

admin

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**From:** [REDACTED] <info@kennfordtarmacadam.co.uk>  
**Sent:** 27 July 2020 16:20  
**To:** admin  
**Cc:** Councillor Frank Biederman  
**Subject:** 20 August 2020 - Road Closure - Higher Road, Fremington.

Good Afternoon

We will be carrying out essential highway maintenance works on behalf of Devon County Council on the 20 August 2020 for 1x Day.

To enable us to carry out these works safely a road closure and diversion will be in operation. Work will be undertaken between the hours of 07.30 – 18.00hrs.

Please be aware that this date may still need to change with little or no notice.

Kind Regards

[REDACTED]  
**Kennford Tarmacadam Ltd**

[REDACTED]  
[www.kennfordtarmacadam.co.uk](http://www.kennfordtarmacadam.co.uk)



Victoria

**From:** ASHTON Geraldine 97642 <Geraldine.ASHTON2@devonandcornwall.pnn.police.uk>  
**Sent:** 20 July 2020 10:55  
**Subject:** FW: North Devon Councillor Advocate scheme  
**Attachments:** CAS Induction V 12 updated May 2020.pdf; Cllr Advocate Scheme Information Directory updated May 2020.pdf; Cllr\_Advocate\_Scheme\_PCC\_Briefing\_Document\_April\_2018.pdf; Cllr\_Advocate\_Scheme\_PCC\_Briefing\_Document\_June\_2018.pdf

Dear all,

Just a reminder about our Councillor Advocate scheme that I know some have already signed up to with a named person, I would just like to emphasise that we are hoping to have one for each of your parishes. If you have any further questions please don't hesitate to contact me.

Kind regards  
Geri

Office of the Police and Crime Commissioner & LCJB  
 Email: [Geraldine.ASHTON2@devonandcornwall.pnn.police.uk](mailto:Geraldine.ASHTON2@devonandcornwall.pnn.police.uk) Tel: 01392 225563  
 Mob: 07595012276  
 Mobex 867922



**PCC**  
 Office of the Police and  
 Crime Commissioner  
 Devon and Cornwall

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 the police and supporting others to  
 keep communities safe across Devon,  
 Cornwall and the Isles of Scilly*

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 visit [Gov.uk/Coronavirus](http://Gov.uk/Coronavirus)

**From:** ASHTON Geraldine 97642  
**Sent:** 22 June 2020 12:01  
**Subject:** FW: North Devon Councillor Advocate scheme

Good morning

I am writing to you on behalf of the Office of the Police and Crime Commissioner to give you more information about our Councillor Advocate Scheme, with a view to you nominating a representative of your council to join the scheme.

If your council does already have a councillor advocate representative, I would appreciate it if could just confirm their name and the best email address to contact them.

If however your council isn't represented I would ask that you consider nominating someone.

I have attached a number of documents which explains all you need to know about the scheme and how it can benefit your community.

The scheme currently has around 150 nominated advocates and we would like to see that number increase greatly in the coming months.

This and the attachments may help.

- **CAS Induction Document – Draft**

This document explains the scheme, the role of councillors/police/our office etc. This approach has been very effective in giving councillors ownership of the scheme itself.

- **Clr Advocate Information Directory**

We were asked by councillors to create something specifically for them in terms of an A to Z of community safety issues. This is completely bespoke so rather than giving members generic information, we explain issues and most importantly how they as a councillor can support the work of the police and other partners. So far this has proved incredibly popular.

- **2 x PCC Briefing Documents**

This is just to give you an example of the type of information we cascade from our office to the councillors as part of the scheme. The information is nothing that is not in the public domain so any elected member across the area could access this from our local police and crime panel website, however we have tried to put it into a slightly more digestible format for our advocates.

The scheme itself works by offering:

Face to face discussions:

1. Access to a quarterly meeting with the police at a local level
2. Access to councillor advocate themed seminars each year
3. Access to a named contact within the commissioner's office

Written materials:

4. A bespoke advocate information directory
5. Quarterly key topic briefing documents specifically for advocates
6. Quarterly newsletter from the commissioner
7. Monthly Citizens in Policing newsletter
8. Notification of press releases issued by the police and the commissioner

Campaigns and events:

9. Access to police campaign materials (e.g. posters and leaflets)
10. Prior notification of and invitation to police arranged community engagement activities

If you require any further information about the scheme, please reply to this message.

With kind regards.

# **Local Government Association Model Member Code of Conduct**

Consultation

# Introduction

The Local Government Association (LGA) is providing this Model Member Code of Conduct as part of its work on supporting the sector to continue to aspire to high standards of leadership and performance.

The role of councillor in all tiers of local government is a vital part of our country's system of democracy. In voting for a local councillor, the public is imbuing that person and position with their trust. As such, it is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. The conduct of an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to and want to participate with. We want to continue to attract individuals from a range of backgrounds and circumstances who understand the responsibility they take on and are motivated to make a positive difference to their local communities.

All councils are required to have a local Member Code of Conduct. This Model Member Code of Conduct has been developed in consultation with the sector and is offered as a template for councils to adopt in whole and/or with local amendments. The LGA will undertake an annual review of the Code to ensure it continues to be fit-for-purpose, particularly with respect to advances in technology, social media and any relevant changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code, whilst the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

As a councillor we all represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent everyone (in our ward/town/parish), taking decisions fairly, openly, transparently and with civility. Councillors should also be treated with civility by members of the public, other councillors and council employees. Members have both individual and collective responsibility to maintain these standards, support expected behaviour and challenge behaviour which falls below expectations. This Code, therefore, has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.



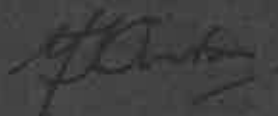
**Councillor Izzi Seccombe OBE**  
Leader, LGA Conservative Group



**Councillor Nick Forbes CBE**  
Leader, LGA Labour Group



**Councillor Howard Sykes MBE**  
Leader, LGA Liberal Democrats Group



**Councillor Marianne Overton MBE**  
Leader, LGA independent Group

## Purpose

The purpose of this Code of Conduct is to assist councillors in modelling the behaviour that is expected of them, to provide a personal check and balance, and to set out the type of conduct against which appropriate action may be taken. It is also to protect yourself, the public, fellow councillors, council officers and the reputation of local government. It sets out the conduct expected of all members and a minimum set of obligations relating to conduct. The overarching aim is to create and maintain public confidence in the role of member and local government.

## Application of the Code

The Code of Conduct applies to you when you are acting [or claiming or giving the impression that you are acting]<sup>1</sup> in [public or in]<sup>2</sup> your capacity as a member or representative of your council, although you are expected to uphold high standards of conduct and show leadership at all times. The Code applies to all forms of member communication and interaction, including written, verbal, non-verbal, electronic and via social media, [including where you could be deemed to be representing your council or if there are potential implications for the council's reputation.] Model conduct and expectations is for guidance only, whereas the specific obligations set out instances where action will be taken.

## The seven principles of public life

Everyone in public office at all levels – ministers, civil servants, members, council officers – all who serve the public or deliver public services should uphold the seven principles of public life. This Code has been developed in line with these seven principles of public life, which are set out in appendix A.

## Model member conduct

In accordance with the public trust placed in me, on all occasions I will:

- act with integrity and honesty
- act lawfully
- treat all persons with civility; and
- lead by example and act in a way that secures public confidence in the office of councillor

In undertaking my role, I will:

- impartially exercise my responsibilities in the interests of the local community
- not improperly seek to confer an advantage, or disadvantage, on any person
- avoid conflicts of interest
- exercise reasonable care and diligence; and
- ensure that public resources are used prudently and in the public interest

## Specific obligations of general conduct

This section sets out the minimum requirements of member conduct. Guidance is included to help explain the reasons for the obligations and how they should be followed. These obligations must be observed in all situations where you act [or claim or give the impression that you are acting] as a councillor [or in public], including representing your council on official business and when using social media.

**As a councillor I commit to:**

## Civility

- 1. Treating other councillors and members of the public with civility.**
- 2. Treating council employees, employees and representatives of partner organisations and those volunteering for the councils with civility and respecting the role that they play.**

Civility means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a civil manner. You should not subject individuals, groups of people or organisations to unreasonable or excessive personal attack.

In your contact with the public you should treat them courteously. Rude and offensive behaviour lowers the public's expectations and confidence in its elected representatives.

In return you have a right to expect courtesy from the public. If members of the public are being abusive, threatening or intimidatory you are entitled to close down any conversation in person or online, refer them to the council, any social media provider or if necessary, the police. This also applies to members, where action could then be taken under the Member Code of Conduct.

## Bullying and harassment

- 3. Not bullying or harassing any person.**

Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. The bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and not always be obvious or noticed by others.

The Equality Act 2010 defines harassment as 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'. The relevant protected characteristics are age, disability, gender reassignment, race, religion or belief, sex, and sexual orientation.

## Impartiality of officers of the council

- 4. Not compromising, or attempting to compromise, the impartiality of anyone who works for, or on behalf of, the council.**

Officers work for the council as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. Although you can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

## Confidentiality and access to information

- 5. Not disclosing information given to me in confidence or disclosing information acquired by me which I believe is of a confidential nature, unless I have received the consent of a person authorised to give it or I am required by law to do so.**
- 6. Not preventing anyone getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and

printed materials are open to the public except in certain circumstances. You should work on this basis but there will be times when it is required by law that discussions, documents and other information relating to or held by the council are treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

## Disrepute

### **7. Not bringing my role or council into disrepute.**

Behaviour that is considered dishonest and/or deceitful can bring your council into disrepute. As a member you have been entrusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on other councillors and/or your council.

## Your position

### **8. Not using, or attempting to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a member of the council provides you with certain opportunities, responsibilities and privileges. However, you should not take advantage of these opportunities to further private interests.

## Use of council resources and facilities

### **9. Not misusing council resources.**

You may be provided with resources and facilities by the council to assist you in carrying out your duties as a councillor. Examples include office support, stationery and equipment such as phones, and computers and transport. These are given

to you to help you carry out your role as a councillor more effectively and not to benefit you personally.

## Interests

### **10. Registering and declaring my interests.**

You need to register your interests so that the public, council employees and fellow members know which of your interests might give rise to a conflict of interest. The register is a document that can be consulted when (or before) an issue arises, and so allows others to know what interests you have, and whether they might give rise to a possible conflict of interest. The register also protects you. You are responsible for deciding whether or not you should declare an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise.

It is also important that the public know about any interest that might have to be declared by you or other members, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained. Discuss the registering and declaration of interests with your Monitoring Officer/Town or Parish Clerk and more detail is set out in appendix B.

## Gifts and hospitality

### **11. Not accepting significant gifts or hospitality from persons seeking to acquire, develop or do business with the council or from persons who may apply to the council for any permission, licence or other significant advantage.**

### **12. Registering with the monitoring officer any gift or hospitality with an estimated value of at least £25 within 28 days of its receipt.**

You should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you



because you are a member. However, you do not need to register gifts and hospitality which are not related to your role as a member, such as Christmas gifts from your friends and family, or gifts which you do not accept. However, you may wish to notify your monitoring officer of any significant gifts you are offered but refuse which you think may have been offered to influence you.

Note – items in square brackets [x] refer to recommendations made by the Committee on Standards in Public Life and may be part of a future Government consultation. This includes possible future sanctions and appeals processes.

## Breaches of the Code of Conduct

Most councillors conduct themselves appropriately and in accordance with these standards. Members have both individual and collective responsibility to maintain these standards, support expected behaviour and challenge behaviour which falls below expectations.

Section 27 of the Localism Act 2011 requires relevant authorities to promote and maintain high standards of conduct by members and co-opted members of the authority. Each local authority must publish a code of conduct, and it must cover the registration of pecuniary interests, the role of an 'independent person', and sanctions to be imposed on any councillors who breach the Code.

The 2011 Act also requires local authorities to have mechanisms in place to investigate allegations that a member has not complied with the Code of Conduct, and arrangements under which decisions on allegation may be made.

Failure to comply with the requirements to register or declare disclosable pecuniary interests is a criminal offence. Taking part in a meeting or voting, when prevented from doing so by a conflict caused by disclosable pecuniary interests, is also a criminal offence.

Political parties may have its own internal standards and resolution procedures in addition to the Member Code of Conduct that members should be aware of.

# Example

## LGA guidance and recommendations

### Internal resolution procedure

Councils must have in place an internal resolution procedure to address conduct that is in breach of the Member Code of Conduct. The internal resolution process should make it clear how allegations of breaches of the Code of Conduct are to be handled, including the role of an Independent Person, the appeals process and can also include a local standards committee. The internal resolution procedure should be proportionate, allow for members to appeal allegations and decisions, and allow for an escalating scale of intervention. The procedure should be voted on by the council as a whole.

In the case of a non-criminal breach of the Code, the following escalating approach can be undertaken.

If the breach is confirmed and of a serious nature, action can be automatically escalated.

1. an informal discussion with the monitoring officer or appropriate senior officer
2. an informal opportunity to speak with the affected party/ies
3. a written apology
4. mediation
5. peer support
6. requirement to attend relevant training
7. where of a serious nature, a bar on chairing advisory or special committees for up to two months
8. where of a serious nature, a bar on attending committees for up to two months.

Where serious misconduct affects an employee, a member may be barred from contact with that individual; or if it relates to a specific responsibility of the council, barred from participating in decisions or information relating to that responsibility.

## Endnotes

1. CSPL recommend that “Section 27(2) of the Localism Act 2011 should be amended to state that a local authority’s code of conduct applies to a member when they claim to act, or give the impression they are acting, in their capacity as a member or as a representative of the local authority”.
2. CSPL recommend that “councillors should be presumed to be acting in an official capacity in their public conduct, including statements on publicly accessible social media. Section 27(2) of the Localism Act 2011 should be amended to permit local authorities to presume so when deciding upon code of conduct breaches.”
3. Subject to footnotes 1 and 2 above
4. See CSPL website for further details [www.gov.uk/government/news/the-principles-of-public-life-25-years](http://www.gov.uk/government/news/the-principles-of-public-life-25-years)
5. ACAS’s definition of bullying

# Appendices

## Code Appendix A

The principles are :

### **Selflessness**

Holders of public office should act solely in terms of the public interest.

### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

### **Honesty**

Holders of public office should be truthful.

### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## Code Appendix B

### **Registering interests**

1. Within 28 days of this Code of Conduct being adopted by the council or your election or appointment to office (where that is later) you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) and Table 2 (Other Registerable Interests).
2. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest in Table 1 or 2, or of any change to a registered interest, notify the Monitoring Officer.

### **Declaring interests**

3. Where a matter arises at a meeting which directly relates to an interest in Table 1, you must declare the interest, not participate in any discussion or vote on the matter and must not remain in the room unless granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.
4. Where a matter arises at a meeting which directly relates to an interest in Table 2, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

5. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest) or a financial interest or well-being of a relative or close associate, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.
6. Where a matter arises at a meeting which affects –
  - a. your own financial interest or well-being;
  - b. a financial interest or well-being of a friend, relative, close associate; or
  - c. a body covered by table 1 below

you must disclose the interest.

7. Where the matter affects the financial interest or well-being to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

**Table 1: Disclosable Pecuniary Interests**

Subject	Description
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.  [Any unpaid directorship.]
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.  This includes any payment or financial benefit from a trade union within the meaning of the <b>Trade Union and Labour Relations (Consolidation) Act 1992</b> .
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —  (a) under which goods or services are to be provided or works are to be executed; and  (b) which has not been fully discharged.
<b>Land and Property</b>	Any beneficial interest in land which is within the area of the council.  'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
<b>Licences</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.
<b>Corporate tenancies</b>	Any tenancy where (to the councillor's knowledge)—  (a) the landlord is the council; and  (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
<b>Securities</b>	Any beneficial interest in securities* of a body where—  (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and  (b) either—  (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or  (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

\*'director' includes a member of the committee of management of an industrial and provident society.

\*'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

**Table 2: Other Registerable Interests**

Any Body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council;	
Any Body—	(a) exercising functions of a public nature;
	(b) directed to charitable purposes; or
	(c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
of which you are a member or in a position of general control or management.	



**Local Government Association**

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please contact us on 020 7664 3000.  
We consider requests on an individual basis.

REF 11.197



<b>TITLE:</b>	Bench Policy Report
<b>FOR:</b>	Full Council Meeting – 3 <sup>rd</sup> August 2020
<b>AUTHOR:</b>	Mrs Kate Graddock, Deputy Executive Officer
<b>DATE:</b>	27 <sup>th</sup> July 2020

At the Parks and Playing Fields Committee on 28<sup>th</sup> May 2020 it was resolved to submit a 'Bench Policy' to Full Council that could be used for all Parish Council owned land. This would ensure that the terms and conditions are streamlined and that all benches are installed using the same guidelines to defuse confusion, as at present, there are policies for each council owned site.

I am proposing not to include Fremington Cemetery within this policy as there is likely to be a revision of the bench policy for this location and there will need to be due thought as to the number of benches being placed in the site, material etc due to concerns with overcrowding and the sensitivity of the location.

<b>Recommendation:</b> That the Bench Policy including Application Form attached is approved and supersedes all other Bench Policies excluding Fremington Cemetery.
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**BENCH POLICY FOR PARISH COUNCIL LAND  
EXCLUDING FREMINGTON CEMETERY**

Date of Review	Change Description	Minute No.	INITIAL
3 <sup>rd</sup> August 2020	Full Policy Review		KG

## **1. INTRODUCTION**

- 1.1. Fremington Parish Council supports the needs and principles of allowing benches (including memorial) within the parish and is mindful that these facilities are enjoyed by a wide range of people. Therefore, the Parish Council will ensure that the issue is managed and regulated for the mutual benefit of all.
- 1.2. It is the intention that the policy only covers broad common issues and is not meant to be exhaustive. The content of this policy will be revised as necessary to meet changing circumstances.
- 1.3. This policy supersedes all previous policies and arrangements and applies to all benches owned/managed by Fremington Parish Council excluding benches at Fremington Cemetery.
- 1.4. All applications will be submitted to the relevant committee for consideration.

## **2. LOCATION**

- 2.1. Parish land within the Parish of Fremington excluding Fremington Cemetery.

## **3. TERMS AND CONDITIONS**

- 3.1. All applications for benches should be completed on the official request form and be signed by the applicant. Benches are not permitted to be installed until the request has been approved in writing by Fremington Parish Council. Do not purchase a bench until permission has been granted.
- 3.2. All benches should be paid for by the applicant before the completion of the installation. An invoice will be sent to the applicant from the Parish Council.
- 3.3. The Parish Council will limit the number of benches in particular areas to ensure the character of certain areas within the parish is kept.
- 3.4. The benches should be made of a sustainable source and/or metal cast and the design approved by the Parish Council to be in keeping with the intended location.
- 3.5. All requests must include the proposed location, specifications of the bench including a photograph or drawing and a copy of the inscription, if applicable. The Parish Council may negotiate the proposed location or details of the specification of the bench with the applicant before granting approval.
- 3.6. Installation of the bench will be undertaken by Fremington Parish Council and the total cost of this will be recharged to the applicant.
- 3.7. The applicant is required to pay all costs including purchasing of the bench, installation and any ancillary costs.
- 3.8. Once the bench is installed it will become the property of Fremington Parish Council and will be covered by the Parish Council's Public Liability Insurance.
- 3.9. The Parish Council cannot guarantee the long-term safety or security of the bench and does not assume responsibility for the replacement of benches resulting from damage or deterioration with age.
- 3.10. The Parish Council reserves the right to repair, make safe or remove any benches that have been damaged and are in the view of the Parish Council unsightly, dangerous and/or beyond economical repair
- 3.11. The Parish Council will notify the applicant in the event that the bench is damaged.
- 3.12. Any maintenance carried out by a third party will be in strict agreement with the Parish Council and by appointment only.
- 3.13. Fremington Parish Council will keep a record of the applicant and their contact details in accordance with the General Data Protection Regulations. The applicant should ensure that the Parish council is in possession of current contact details.



# Fremington Parish Council



The Beechfield Centre, Beechfield Road, Fremington, EX31 3DD  
Telephone: 01271 321063  
E-mail: [admin@fremingtonparishcouncil.gov.uk](mailto:admin@fremingtonparishcouncil.gov.uk)  
Website: [www.fremingtonparishcouncil.gov.uk](http://www.fremingtonparishcouncil.gov.uk)  
VAT Number: 634 661 730

## APPLICATION FORM TO SITE A BENCH

Applicants Name:

Applicants Address:

Postcode:

Email Address:

Telephone Number:

Description of Bench: (Please include measurements, material and company supplying the bench)

Will there be a memorial plaque on the bench? Yes  No


If yes, please give details of the inscription, material and size of the plaque

Proposed location of the bench:

I have read and agree to comply with the Bench Policy as adopted by Fremington Parish Council on 3<sup>rd</sup> August 2020.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Dated: \_\_\_\_\_

**Please return this form to:**  
Fremington Parish Council  
The Beechfield Centre, Beechfield Road, Fremington, EX31 3DD

 Data protection: by signing this form you are giving consent for Fremington Parish Council to use and process your details in accordance with the Data Protection Act 2018 and GDPR. The information you provide will not be shared with any other local government department without contacting you first.

**From:**  
**Sent:** 30 June 2020 15:52  
**To:** admin  
**Subject:** Grave number 388 Fremington graveyard.  
**Attachments:** IMG\_5740.JPG; image2.jpeg; image1.jpeg; image0.jpeg

Dear Sir/Madam

My mother-in-law M n recently wrote to you regarding placing a surround in front of my Father in laws grave to ensure the grave is up-kept in a manner consistent with the graveyards standards.

You have requested that we supply you with the following information for consideration at your next Parish Council meeting, although some of this might be difficult at this stage.

- 1) My husband will be fitting the surround to his late fathers grave.
- 2) Having measured other grave surrounds already in situ we anticipate the size of the surround to be six feet by 3 feet approx.
- 3) We are currently in the process of researching materials but it would probably dark grey or black edging stone. We would welcome your thoughts on this?

It was not clear from the cemetery charges that you sent to us what the fee would be for the surround as this is not covered on the list. Kindly advise of the cost?

Whilst i fully appreciate the need to ensure that the grave yard is kept tidy & graves look tasteful I am a little concerned that some of the graves at Fremington appear to do what they like. The grave of my father in law is JPEG no 5740.

Please see attached photos to demonstrate this but I would welcome your guidance on the surround we wish to erect to be compliant with your rules.

Yours Sincerely





**ITEM 13**

Fremington Parish Council  
 Council Offices, The Beechfield Centre, Beechfield Road,  
 Fremington, Barnstaple EX31 3DD  
 Telephone: 01271 321063  
 E-mail: admin@fremingtonparishcouncil.gov.uk  
 www.fremingtonparishcouncil.gov.uk



**Application for Installation of a Bench in Fremington Cemetery**

Please complete all sections

Name and Address of Applicant .....

.....

.....

Tel No: .....

E-mail: .....

Description of Bench (please include measurements of bench, material and company supplying the bench)

Tawpegrey wooden bench by Ardilla  
 H. 88 x W. 107 x D. 61 cm seats 2

Is there going to be a memorial plaque on the bench?

Yes  No

If yes please give details of the inscription and material of the plaque.

.....

.....

.....

Please describe the proposed location for the bench.

Plot 421 next to grave

.....

.....

Have you provided a photograph/plan of the bench, plaque (if applicable) and proposed location?

Yes  No

I have read and agree to comply with the Terms and Conditions as set out in Fremington Parish Council's Policy for Benches in Fremington Cemetery.

Signed ..... Date 17/7/2020

Benches are not permitted to be installed until the request has been approved in writing by Fremington Parish Council. The Parish Council would strongly advise not purchasing a bench until permission has been granted.

Please return the completed form to The Parish Clerk at the above address.

**Data Protection:** by signing this form you are giving consent for Fremington Parish Council to use and process your details in accordance with the Data Protection Act 1998. The information you provide will not be shared with any other local government department without contacting you first.

Victoria Woodhouse BA (Hons), Clerk & Responsible Financial Officer  
 Vat No. 634 6617 30

Victoria

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**Subject:** FW: Community Priorities - Fremington

**Subject:** Community Priorities - Fremington

Dear Victoria, Frank, Jayne, Joy, Will & Helen,

At the Council, we often become aware of funding opportunities, which could benefit local communities who are eligible for S106 Funding.

In order for the Council to take advantage of these funding opportunities, we need to be made aware of Open Space priorities within communities.

Therefore, we are seeking your assistance in identifying priorities within your communities.

Our records identify the following priorities for the area of Fremington Parish:

**Bickington**

- Tomlin Hall Renovation – July 2019 Committee – Requires further contributions & understanding of the project
- Ellerslie Road – Scout Hut
- Ellerslie Road Play Equipment
- Babbages Play Equipment
- Tews Lane - Extension to building to provide storage & function room as well as community car park
- Access to Tarka Trail

**Fremington**

- Access to Fremington quay through development
- Resurfacing of play area wetpour Beechfield
- Provision of footpath at Griggs field

**Yelland**

- Purchase of land for community building – Justification & evidence of requirements

I would be grateful if you could please advise me of your community priorities and confirm whether or not the priorities, listed above, are still relevant by completing the attached s106 open space funding expression of interest form, per priority.

Please send your updated community priorities through at any time to [communities@northdevon.gov.uk](mailto:communities@northdevon.gov.uk)

Kind Regards,

*Apprentice – Parks, Leisure & Culture Assistant  
North Devon Council*

## Coronavirus Situation

Thank you for your email. In the current situation, North Devon Council has reduced staffing levels and will only be responding to the most critical situations.



ITEM 16

Dear Martyn and Victoria,

**Street Naming and Numbering, Local Government Act 1972**  
**RE: New Street Name Consultation at Roundswell Enterprise Park**

I am writing with regard to the official naming of a new street name for the Roundswell Enterprise Park with the proposed name below:

**Enterprise Road, Roundswell Enterprise Park, Barnstaple**

Alternatively, the developer has suggested Athelstan Road or Hardstad Road should the parishes prefer. I would also welcome any suggestions the Parish Council's may have for the name of the street. The addition of a street name will help with delivery/emergency service routing and also allow for expansion in the future should any further development be given consent.

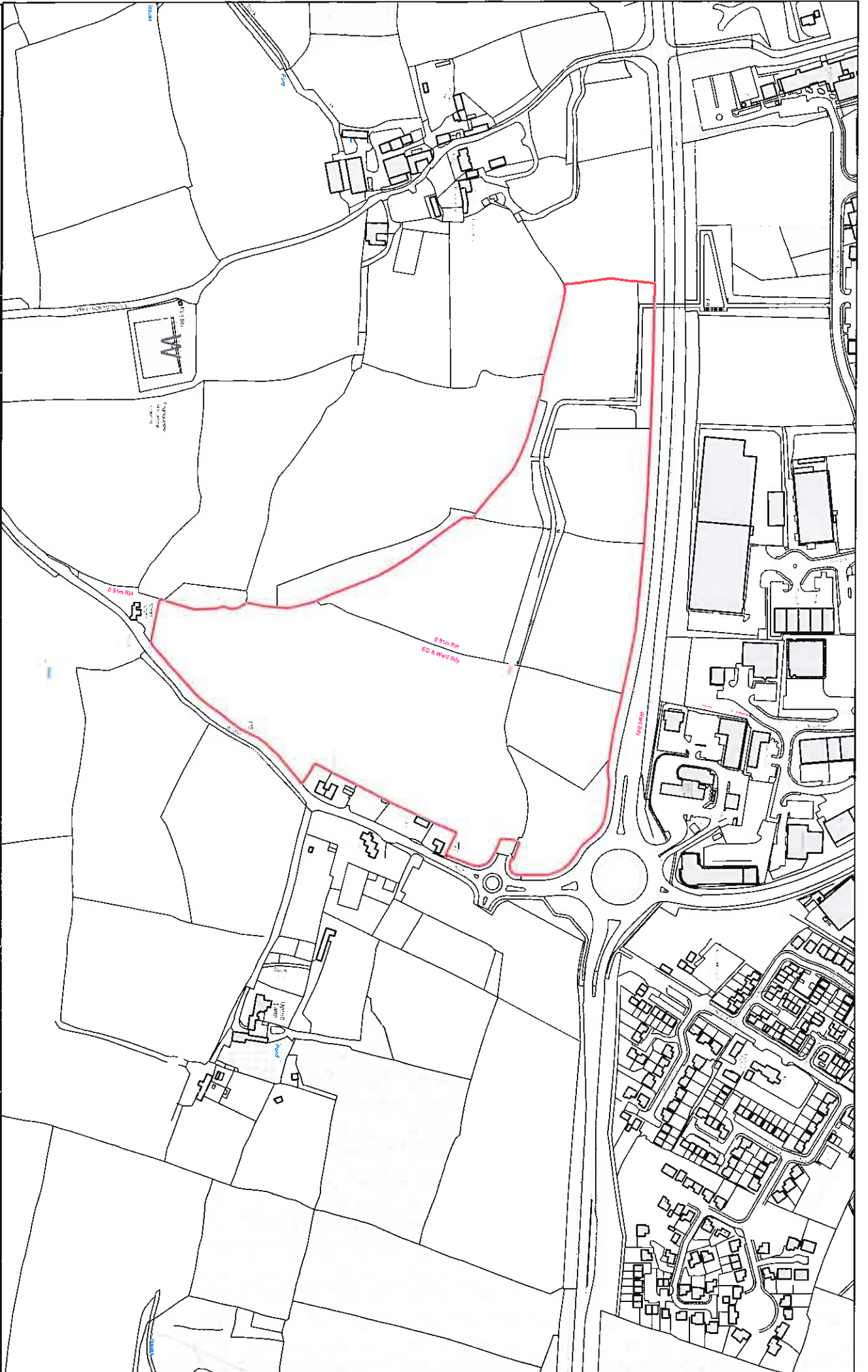
I would be grateful if you could give this matter your earliest attention and I would appreciate your comments, in writing, by 7 August 2020. If we do not hear from you within this time period we will proceed with the naming as stated above.

I attach a copy of the site location & layout plan for your information.

Please do not hesitate to contact me if you require any further advice or information.

Yours sincerely,

Jon Pine  
Developer/Analyst  
LLPG Custodian  
Street Naming and Numbering  
GIS/Web mapping  
Working Monday - Thursday



A39 to Bideford & North Cornwall

Existing cycle bridge over A39

A39 to Exeter & M5 & beyond

Scale - 1:2500



SR010

Project:  
North Devon Enterprise Centre

Drawing:  
Existing Site Plan

Stage:  
RTDA Stage 2 - Concept Design

Purpose:  
To develop the brief & prepare concept design

Scale:  
1:2500 (A3)

Date:  
March 2010

