

FRITHELSTOCK PARISH COUNCIL

Minutes of the virtual Frithelstock Parish Council Meeting held on Thursday, 2nd July 2020 at 7.30pm via Zoom.

Present: Cllr M Goldman (Chairman)
Cllrs A Heard, L Hunkin, M Baker, T Warrington and M Thomas.
Also in attendance: Mrs K Graddock - Parish Clerk, DCC A Saywell,
TDC Cllr P Pennington at 7.46pm and 3 members of the public.

FP2012 Apologies for absence
All members were present.

FP2013 Declaration of Interest
None.

FP2014 Minutes
RESOLVED: That the Minutes of the meeting held on 28th May 2020 be approved as a correct record and signed at a later date due to Covid-19. (NC)

*** Cllr Baker entered at 7.35pm.

RESOLVED: That Cllr Saywell's report be brought forward on the Agenda. (NC)

FP2015 Reports from Outside bodies

a) Report by Cllr A Saywell

Cllr Saywell thanked everyone in Frithelstock for their support during the pandemic and hoped his weekly update to Cllrs was beneficial. To date there were 831 cases recorded in Devon County. He reported that Plymouth is not looking to be on a localised lockdown as documented in the media. He said that Devon County Council is still obtaining all of the data from Public Health England and the Track and Trace service is now up and running. He mentioned that tourism needed to be kickstarted and Torrington Town Centre now has a one way pedestrian system on the pavement which has been implemented by the Town Council. He further reminded everyone about the importance of washing their hands and social distancing.

Cllr Goldman, on behalf of the Council thanked Cllr Saywell for his support. Cllr Saywell then left the meeting.

FP2016 Public Participation

A member of the public thanked the Parish Council for their grant of £250.00 towards the grass cutting, but mentioned that it should have been £300.00. They further thanked two members of the community in particular for all their hard work during Covid-19.

A representative from the Village Hall Committee reported that as Cllr Poole has resigned from the Council, that it does not stop him continuing as a representative on the Village Hall Committee, unless the parish council wishes to change the representative. They further reported that nobody on the Committee are representative parish councillors, they are on the Committee in their own right or for another group. They further reported that the Management Committee had decided not to open on Saturday, 4th July as most activities that take place are fitness related and social distancing is unable to take place, but that they are looking towards opening from 1st August 2020.

A member of the public and representative of the Playing Fields Committee mentioned that Councillors may need to think about the re-opening of the Play Area following Government announcements. The Clerk reported that she would need the Play Area Committee to complete a Risk Assessment and additional signage would need to be placed and any other measures in place following advice from the Council's insurance company. Cllr Warrington stated that the full inspection was due the end of July but the equipment has been inspected by himself and repaired as necessary

***Cllr P Pennington entered at 7.46pm.

FP2017 Reports from Outside bodies

b) Report by Cllr P Pennington

Cllr Pennington apologised for missing the previous meeting and would circulate a report. He reported that it is looking at difficult times of finances at both County and District level, given the Covid-19 pandemic. He asked regarding Hele Lane Corner and Cllr Warrington replied that he and Cllr Heard were fully engaged with highways in matters and there seemed to be positive communication and outcomes.

c) Report by Police

No report was received. Members wished to see more detailed reports and some representation.

FP2018 Resignation of M Poole

Members were reported of the resignation of Cllr Mackie Poole. Cllr Goldman mentioned that he had been a parish councillor for over 50 years and that he felt this should be recognised with a small gift from the Council.

The Clerk explained that she had notified Torridge District Council of the resignation and asked for a notice of vacancy, however, Torridge District Council replied that they would not be actioning any election communication due to Covid-19. The Clerk stated that she had queried this as there is a legal timeframe in which this matter should be addressed, she was awaiting a response. If ten electors did not call an

election within 14 days once the notice is published, the Council would be able to co-opt.

RESOLVED:

1. That the Chairman send a letter to M Poole congratulating him on fifty years as a parish councillor.
2. That the Clerk obtain a gift to be given on behalf of the parish council.
3. That the Council organise a small get-together (Once able to do so) to present the gift to M Poole.

(NC)

FP2019 Election of Vice Chairman

RESOLVED: That the election be deferred until the next meeting.

(NC)

FP2020 Covid-19 Village Response

Members were reported that an email had been sent to the Poorlands Charity and every one of the village email list asking people to nominate those that have helped others and vulnerable people for a 'Happy Box' to be distributed by the Parish Council.

RESOLVED: That the Clerk is authorised to obtain the required number of 'Happy Boxes' to be distributed to those in the community that are nominated for their support during the Covid-19 response or are in need.

(NC)

FP2021 Speedwatch

Cllr Goldman reported to members that he had been asking for over a year for people to volunteer for the Speedwatch project but to no avail, therefore proposed that the project is wound up and the equipment returned to the Police. Cllr Warrington raised concerns about no longer having the Speedwatch group and whether it was important in relation to the impending SCARF report. Cllr Goldman replied that there hadn't been any Speedwatch activity for over 12 months and it was difficult to obtain information from the Devon and Cornwall Speedwatch team.

Cllr Heard asked how many volunteers were needed. Cllr Goldman replied that a minimum of 4 volunteers per session were needed and that PCSO M Baker was unable to get involved in the activity but would sometimes attend to ensure the volunteers were carrying out the Speedwatch correctly.

Cllr Thomas asked whether Saltrens or Monkleigh had Speedwatch. Cllr Goldman replied that Frithelstock had run Speedwatch but that they struggled with volunteers also.

Cllr Pennington informed members that the Police were now able to use dash cam recording as evidence to prosecute.

Cllr Hunkin suggested Cllr take turns to volunteers and to recruit volunteers for the Speedwatch project., therefore it was

RESOLVED: That Cllrs try to recruit volunteers for Speedwatch and the item is placed on the next meeting Agenda.

(NC)

a) Payments and Receipts

Members were circulated the following payments and receipts:

Payments:

	NAME	AMOUNT	CHQ NO
08	K Graddock - Salary (June & July)	£297.06	Bacs
09	HMRC - PAYE/NI	£74.20	100479
10	K Graddock - Expenses including 2 months of Zoom account fees	£53.78	Bacs
11	Julie Snookes - Internal Audit	£175.00	Bacs
	Total	£600.04	

Receipts:

05	HMRC VAT re-claim	£196.64
06	Interest	£0.07
	Total	£196.71

Bank Balances as of 11th June:

Current A/C £5,632.36

Reserve A/C £668.22

RESOLVED: That the payments as above totalling £600.04 and receipts as above totalling £196.71 be approved and actioned and the bank balances be noted.

(NC)

Internet Banking

Members were reported that there had yet again been an issue with the internet banking application and another minute of authorisation was needed due to the previous one being out of date.

RESOLVED: That the Clerk is authorised to continue with an Internet Banking application with HSBC, have full access and make payments on behalf of the Council.

(NC)

Debit Card

Members were reported that the Clerk had had to keep using her personal debit card for purchases for the Council and the Chairman suggested a Council Debit card for expenses/transactions for Council business.

RESOLVED:

1. That the Clerk is authorised to apply for a Debit Card and to make payments/purchases on their behalf under 1 authorisation.
2. That the Council's purchase limit be £100.00 per transaction

(NC)

Annual Governance and Accountability Return (AGAR) 2019/20

Members were circulated the AGAR for 2019/20 and the internal auditors report prior to the meeting. The Clerk informed members that the

Council would be exempt from a full external audit, as it's expenditure was below £25,000.

a) To discuss and agree the Annual Governance Statement detailed in the AGAR 2019/20

RESOLVED: That the Annual Governance Statement as detailed in the AGAR for 2019/20 be received and approved.

(NC)

b) To receive and agree the Accounting Statements contained within the AGAR 2019/20 along with the Internal Auditors Report and Internal Control

The Clerk gave a overview of the comments from the Internal Auditor, whose report is attached as Appendix 1. Queries were raised regarding the Council's historic use of Standing Orders, the liability of the Parish Hall, Salary paid in advance and grants.

RESOLVED

1. That the Accounting Statements contained within the AGAR 2019/20 be received and approved.
2. That the Statement of Internal Control be received and approved.
3. That the Internal Auditors report be noted and that the Clerk investigate the matters contained within the report and report back to the next meeting.

(NC)

c) To consider and agree the AGAR for 2019/20

RESOLVED: That the AGAR 2019/20 be approved and signed by the Chairman.

(NC)

FP2024

Planning

a) 1/0431/2020 LBC Repairs, alterations and reinstatement works affecting a Public Right of Way at Priestacott Farm, Frithelstockstone, Torrington.

RESOLVED: That the Council has no objections to the application.

(NC)

b) 1/0401/2020 FUL Extension to agricultural building to provide covered yard to reduce dirty water levels at Horwood Barton, Frithelstockstone, Bideford.

RESOLVED: That the Council has no objections to the application.

(NC)

FP2025

Village Green

Cllr Baker reported that there is a Leylandi tree overgrown and inhabiting the track by the Village Green and that the waste and recycling lorries were struggling to gain access to properties. It was noted that the tree was not urgently needing to be taken out but perhaps trimmed.

RESOLVED: That the Clerk is authorised to action the maintenance of the tree according to the Council's Standing Orders on quotations.

(NC)

FP2026

New Draft Model Code of Conduct

Members were circulated the new Draft Model Code of Conduct issued by the Local Government Association, prior to the meeting.

RESOLVED: That Cllrs make their comments individually.

(NC)

FP2027 Police - Councillor Advocate Scheme

Members were circulated information on the Police Crime and Commissioner Councillor Advocate Scheme, prior to the meeting. There were no volunteers for this position.

FP2028 Highways

Cllr Warrington reported that after the last meeting, he saw DCC completing surveys over the village and further detailed surveys have taken place. DCC were now waiting for surveys of the whole area, which will enable them to make sure that the drains are all running in the direction they need too. He was hoping for progress in the next 2 - 3 weeks and is still continuing to put pressure on them. He further reported that it will likely mean a short notice road closure to complete the work on drainage. He mentioned that the SCARF report will hopefully be completed once traffic resumes to normal numbers as DCC has said that at the moment the current traffic levels do not reflect the usual.

Members wished to thank the Cllrs involved in this matter and

RESOLVED: That the Clerk write to DCC Cllr Saywell to thank him for lobbying for the highways programme in the Torrington District as the Council is seeing results and has better communication with DCC.

(NC)

FP2029 Councillor Reports and items for future Agenda

The following items were requested for the next Agenda:

- Speedwatch
- Election of a Vice Chairman
- Village Celebration
- Communication - Computer for parishioners in the Village Hall

FP2030 Exclusion on Press and Public

RESOLVED: That under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the next item due to the confidential nature of the business.

(NC)

*** The Clerk removed herself from the meeting. ***

FP2031 Clerk's Salary and Contract of Employment

The Chairman gave a report on the review of the Clerk's Salary and Contract of Employment.

RESOLVED:

1. That the Clerk be increased from SCP 15 to SCP 18 on the 18/19 scales, backdated to April 2020. This is the equivalent of increasing from SCP 5 to SCP 7 on the 2019/20 scales

2. That the national increase (when accepted) be implemented when confirmed and backdated to April 2020.
3. That the contracted hours increase to 5 hours per week.
4. That the Clerk's salary is paid monthly by BACs.
5. That the Clerk be asked to prepare a draft Contract of Employment modelled on the DALC standard Contract and submit to the next Council meeting for approval.

(NC)

The meeting ended at 9.15pm.

Signed: Dated:

DRAFT