

**Minutes of the Virtual Parks and Playing Fields Committee meeting
held on Friday, 1st May 2020 at 10.00am via Zoom.**

Present: Cllr S Adams (Chairman)
Cllrs J Cann, I Capon, I Crawford (Vice Chairman), C McCormack-Hole
and J Bell.
Also present: Cllr F Biederman, A Rennles and Mrs K Graddock - Deputy
Executive Officer (DEO) and Mrs L Steer - Administration Officer (AO).

Prior to the meeting, the Chairman read out instructions of how the
meeting would run. The DEO asked all those present to communicate to
show their attendance and that their audio was working correctly.

2005/01 **Apologies for Absence**
All members were present.

2005/02 **Declarations of Interest**
No Declarations of Interest were received.

2005/03 **Public Participation**
No members of the public were present.

Cllr Capon raised that the signal was cutting out at times. The DEO
asked Cllr Capon to speak if he was unable to hear any matters or
discussions.

2005/04 **Minutes**
RESOLVED: That the Minutes of the Meeting held on 10th March 2020
were approved as a correct record. The Chairman agreed to sign these at
a later date given the Covid-19 restrictions.
(NC)

2005/05 **The Beechfield Centre**
a) Fremington Football Club

Members were reported that Fremington Football Club had requested the
Committee to consider applying for Planning Permission to site a storage
unit, approximately 8m x 3m with a serving hatch, directly opposite the
entrances to the Changing Rooms. The Club at present are struggling
with storage space, and their items are left in the Changing Rooms, which
is contrary to the terms within their licence. Members were also reported
that there is an outstanding balance of £400.00 and that the Club were
asked to remove items on 20th March 2020 prior to the shutdown of The
Beechfield Centre but to date no items have been removed or payment
has been made, and the DEO is struggling to have contact with the Club.

Members raised concerns over the ongoing maintenance costs that would
be associated to placing this structure, the insurance liabilities and

possible anti-social behaviour but recognised their need for storage. Members also noted that there would need to be further investigations by the Club as to the preparation and selling of food etc.

Cllr Biederman said that he had some sympathy with the Club as they were unable to play matches recently due to the weather but did raise concerns regarding starting another project if there were still outstanding issues to address. Members agreed and felt that the outstanding balance and lack of communication needs to be addressed.

Cllr Crawford asking for clarity on whether the Club had access to the kitchen and main hall on match days. The DEO responded that they did not, but were able to hire the facilities if required.

Cllr McCormack-Hole suggested looking at a metal container, similar to that that was placed at Tews Lane. Some members had concerns regarding this and didn't feel a metal container would compliment The Beechfield Centre.

Members appreciated that most organisations and individuals were experiencing difficulties at the present time and it was

RESOLVED:

1. That the DEO and Cllr Biederman be authorised to contact the Club to ascertain their reasons why the balance of £400 was still outstanding and why the items that had been requested by the DEO to be removed had not been actioned. If no communication has been received within 14 days, a formal email and letter (recorded delivery) is sent to the Club on behalf of the Council asking for items to be removed and payment made
2. That the Committee will only look at the request once the matter of payment and removal of items has been addressed.

(NC)

The DEO declared an interest in the following item and muted her sound and removed herself from the room at 10.39am. Mrs L Steer took over the meeting at this point.

2005/06

Defective Windows

Councillors discussed the quotes to replace the windows in reception with top opener windows. Cllr Crawford explained about the issues he had with one company's customer service record. Cllr Capon asked if the companies were working and if the quotes were still valid. The AO confirmed that the companies were working and that all quotes were still valid.

RESOLVED: That the quotation for the replacement of two windows in the Reception area of The Beechfield Centre from Adam Woodhouse Windows Ltd for £1092.00 +VAT be accepted.

(NC)

The DEO returned to the meeting at 10.41am after confirmation from the AO that the item had been resolved. On return of the DEO, Cllr Biederman was no longer present. The AO left the meeting at 10.42am.

2005/07

Bee Keeping Policy

Members were circulated the draft Bee Keeping Policy, which was also available on the website prior to the meeting.

Cllr A Rennles as Allotment Rep stated that he had only had one conversation with Babbages Allotments in the past 3 years up until the involvement of the DEO. He had concerns over the location of the proposed bees and the proximity of the local community and play area. He suggested that the bees are not moved immediately. He also suggested that the Committee look at the site prior to any decision as he had concerns that they were not on a plot, but he would support the Committee in their decision.

Cllr McCormack-Hole felt that keeping bees was a great concept but they do need to be managed. She raised concerns over the dangerous aspects of bees.

Cllr Capon stated that the Climate Emergency Working Party asked for the Council to consider the siting of Bees and that if there is a competent person on the site, then we should help and encourage siting them.

The DEO clarified that the Committee were purely being asked to look at the Policy in relation to Bee Keeping and that North Devon Council, as Land Owners had given permission for two hives to be located on the entire site. Any potential Applications would then be submitted to the Parks and Playing Fields Committee for consideration. Furthermore, she read out amendment to clause 1.6 to add " at any time... in light of this Fremington Parish Council reserves the right to withdraw their permission to the Applicant for the siting of Bee Hives at any time and for any reason". Members accepted the amendment and it was

RESOLVED:

1. That the Bee Keeping Policy for Babbages Allotments as appended to these Minutes as Appendix 1 be approved and adopted.
2. That the DEO organise a site visit once restrictions are lifted and prior to consideration of any Bee Keeping Application.

(NC)

Cllr Rennles stated that the Policy would make life easier for anyone taking over allotments in the next couple of years.

Appeals Process

Members were circulated the draft Eviction and Appeals Process Policy and procedure, which was also available on the website prior to the meeting.

Cllr Bell raised a point as to whether the Parks and Playing Fields Committee should be reported of each incident. The DEO explained that she felt it was an Administrative task and not necessary to bring to Committee, unless there is an appeal.

Cllr Crawford questioned whether 14 days is enough time to allow someone to remove their items from the plot in extreme circumstances such as illness etc. The DEO explained that the Clerk of the Parks and Playing Fields Committee would have discretion on this matter if the tenant provided a satisfactory explanation.

Members felt that it was a well-documented policy and it was **RESOLVED:** That the Eviction and Appeals Process Policy and Procedures as appended to these Minutes as Appendix 2 be accepted and adopted.

(NC)

2005/08

Part B: Exclusion of Press and Public

RESOLVED: That under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the press and public be excluded from the meeting for the following items as they involve the likely disclosure of confidential information.

(NC)

2005/09

Babbages Allotments

The DEO reported that following the need to change the Allotment Licences at Muddlebridge, she wished to ensure that the same Licences could be rolled across the Babbages site.

RESOLVED:

1. That the proposed Allotment Licence be approved and accepted.
2. In accordance with the tenants current terms, to issue a 21 day termination letter to each tenant on the Babbages Allotment Site prior to 8th May 2020 and re-issue each tenant with the new Allotment Licence.
3. That there is no rental increase for 2020/21 and 2021/22.

(NC)

Meeting ended at 11.11am.

Signed: Dated: