

# NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council Finance Committee meeting held on Thursday 17<sup>th</sup> February 2022  
at 7.00pm at The Pavilion, Back Lane, Newton Poppleford.

**ACTION by:**

	<p><b>Present:</b></p> <p>Cllrs Walker (Chair), Dalton, Tillotson and Tribble. (Q) No members of the public present. Meeting began at 7.10pm.</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></p> <p>No members of the public in attendance. <b>Chair closed the public forum at 7.12pm.</b></p>	
FC21/059	<p><b>Apologies for absence:</b></p> <p>Apologies for absence were received from Cllr. Burhop.</p>	
FC21/060	<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>Cllr. Tillotson was afforded a dispensation to discuss and vote upon matters pertaining to Parish allotments at the Ordinary Meeting held 22/7/2019. This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as Allotment Manager and an allotment tenant.</p> <p>Cllr. Dalton was afforded a dispensation to discuss and vote upon matters pertaining to Parish allotments at the Ordinary Meeting held 29/3/2021. This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as an allotment tenant.</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>	
FC21/061	<p><b>To consider and, if thought fit, to approve the minutes of previous Finance Committee meeting held on 13<sup>th</sup> January 2022 as previously circulated to members:</b></p> <p><b>Cllr Walker proposed that the minutes be adopted as a true record of the meeting. Seconded by Cllr. Tribble. Resolved unanimously.</b></p> <p><b>Matters arising:</b></p> <p><i>Site Meeting with Arccas relating to drain clearance in Webbers</i></p>	

	<p><i>Meadow (FC21/045d) still to take place. Further consideration to be deferred until next Finance Committee.</i></p> <p><i>Cllr Burhop to arrange site meeting with Arccas.</i></p> <p><i>Chair expressed concern at the poor state of the footbridge in Webbers Meadow and requested that repairs are prioritised</i> <i>Clerk to provide Chair with site map if available.</i></p> <p><i>Clerk confirmed that the Annual Parish Paths Partnership Grant Application Form had been prepared and submitted (FC21/053d)</i></p>	<p><b>CB</b></p> <p><b>Clerk</b></p>
	<p><b>Business to be considered:</b></p>	
FC21/062a)	<p><b>a) To consider correspondence received regarding the BT line at the Doctors Surgery, Roberts Way, NP:</b></p> <p>Councillors agreed that the line should be disconnected to avoid unnecessary costs. <b>Proposed by Cllr. Walker, seconded by Cllr. Dalton, resolved unanimously.</b></p> <p>Clerk: advise Coleridge Medical Centre and request disconnection.</p>	<p><b>Clerk</b></p>
FC21/062b)	<p><b>b) To consider a quotation for the Jubilee Tree Planting Project</b></p> <p><b>Cllr Walker proposed that a quotation for the purchase of three “Betula Snow Queen” trees for planting in NP, Venn Ottery and Harford in the sum of £273.07 be accepted. Seconded by Cllr. Tribble, approved unanimously.</b></p> <p>Clerk: advise Bowhayes Trees accordingly</p>	<p><b>Clerk</b></p>
FC21/062c)	<p><b>c) To receive an update on the 2022 Jubilee Celebrations:</b></p> <p>Plans for Friday, 3<sup>rd</sup> June submitted by the PTFA were noted. PTFA to pay any additional costs relating to marquee stage/dance floor hire if required. Contribution to costs of temporary licence will also be required.</p> <p>Costs of hiring ‘drive-in’ cinema for Thursday, 2<sup>nd</sup> June were considered excessive. Other options to be reviewed.</p> <p>Consideration to be given to cleaning the Pavilion between events over the Jubilee weekend and associated costs. To be deferred for discussion at NPPFF meeting.</p>	
FC21/062d)	<p><b>d) To consider a request for funding from Exmouth &amp; District Community Transport:</b></p> <p><b>Cllr. Tillotson proposed that the request for an increased annual grant of £345.20 be approved, seconded by Cllr. Dalton, approved unanimously.</b></p>	

	Clerk: advise the charity and make arrangements for payment	Clerk
FC21/062e)	<p><b>e) To receive update on Parish MUGA at Back Lane:</b></p> <p>As requested at the previous meeting, Clerk provided a verbal overview of the current situation. Two quotations have been received but, despite approaches being made to other companies and the relevant trade body, a third quotation has not been forthcoming. It was agreed that the Clerk should circulate quotations already received from Sports &amp; Play Consulting and MUGA-UK and request further information reference potential timescales from those companies.</p> <p>Clerk to action and add subject to the Agenda for discussion at the February Parish Council meeting.</p>	Clerk
FC21/062f)	<p><b>f) To consider correspondence from Mr David Zirker relating to the Youth Club:</b></p> <p>It was proposed by the Chair, seconded by Cllr Tribble and agreed unanimously that the sum of £21.04 remaining in the HSBC account be gifted to the Lunch Club.</p> <p>Clerk to write to Mr Zirker accordingly and thank him for his efforts relating to the Youth Club</p>	Clerk
FC21/063	<p><b>To review and note payments for February 2022:</b></p> <p>Clerk advised that invoices received from Corona relating to the supply at Greenbank had been queried, found to be incorrect and will be refunded in March.</p> <p>It was proposed by Cllr Tribble, seconded by Cllr Dalton and approved unanimously that the tree lights on Greenbank be switched off except for special occasions.</p> <p>Clerk to investigate possibility of having the tree professionally 'dressed'.</p> <p>Cllrs queried ongoing surgery cleaning contract, considering it unnecessary to continue to pay a cleaner when the building is not being used. Cllr. Tribble offered to check the premises on a regular basis to ensure security etc. It was proposed by the Chair, seconded by Cllr. Tribble and agreed unanimously that this contract should be terminated.</p> <p>Clerk to check contract status and take necessary steps to terminate.</p>	Clerk
FC21/64	<p><b>To review items 1-6 of the draft Risk Assessment 2022:</b></p> <p>Agreed to defer to next meeting when sufficient time will be made available.</p> <p>Clerk to note and add to the Agenda for March Finance meeting.</p>	Clerk

FC21/065	<b>Matters considered as urgent by presiding Chair:</b> No such matters raised.	
FC21/066	<b>Date and time of next Finance Committee meeting:</b> The next meeting of the Finance Committee will be held at 7pm on Monday, 14 <sup>th</sup> March 2022; the meeting to be held at the Pavilion and scheduled for two hours to allow discussion of FC21/64.  Clerk: Please note and publicise accordingly.	<b>Clerk</b>
	<b>With no further business to consider, the Chair closed the meeting of the Finance Committee at 8.00pm.</b>	

Minutes of the Parish Council Finance Committee meeting on Thursday 17<sup>th</sup> February 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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