

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE
HELD VIA ZOOM ON MONDAY 25th JANUARY 2021 AT 7pm

Request that those who are recording declare so and conform to standing orders and GDPR legislation (states the public entitled to anonymity so need to know if meetings are being recorded to exercise that right).

Present – Cllrs: A Parr, R Watts, P Arnott, E Jones, H West, S Real, C Pady, C Denny, K Clifford and J Gardiner.
Also: I.Haines (Clerk)

Members of the Public: 2

- F21/01/17 Apologies for absence** Cllr Real missed meeting up until F21/01/25 due connection issues with Zoom
- F21/01/18 The Minutes of the Finance Committee Meeting held on 14th December 2020 (Appendix T) to be approved** Cllr Pady proposed approving the minutes with 2 amendment both on F20/12/09 part D. Change Reel to Real and add draft before newsletter as the newsletter at the time was in draft. Seconded by Cllr Jones. Unanimously approved.
- F21/01/19 Matters arising from the minutes** Cllr Jones raised F20/12/15, Cllr Gardiner to complete a check on I.Haines HMRC payroll entry, Cllr Gardiner confirm this is still to be completed. Cllr West raised F20/12/14, P3 Bid, Cllr Pady confirmed he is arranging to get 3 quotes for work on Nunsford lane and hopes to have them in by the deadline of 15th February 2021. Cllr Watts request the outstanding action to be carried forward.
- F21/01/20 Declarations of interest** None declared.
- F21/01/21 Democratic Period** MoP asked if the Chestnut tree being remove from Road Green was the tree that has already been partially cut down. Cllr Pady confirmed it was a different tree. MOP informed the council that Claire Mountjoy is part of a group that plants trees and the council may want to contact her to replace the fell trees. Cllr Jones requested it be added to the agenda of the next meeting in amenities.
- F21/01/22 Balanced Accounts for the period 1st– 31st December 2020** Accounts Accepted
- F21/01/23 Accounts to be presented for payment:**

BACS Mrs S Haines, Salary (Maternity Pay) 698.32 Pounds, Minus Pension 45.00 Pounds, **Total Pay 653.32 Pounds**
 BACS Mr J Rollings, Salary 889.61 Pounds, Mileage - 43 Miles 19.35 Pounds, Minus Pension 80.00 Pounds, **Total Pay 828.96 Pounds**

BACS Mr I Haines, Salary (47.25 Hours) 4th - 21st January 415.95 Pounds, Postage 1.64 Pounds **Total Pay 417.59 Pounds**

DD Nest Pension, Employee Contribution 125.00 Pounds, Employer Contribution 29.53 Pounds, **Total 154.53 Pounds**

BACS AM Web Design, Website Maintenance 1 st October – 31st December 2020 48.80 Pounds, **Total 48.80 Pounds**

DD Opus Energy, Workshop Electricity 19th - 25th October 2020, Net 0.20 Pounds, VAT 0.01 Pound, **Total 0.21 Pounds**

BACS Jason Mair, Cemetery Tree Work 250 Pounds, **Total 250 Pounds**

Cllr Watts ask Clerk why he was only being paid until 21st January. Clerk explained due to S.Haines returning to do KIT days, it is easier to pay him for only what he has done as it gives S.Haines the option to not do KIT day on any given week or do extra if she wishes.

Cllr West proposed to approval payment, Seconded by Cllr Jones. Unanimously Approved.

- a) VAT return for October, November and December submitted successfully
- b) SLCC membership up for renewal 1st March at a cost of £144 for a year's subscription. Cllr Pady proposed approving renewal cost, Seconded by Cllr Clifford. Unanimously approved
- c) HMRC owe Parish Council £368.29 due to recovery of maternity pay.
- d) Ian Haines requests 10th February as holiday - Approved
- e) Urgent Action – Road Green Horse Chestnut Tree removal – Appendix A (Clerk Statement)

F21/01/24 Revaluation of Social Club Quotes – Rebuild cost assessment In Committee Proposed by Cllr Arnott Seconded by Cllr Gardiner, Unanimously Approved

F21/01/25 Revaluation of Parish Council Property – Rebuild cost assessment It was decided to defer item until after F21/01/24 has been completed

- a) Cemetery Rest House
- b) The Peace Memorial Playing Field Pavilion
- c) Rosemary Lane Store (Workshop)
- d) Library

F21/01/26 Handyman Vacancy In Committee Proposed by Cllr Arnott, seconded by Cllr Gardiner, Unanimously approved.

- a) Revised Job Description
- b) Costs for advertising vacant position

F21/01/27 Cemetery Fees Cllr Pady proposed the Fees to added to the agenda in February finance meeting, Seconded by Cllr Parr. Unanimously Approved

F21/01/28 Items brought to the Chairs attention after the agenda published. Cllr Parr raised that Parish Council do not have any supplies of Salt or Sand. Cllr Pady proposed that enough sand and salt is bought to get through the winter. Seconded by Cllr West. Unanimously approved. Cllr Watts requested Cllr Pady to order salt from Mole Avon and Clerk to order Sand/Grit from Bradford.

F21/01/29 Cllr Denny requested an update on the raise lip on one of the ramps in the Skate park. No update could be provided as the working group for the Skate group is yet to be set up. Cllr Denny suggested the tarmac under the raised lip of the ramp could be removed and concrete added, at that point the lip could be bolted into the concrete. Cllr Watts requested clerk to gain quotes from Ground works/Civil engineers to replace the tarmac under the ramp with concrete.

F21/01/30 Dates of next meetings

CPC Meeting - Monday February 8th

Finance & Planning – Monday February 22nd

Meeting Concluded 19:41

Appendix A

On Monday 18th January I received an email from Jason Mair with a quote for the removal of a Horse Chestnut tree located in Road Green, which had been requested by Cllr Pady.

I phoned Cllr Pady and asked why the quote had been requested and would Cllr Pady like it added to a meeting Agenda. Cllr Pady explained in the previous week a large branch from the tree had fell without help from the weather. The branch landed in the road and had blocked the road for some time. People in the business park opposite including Mr M. Rowland had raised their concern to Cllr Pady about the danger of the tree and what might have happened.

Cllr Pady told me, both he and Cllr Clifford had been up to Road Green to check on the tree and both were concerned about the state the tree was in. They requested Jason Mair to attend and advise on a quote for the tree. Cllr Pady ask me to look to accept the quote and get the tree removed as a matter of urgency due to the danger of further branches falling and potentially harming people or their vehicles.

I forwarded Jason Mair's quote to all Councillors on Monday with full details and to ask if everyone was happy for the work to commence. There were concerns raised regarding the need to let EDDC know, whether the tree could be fenced off and whether additional quotes had been obtained.

I explained to those raising the concerns the tree does not have a TPO, is not in an area of Conservation and EDDC had told me over the phone to continue with whatever action is necessary, that we could not fence the tree off as it was too close to the road and that as the quote was below £1000, that there wasn't a need for additional quotes and due to the urgency and previous good experiences with Jason Mair, I felt additional quotes were not needed. Email for these explanations were sent but due to issues with the internet these email do not show up on the sent items.

On Tuesday I emailed Jason Mair to double check that in his opinion that it was an urgent matter, He replied to say it was as due to the branch falling off last week and one falling off last year, the canopy is far more susceptible to shedding further branches. I replied and authorised Jason Mair to carry out the work.