And FRITHELSTOCK PARISH COUNCIL

Minutes of the meeting of Frithelstock Parish Council Meeting held on Thursday, 7th September 2023 at 7.00pm in The Village Hall, Frithelstock.

Present: C Stevens, L Hunkin, A Hardwick and M Thomas.

Also in attendance: Mrs K Graddock - Parish Clerk and 10 members of the public.

Councillor Mrs L Hunkin was elected as chairman by those present for the first item. Cllr Hunkin took the Chair.

**FP35 Election of Chairman**

Members discussed that there was no one that wanted to take on Chairman role permanently and it was

**RESOLVED:** That Cllr Stevens be elected as temporary chairman.

(NC)

Cllr Stevens took the chair.

**Following the previous meeting, the Chairman read out the following statement:**

**I would like to say a few words about respectful behaviour to each other. The unpleasantness and belligerence of our most recent meeting should not and will be tolerated again. Other than the clerk we are all voluntary public servants here to make life in Frithelstock both happy and enjoyable. Any aggressive or bullying behaviour from members of the public or councillors will be immediately stopped.**

**FP36 Election of Vice Chairman**

Members discussed that there was no one willing to take the vice chairman role permanently. It was

**RESOLVED:**  That Cllr Hunkin be elected as Vice Chairman as a temporary measure.

(NC)

**FP37 Apologies**

Cllr Connor was still on a leave of absence. Cllrs will need to discuss this at the next meeting.

**FP38 Declarations of Interest**

Cllr C Stevens declared an interest in the planning item on the Agenda as he is the applicant.

**FP39 Public Participation**

Member of the public spoke on Item 10. They were there on the evening that the play equipment was painted and Cllr Hunkin asked where they wanted the benches located. The overwhelming response was that they do not want the benches to be put on concreted bases.

A member of the public wondered why items were not on the Agenda including the Resilience Forum. They also asked why the council were discussing the Co-option Process when there are notices out at the moment and there is no co-option process to do at the present time.

A member of the public also asked whether the Council formally apologise to R Hunkin for the former chairman’s remarks at the last meeting.

The member of the public demonstrated a dolly for the council. The member of the public referred back to the 2022 inspection report where it was not mentioned that the benches needed to be on hardstanding surfaces.

A member of the public asked about the Defib sign, the smallest sign is in there but feel there needs to be a larger one. The order has been placed by the clerk to be displayed on the door.

Member of the public would like to thank the former Chairman and Vice Chairman and Clerk for their service. The Parish has a wonderful community.

**FP40 Minutes**

Cllr Hunkin asked that the word ‘felt’ should be replaced by ‘said’. A member of the public was permitted to speak by the Chairman and made remarks regarding the minutes being inaccurate. The Clerk stated to members that these were her account of the meeting and it was up to councillors to determine whether they are a correct record but she had sent them to members prior to the meeting (with the Agenda) and no concerns were raised at that time.

**RESOLVED:** That the minutes are not signed as a correct record as some councillors felt more background research was needed as to why they were inaccurate.

(NC)

**FP41 Reports from outside bodies**

1. **To receive a report from Devon County Councillor – Andrew Saywell.**

* Cllr Saywell gave a written report which is attached as Appendix 1.

1. **To receive report from Torridge District Councillor – Phil Pennington.**

* None received.

1. **To receive report from Police.**

* Crimes – 1 missing person, 1 civil dispute, 2 domestic related, 2 public safety
* Logs – 1 harassment/stalking, 1 public safety, 1 domestic.

**FP42 Resignation and Co-option Process**

The Clerk stated to members that this item is for information. The Clerk had informed Torridge District Council that Cllrs Warrington and Baker had resignation. The Co-option process can start from 21st September once confirmation received from Torridge District Council that there has not been an election called. Notices have been displayed in the village.

\*\*\* Cllr Stevens left the meeting. \*\*\*

**FP43 Planning**

1. **To consider Planning Applications:**

1/0824/2023 FUL Extension and alterations to existing outbuilding, creation of access link between main dwelling and outbuilding including additional window at Broad Park, Frithelstock, Torrington.

**RESOLVED:** That the application is supported.

(NC)

\*\*\* Cllr Stevens re-entered the meeting. \*\*\*

1. **To ratify comments submitted of Approval for the following application:**

1/0580/2023/FUL Concreting of existing track at Land At Grid Reference 244615120086, Monkleigh

**RESOLVED:** That the comments of approval is ratified.

(NC)

**FP44 Hardstanding for benches at the Playing Field**

Cllrs did not feel that they wanted to make a decision about this item until potentially the new growing season. They discussed why hardstanding was needed in terms of strimming but the clerk reiterated to members that this was not only about equipment but also the contractor has requested that this be looked at in terms of his own safety as they are extremely difficult and heavy to lift by one person and the council do need to address this matter because of this.

**RESOLVED:** That no decision can be made and the item is deferred until a later date.

(NC)

**FP45 2022-23 Audit**

**RESOLVED:** That the exemption notification is noted.

(NC)

**FP46 Road Warden Scheme**

The Clerk had sent around detailed information to Cllrs prior to the meeting on the Road Warden Scheme. DCC has no Chapter 8 training available at the moment. Cllr Hunkin felt it was a way of Devon County Council to have their work done for free. A member of the public had thought about it, but would need some more support from the parishioners. The clerk mentioned that it is quite normal for councillors/councils to lead this scheme not parishioners and it has been discussed for some time.

**RESOLVED:** To ask for volunteers through the prior and notices on boards and the council consider signing up depending on how many volunteers come forward.

(NC)

**FP47 Website**

Cllr Stevens stated that he does not like the website and feels its quite clunky. Cllr Thomas felt it was the best we could do at the time and was better than the previous one. The Community section is run by Cllrs and the Parish Council section is run by the Clerk. It is clear that the website community section is not being updated regulary.

**FP48 Members of the public speaking within items during the meeting.**

The Chairman requested that members of the public can hold their hand up if they wanted to speak to be both respectfully and to allow cllrs to be able to have discussions and debate matters.

**FP49 Grass Cutting 2024**

The Clerk said that the grass contactor has given notice that he will not be tendering for the 2024 contract and his last day would be 31/3/24. Members were not overally concerned about dealing with this matter straight away and felt more discussions needed to be had within the community and other parish grass cutters. The Clerk reminded members that the person/contractor needed to be fully trained for highways, have public liability insurance and submit full risk assessments. It was mentioned that the tender could be split into areas, but may be more costly. The clerk reminded members that they will need to look at this soon as they would need to set their budget and it may potentially be a larger rise.

**RESOLVED:** That the Cllrs ask people within the area and potentially ask other parishes for any information on their grass cutters.

(NC)

**FP50 Payments and Receipts to date**

Cllrs were sent all information prior to the meeting. No concerns were raised.

Payments

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | K Graddock | Salary | £585.52 |
| 2 | K Graddock | Expenses | £52.80 |
| 3 | HMRC | PAYE | £390.00 |
| 4 | DCC | Pension | £226.07 |
| 5 | TK Play | Plaques, as requested by Cllr Hunkin | £80.00 |
| 6 | TK Play | Benches for Playing Area | £1,080.00 |
| 7 | All Coast Media | Annual Hosting and SSL Certificate and other amendments | £236.99 |
| 8 | R Cloke | Bench repairs | £50.00 |
| 9 | M Paton-Smith | Mileage to Resilience Forum | £28.35 |

Receipts

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | TDC | Precept | £4,750.00 |
| 2 | Deposit | Playing Fields Monies | £4,338.81 |
| 3 | Deposit | Playing Fields Monies  There was a 1.5% charge for this deposit as mixed cash/chq. | £670.00 |
| 4 | Deposit | Coronation Tea Tickets | £300.00 |

**RESOLVED:** That the above is approved.

(NC)

**FP51 Councillors Reports and items for a future agenda**

* Dogs in the Playing Field – Notice displayed but not always visible when the gate is open. Possibly some clearer signs.
* Concerns from a Member of the Public will be discussed at the next meeting.

**FP52 Part B. Exclusion of Press and Public for the following item.**

**RESOLVED:** That the following item is taken with the absence of the press and public.

(NC)

**FP53 Resignation of Clerk**

The clerk had resigned from her position and explained to members the reasons why. The Clerk asked for details of the recruitment process. It was

**RESOLVED:**

* Councillors would put a notice in the local community and advertise.
* Cllrs would ask a member of the public if it was something they would be interested in applying for.
* Cllr Hunkin would be willing to take minutes and Cllr Stevens would come and get any FPC equipment and documents from the Clerk.
* That Councillors are fully aware from the Clerk regarding employment matters, confidentiality and terms.
* Councillors did not wish to put a salary on the advert (salary negotiable) and didn’t feel the applicant needed to be qualified.
* That the bank mandate and other legalities will need changing and the clerk will action this.

(NC

Meeting closed at 8.15pm.

Signed: ……………………………………………………… Dated: …………………..