and action accordingly. Please add to NOV Fin.Comm. agenda</p>	Clerk
FC20/034d	<p>d) To consider matters pertaining to WC block in Roberts Way:</p> <p>It was agreed that Clerk should progress the refurbishment project (mindful that Council was simultaneously seeking the full asset transfer of the building from EDDC) and advertise locally to encourage a wider range of potential contractors. Covid-19 precautions would still be applicable for any site visits.</p> <p>Clerk was also asked to chase Parish handyperson for the remedial works at the WC’s to prevent public health nuisance whilst they were closed due to CV-19.</p> <p>Clerk: Please note and action accordingly.</p>	Clerk
FC20/034e	<p>e) To consider matters pertaining to MUGA refurbishment project at Back Lane Playing Field and other play facilities in the parish:</p> <p>Cllrs. Bilenkyj and Burhop, Mr. Bilenkyj and the Clerk recently met to consider forward progress with the MUGA project and to agree a scope & specification for the amenity which dealt with some of the obstacles and challenges on site. This has been drawn up and circulated to all members of Council.</p> <p>It was therefore proposed by Chair, seconded by Cllr. Walker, that Finance Committee recommends that the specification be forwarded to EDDC to seek their agreement and assistance in gathering together compliant quotes to allow for the release of the reserved S.106 monies allocated to this project, circa £77k including CIL allocations. Resolved unanimously.</p> <p>Clerk: please note and action accordingly. Please also seek clarification from EDDC as to whether additional capital funds might be available for enhancing the amenity further.</p> <p>It was also agreed to push ahead with the s.106 spend on play equipment at Turner Close. Clerk to liaise with (and chase) EDDC as before. Clerk: Please action.</p> <p>It was also resolved that, in principle, Committee approves the relocation of the metal field gate into the play area from the northern end of the play site, to the southern end (off the hardstanding) to allow further play installations in the northern part of the site, and to allow easier maintenance access in the future. No action required at present time.</p> <p>Clerk: Please maintain this issue as a standing agenda item.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

FC20/034f	<p>f) To consider proposed expenditure at NP Surgery building:</p> <p>Clerk gave a report following the recent fixed wiring test. Two replacement light fittings recommended in waiting room at a cost of £100 approx. plus fitting. Clerk asked to contact Parish Handyperson to see if this can be added to his “to do” list. Proposed by Chair, seconded Cllr. Walker. Resolved unan.</p> <p>Clerk: Please note and action accordingly.</p>	Clerk
FC20/034g	<p>g) To consider proposal for replacement summerhouse at Parish Council allotment site, Venn Ottery Rd.:</p> <p><i>Cllr. Tillotson has a dispensation to speak, and vote on, this matter.</i></p> <p>i) After discussion, and review of correspondence from a resident offering a financial donation towards this project, it was proposed by Chair, seconded by Cllr. Dalton, that the Council purchase a new summerhouse for the allotment site, to be a Parish Council asset, and to serve as an amenity for allotment tenants and invited guests. Costs £1200 incl. VAT approx.. including delivery and installation. For 3 / 0 against / 1 abstention (MT). So Resolved. This decision is to be ratified by Full Council at October’s Ordinary meeting.</p> <p>Clerk: Please note and action accordingly in conjunction with Cllr. Tillotson and benefactor.</p> <p>ii) A further issue relating to allotment buildings had been advised to the Chair and he proposed that this matter be considered in Closed Committee in light of the personal and confidential nature of the business to be discussed. Resolved unanimously</p> <p><i>See later part of these minutes for resolutions / recommendations.</i></p>	Clerk
FC20/034h	<p>h) To consider arrangements for November Bonfire / Firework event in light of Covid19 restrictions and guidance:</p> <p>Chair asked committee to consider the following three options:</p> <p>i) Full cancellation ii) Covid19 friendly / conformant / compliant stewarded event iii) A Parish Council firework display with no participants and no bonfire or concessions.</p> <p>It was felt that encouraging crowds to attend, under cover of darkness, was inadvisable, and that event would have to be stewarded in any case to dissuade attendance and to ensure site safety. No public attendance was felt to be best although this ultimately defeated the object of a “community event”.</p> <p>Chair felt that the community should not miss out on a display simply because of Covid19, and that some degree of “normality” would be welcomed.</p>	Chair

	<p>h) Continued. RFO confirmed that Council had sufficient funds in the Event Reserve to cover the entire cost of a display, but wondered if donations could be sought to avoid a total loss. After further discussion, it was suggested that option three is the safest, whilst still providing a parish “event” and so Chair offered to contact the firework contractor, and the parish insurer, to ascertain whether this option would be permissible / possible given current restrictions.</p> <p>Chair: Please action accordingly. This matter to be considered at next Fin.Comm. meeting and discussed at the Full Council meeting on 26th October.</p>	Chair
FC20/035	<p>Matters considered as urgent by presiding Chair: Two matters raised: i) <i>Possibility for the siting of a VAS pole / unit at Glebelands</i> ii) <i>Urgent need for removal of foliage at New Cemetery on public safety grounds.</i></p> <p>Clerk was directed to seek information and costs on the former, and to proceed under his delegated authority for the latter as per extant financial regulations. Both matters to be added to next Fin. Comm agenda.</p>	
FC20/036	<p>Date and time of next Finance Committee meeting;</p> <p>It was proposed that the next meeting of the Finance Committee be held on Thursday 15th October, 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> <p>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 Vice-Chair. Resolved unanimously. Public session of meeting ended.</p>	
FC20/034g	<p>Matters to be considered in committee: Item FC20/034g)ii) had been deferred so that it could be discussed in closed committee session due to the confidential nature of the business to be considered.</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, it was proposed 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, unless the VCS(ED) Group can provide evidence that demonstrates, beyond all reasonable doubt, that they have good and full title to the building and that it was never intended as a permanent donation to the allotment site & Parish Council.</p> <p>Resolved by a vote- 3 for / 0 against / 1 abstention (MT). Chair offered to write to correspondent to outline this position and offer to meet in person to explain the Council’s position.</p>	

	With no further business to consider, the Chair closed the meeting of the Finance Committee at 10.30pm.	
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Signed as a true record of the meeting above:

Chair: _____

Date: _____