

Minutes of the Fremington Parish Council Finance and Personnel Committee meeting held on Thursday 29th July 2021 at 9.30am in the Beechfield Centre, Beechfield Road, Fremington

- Present: Cllrs, F Biederman (Chairman), L Goodger, S Haywood, S Kingdom and A Rennles
Mrs J Wood, Administration & Projects Manager
- 2107/09 **Election of Chairman for 2021/2022**
It was **resolved**, with no votes to the contrary, to elect Cllr Biederman as Chairman for 2021/2022.
- 2107/10 **Election of Vice-Chairman for 2021/2022**
It was **resolved**, with no votes to the contrary, to elect Cllr Goodger as Vice-Chairman for 2021/2022.
- 2107/11 **Apologies**
None.
- 2107/12 **Declarations of Interest**
None.
- 2107/13 **Public Participation**
None attended.
- 2107/14 **Minutes**
It was **resolved**, with no votes to the contrary, that the minutes of the Finance & Personnel Committee held on the 29th April 2021 be approved and confirmed as correct.
- 2107/15 **Staff Salaries**
It was **resolved**, with not votes to the contrary, to approve the staff salaries, expenses, PAYE/NI and pension payments for the month of July.
- 2107/16 **Accounts Due for Payment and Receipts for the period from the 19th June until 26th July 2021.**
It was **resolved**, with no votes to the contrary, to approve the payments totalling £24,404.35 and receipts totalling £3,341.10, copies of which are attached to these minutes as Appendix One.
- 2107/17 **Parish Council Policies**
The following Policies were reviewed:
- a) Pension Discretions Policy (amended to take account of changes from Peninsula Pensions)
 - b) Anti-Harassment and Bullying Policy (no amendments proposed)
 - c) Data Protection Policy (no amendments proposed)
 - d) Disciplinary Procedure (no amendments proposed)
 - e) Flag Flying Policy (no amendments proposed)

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- f) Flexible Working Policy (no amendments proposed)
- g) Equal Opportunities Policy (no amendments proposed)
- h) Grant Aid Policy (no amendments proposed)
- i) Grievance Procedure (no amendments proposed)
- j) Health and Safety Policy (no amendments proposed)
- k) Investment Strategy (no amendments proposed)
- l) Legionella Management Policy (no amendments proposed)
- m) Lone Worker Policy (no amendments proposed)
- n) Performance and Conduct Policy (no amendments proposed)
- o) Protocol on Recording/Filming at Council Meetings (no amendments proposed)
- p) Request for Time Off for Jury Service, Public Duties, Training/Study Leave
Medical and Adoption Appointments Policy (no amendments proposed)
- q) Safeguarding Children and Vulnerable Adults Policy (no amendments proposed)
- r) Smoke Free Policy (no amendments proposed)
- s) Social Media Policy (no amendments proposed)
- t) Statement of Internal Control (no amendments proposed)
- u) Re-Use of Public Sector Information (no amendments proposed)
- v) Training and Development Policy (no amendments proposed)
- w) Whistleblowing Policy (no amendments proposed)

It was **resolved**, with no votes to the contrary, to approve the amended Pension Discretion Policy and note the review and no further amendments to the above policies.

2107/18

Review of the Parish Council's Adopted Policy for Pre-Planning Application Meetings with Developers

The review of the adopted policy was requested by Cllr Bell who felt that, from the experience of a developer attending the April Full Council

The review of the adopted policy was requested by Cllr Bell who felt that, from the experience of a developer attending the April Full Council Meeting, it was not found to be a productive use of Council business at a meeting and if a developer wishes to provide a presentation to the community it should be a public presentation that Cllrs can attend if they so wish.

Members discussed the policy and, whilst they felt it was important to engage with developers to secure community benefit and appropriate development for the area, members did have concerns about public perception about the involvement they can have and the comments that Cllrs can make in advance of submission of a planning application and at a Full Council Meeting. It was strongly felt that however the Parish Council proceeds it would need to ensure full transparency and openness about any discussions/presentations. It was agreed that the policy needed to be clearer and provide an opportunity for the community to meet with the developers but separately to a Full Council Meeting.

It was **resolved**, with no votes to the contrary, to defer the item and for the Executive Officer and Administration and Projects Manager to re-draft the policy to reflect the above for consideration at the next meeting.

Meeting ended at 9.50am

Signed: Bin Dated 30.9.21

Fremington Parish Council PAYMENTS LIST

| Voucher Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|------------------------------------|------------|--------|-----------------------|------------|-------------------------------|------------------------------|----------|----------|-------|----------|
| 185 General/Various | 25/06/2021 | | Co-operative 6521808 | Petty Cash | Play Equipment Repairs | Fremington Parish Council | X | 4.30 | 0.00 | 4.30 |
| 180 Legal/Professional Services | 30/06/2021 | | Lloyds 27635760 | BACS | Job Advert | Indeed | X | 40.59 | 0.00 | 40.59 |
| 186 Petty Cash | 01/07/2021 | | Petty Cash | Petty Cash | Office Consumables- Tea/Coffe | Fremington Parish Council | X | 1.48 | 0.00 | 1.48 |
| 190 Tews Lane - Business Rates | 01/07/2021 | | Lloyds 27635760 | DD | Business Rates - Tews Lane | North Devon Council | X | 180.00 | 0.00 | 180.00 |
| 191 Business Rates | 01/07/2021 | | Lloyds 27635760 | DD | Business Rates - Cemetary | North Devon Council | X | 101.00 | 0.00 | 101.00 |
| 192 Business Rates | 01/07/2021 | | Lloyds 27635760 | DD | Business Rates - Beechfield | North Devon Council | X | 207.00 | 0.00 | 207.00 |
| 187 Petty Cash | 06/07/2021 | | Lloyds Instant Access | Petty Cash | Office Consumables- Tea/Coffe | Fremington Parish Council | X | 0.53 | 0.00 | 0.53 |
| 188 Petty Cash | 19/07/2021 | | Co-operative 6521808 | Petty Cash | Office Consumables- Tea/Coffe | Fremington Parish Council | X | 0.53 | 0.00 | 0.53 |
| 181 Salaries | 20/07/2021 | | Lloyds 27635760 | BACS | Salaries | Fremington Parish Council | X | 9,128.05 | 0.00 | 9,128.05 |
| 182 Pension Payments | 20/07/2021 | | Lloyds 27635760 | BACS | Pension Contributions | Devon County Council Pensis | X | 2,560.38 | 0.00 | 2,560.38 |
| 183 PAYE/NI | 20/07/2021 | | Lloyds 27635760 | BACS | PAYE/National Insurance | HMRC | X | 2,204.81 | 0.00 | 2,204.81 |
| 189 Stationery | 20/07/2021 | | Petty Cash | Petty Cash | Stationery | Fremington Parish Council | X | 4.99 | 0.00 | 4.99 |
| 197 Village Green - Electricity | 23/07/2021 | | Lloyds 27635760 | DD | Village Green - Electricity | British Gas Business | L | 8.85 | 0.44 | 9.29 |
| 198 Electric | 23/07/2021 | | Lloyds 27635760 | DD | Beechfield - Electricity | British Gas Business | L | 96.54 | 4.83 | 101.37 |
| 207 Sewage Plant - Electricity | 23/07/2021 | | Lloyds 27635760 | DD | Fremington Quay - Electric | British Gas Business | L | 175.83 | 8.79 | 184.62 |
| 208 Tews Lane - Gas | 23/07/2021 | | Lloyds 27635760 | DD | Tews Lane - Gas | Total Gas and Power | L | 53.59 | 2.68 | 56.27 |
| 218 Tews Lane - Electricity | 23/07/2021 | | Lloyds 27635760 | DD | Tews Lane - Electricity | British Gas Business | L | 41.42 | 2.07 | 43.49 |
| 221 Gas | 23/07/2021 | | Lloyds 27635760 | DD | Beechfield - Gas | Niccolo | L | 49.24 | 2.46 | 51.70 |
| 194 Photocopier | 23/07/2021 | | Lloyds 27635760 | BACS | Photocopy Charges | BaYtek Office Solutions Ltd | S | 106.45 | 21.29 | 127.74 |
| 195 Play Equipment Renewal/Ref | 23/07/2021 | | Lloyds 27635760 | BACS | Materials Various | Tamar Trading | S | 76.17 | 15.23 | 91.40 |
| 196 I.T. | 23/07/2021 | | Lloyds 27635760 | DD | IT - Software | Alchemy | S | 216.60 | 43.32 | 259.92 |
| 200 Play Equipment Renewal/Ref | 23/07/2021 | | Lloyds 27635760 | BACS | Materials Various | Tamar Trading | S | 34.34 | 6.87 | 41.21 |
| 202 Transport for Lengthsman | 23/07/2021 | | Lloyds 27635760 | DD | Fuel - Van | Right Fuelcard | S | 24.55 | 4.91 | 29.46 |
| 203 CCTV | 23/07/2021 | | Lloyds 27635760 | BACS | CCTV Beechfield | M & E Alarms (Barnstaple) Lt | S | 64.50 | 12.90 | 77.40 |
| 204 Training | 23/07/2021 | | Lloyds 27635760 | BACS | Training | ICCM | S | 270.00 | 54.00 | 324.00 |
| 205 I.T. | 23/07/2021 | | Lloyds 27635760 | DD | IT - Support | Alchemy | S | 490.00 | 98.00 | 588.00 |
| 206 Telephones | 23/07/2021 | | Lloyds 27635760 | DD | Telephone & Internet Charges | Numberite | S | 78.42 | 15.68 | 94.10 |
| 209 Play Equipment Renewal/Ref | 23/07/2021 | | Lloyds 27635760 | DD | Materials Various | Amazon | S | 14.07 | 2.81 | 16.88 |
| 210 Play Equipment Renewal/Ref | 23/07/2021 | | Lloyds 27635760 | BACS | Materials Various | Tamar Trading | S | 33.74 | 6.75 | 40.49 |
| 212 Waste Collection | 23/07/2021 | | Lloyds 27635760 | DD | Waste collection | SWM | S | 144.32 | 28.86 | 173.18 |
| 213 Transport for Lengthsman | 23/07/2021 | | Co-operative 6521808 | DD | Fuel - Van | Right Fuelcard | S | 29.75 | 5.95 | 35.70 |
| 214 Play Equipment Renewal/Ref | 23/07/2021 | | Lloyds 27635760 | BACS | Materials Various | RGB Building Supplies | S | 176.02 | 35.20 | 211.22 |
| 215 Cemetary Maintenance | 23/07/2021 | | Lloyds 27635760 | BACS | Cemetary - Maintenance | Ardosia Slate Company Ltd | S | 185.00 | 37.00 | 222.00 |
| 216 Tews Lane - General Maintainer | 23/07/2021 | | Lloyds 27635760 | BACS | Materials Tews Lane | RGB Building Supplies | S | 1.50 | 0.30 | 1.80 |
| 217 Transport for Lengthsman | 23/07/2021 | | Lloyds 27635760 | DD | Van Hire | Ford | S | 331.67 | 66.34 | 398.01 |
| 220 CCTV | 23/07/2021 | | Lloyds 27635760 | BACS | CCTV Beechfield | M & E Alarms (Barnstaple) Lt | S | 60.00 | 12.00 | 72.00 |

Fremington Parish Council
PAYMENTS LIST

| Voucher Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|----------------------------------|------------|--------|-----------------|-----------|--------------------------------|-----------------------------|----------|------------------|---------------|------------------|
| 222 Alarms | 23/07/2021 | | Lloyds 27635760 | BACS | Alarm Call Out | Guarantor Security | S | 90.00 | 18.00 | 108.00 |
| 223 Waste Collection | 23/07/2021 | | Lloyds 27635760 | DD | Waste collection | South West Hygiene | S | 53.48 | 10.70 | 64.18 |
| 225 Tews Lane - General Maint | 23/07/2021 | | Lloyds 27635760 | BACS | Tews Lane - Maintenance | Solman Davis | S | 190.00 | 38.00 | 228.00 |
| 226 Play Equipment Renewal/Ref | 23/07/2021 | | Lloyds 27635760 | BACS | Materials Various | Tamar Trading | S | 46.42 | 9.28 | 55.70 |
| 227 Legionella Contract | 23/07/2021 | | Lloyds 27635760 | BACS | Legionella Contract | Clearwater Ltd | S | 374.50 | 74.90 | 449.40 |
| 240 Play Equipment Renewal/Ref | 23/07/2021 | | Lloyds 27635760 | BACS | Materials Various | Tamar Trading | S | 43.25 | 8.65 | 51.90 |
| 241 Photocopier | 23/07/2021 | | Lloyds 27635760 | BACS | Photocopy Charges | BaYtek Office Solutions Ltd | S | 53.65 | 10.73 | 64.38 |
| 246 Transport for Lengthsman | 23/07/2021 | | Lloyds 27635760 | DD | Fuel - Van | Right Fuelcard | S | 29.88 | 5.98 | 35.86 |
| 247 Tews Lane - General Maint | 23/07/2021 | | Lloyds 27635760 | BACS | Tews Lane - Maintenance | RGB Building Supplies | S | 10.94 | 2.19 | 13.13 |
| 193 Cleaning | 23/07/2021 | | Lloyds 27635760 | BACS | Cleaning - Beechfield | H2O Cleaning and Maintenan | X | 292.50 | 0.00 | 292.50 |
| 199 Hires | 23/07/2021 | | Lloyds 27635760 | BACS | Key Refund | Anthony Sawbury | X | 10.00 | 0.00 | 10.00 |
| 201 Tews Lane - Water & Sewag | 23/07/2021 | | Lloyds 27635760 | BACS | Tews Lane - Water & Sewerag | South West Water | X | 378.86 | 0.00 | 378.86 |
| 211 Stationery | 23/07/2021 | | Lloyds 27635760 | DD | Stationery | Stamp | X | 33.29 | 0.00 | 33.29 |
| 224 Cleaning | 23/07/2021 | | Lloyds 27635760 | BACS | Window Cleaning | Ocean Mist Window Cleaning | X | 45.00 | 0.00 | 45.00 |
| 228 Former Army Camp/Riverside | 23/07/2021 | | Lloyds 27635760 | BACS | Maintenance - Football Pitch | Dave Budd Gardening Servica | X | 1,250.00 | 0.00 | 1,250.00 |
| 229 Beechfield Pitch Maintenance | 23/07/2021 | | Lloyds 27635760 | BACS | Beechfield - Pitch Maintenance | Dave Budd Gardening Servica | X | 30.00 | 0.00 | 30.00 |
| 230 General Repairs | 23/07/2021 | | Lloyds 27635760 | BACS | Fremington Quay - maintenanc | Dave Budd Gardening Servica | X | 30.00 | 0.00 | 30.00 |
| 231 Grass Cutting | 23/07/2021 | | Lloyds 27635760 | BACS | Grass Cutting - Beechfield | Dave Budd Gardening Servica | X | 158.33 | 0.00 | 158.33 |
| 232 Grass Cutting | 23/07/2021 | | Lloyds 27635760 | BACS | Grass Cutting - Ellerslie | Dave Budd Gardening Servica | X | 158.33 | 0.00 | 158.33 |
| 233 Grass Cutting | 23/07/2021 | | Lloyds 27635760 | BACS | Grass Cutting - Village Green | Dave Budd Gardening Servica | X | 66.33 | 0.00 | 66.33 |
| 234 Grass Cutting | 23/07/2021 | | Lloyds 27635760 | BACS | Grass Cutting - Grass Cutting | Dave Budd Gardening Servica | X | 70.00 | 0.00 | 70.00 |
| 235 Grass Cutting | 23/07/2021 | | Lloyds 27635760 | BACS | Griggs Field - Grass Cutting | Dave Budd Gardening Servica | X | 221.66 | 0.00 | 221.66 |
| 236 Maintenance | 23/07/2021 | | Lloyds 27635760 | BACS | Grass Cutting - Fremington Qu | Dave Budd Gardening Servica | X | 221.66 | 0.00 | 221.66 |
| 237 Maple Grove Maintenance | 23/07/2021 | | Lloyds 27635760 | BACS | Grass Cutting - Cemetery | Dave Budd Gardening Servica | X | 20.33 | 0.00 | 20.33 |
| 238 Tews Lane - Pitch Maintenan | 23/07/2021 | | Lloyds 27635760 | BACS | Maply Grove - Grass Cutting | Dave Budd Gardening Servica | X | 716.66 | 0.00 | 716.66 |
| 239 DCC - Grass Cutting | 23/07/2021 | | Lloyds 27635760 | BACS | Tews Lane - Maintenance | Dave Budd Gardening Servica | X | 1,137.50 | 0.00 | 1,137.50 |
| 242 Tews Lane - General Maint | 23/07/2021 | | Lloyds 27635760 | BACS | Grass Cutting - DCC | Dave Budd Gardening Servica | X | 16.99 | 0.00 | 16.99 |
| 243 General/Various | 23/07/2021 | | Lloyds 27635760 | BACS | Materials Tews Lane | Screwfix | X | 80.00 | 0.00 | 80.00 |
| 244 Maintenance | 23/07/2021 | | Lloyds 27635760 | BACS | Village Green - Base for Bench | A J Harman | X | 25.00 | 0.00 | 25.00 |
| 245 General Repairs | 23/07/2021 | | Lloyds 27635760 | BACS | Cemetery - Maintenance | A J Harman | X | 90.00 | 0.00 | 90.00 |
| 248 Cemetery Maintenance | 23/07/2021 | | Lloyds 27635760 | BACS | Frem Quay - bench base | A J Harman | X | 1,750.00 | 0.00 | 1,750.00 |
| 219 Sewage Plant - Desludge | 23/07/2021 | | Lloyds 27635760 | BACS | Cemetery - Maintenance | Dave Budd Gardening Servica | X | 444.00 | 0.00 | 444.00 |
| | | | | | Frem Quay - desludge | ALRO Services Ltd | Z | | | |
| Total | | | | | | | | 25,334.79 | 667.11 | 26,001.90 |

Fremington Parish Council RECEIPTS LIST

| Voucher Code | Date | Minute | Bank | Receipt No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------------------------|------------|--------|-----------------|------------|---------------------------------|-----------------------|----------|-----------------|-------------|-----------------|
| 104 Hires | 24/07/2021 | | Lloyds 27635760 | BACS | Beechfield - Hire Charge | RDC Campbell | X | 130.00 | 0.00 | 130.00 |
| 105 Burials/Deeds of Grant | 24/07/2021 | | Lloyds 27635760 | BACS | Deed of Grant & Cremated Rei | W. S. Gayton & Son | X | 378.00 | 0.00 | 378.00 |
| 106 Burials/Deeds of Grant | 24/07/2021 | | Lloyds 27635760 | Cheque | Memorial | J Short & Son | X | 72.00 | 0.00 | 72.00 |
| 107 Rent | 24/07/2021 | | Lloyds 27635760 | BACS | Allotment rent | Ms Beckhurst-Wright | X | 13.40 | 0.00 | 13.40 |
| 108 Petty Cash | 24/07/2021 | | Lloyds 27635760 | Petty Cash | Replacement plaque | Arrowbuild SW Ltd | X | 10.00 | 0.00 | 10.00 |
| 109 Rent | 24/07/2021 | | Lloyds 27635760 | BACS | Allotment rent | Mr & Mrs Prouse | X | 16.08 | 0.00 | 16.08 |
| 110 Rent | 24/07/2021 | | Lloyds 27635760 | BACS | Allotment rent | Mr & Mrs Prouse | X | 16.08 | 0.00 | 16.08 |
| 111 Hires | 24/07/2021 | | Lloyds 27635760 | BACS | Beechfield - Hire Charge | Robot Reg | X | 120.00 | 0.00 | 120.00 |
| 112 Burials/Deeds of Grant | 24/07/2021 | | Lloyds 27635760 | BACS | Burial | W. S. Gayton & Son | X | 215.00 | 0.00 | 215.00 |
| 113 Burials/Deeds of Grant | 24/07/2021 | | Lloyds 27635760 | BACS | Burial & Deed of Grant | W. S. Gayton & Son | X | 358.00 | 0.00 | 358.00 |
| 114 Hires | 24/07/2021 | | Lloyds 27635760 | BACS | Beechfield - Hire Charge | All Active Fitness | X | 40.00 | 0.00 | 40.00 |
| 115 Burials/Deeds of Grant | 24/07/2021 | | Lloyds 27635760 | BACS | Memorial | F J Stevens & Son | X | 72.00 | 0.00 | 72.00 |
| 116 Hires | 24/07/2021 | | Lloyds 27635760 | Cheque | Beechfield - Hire Charge | RDC Campbell | X | 30.00 | 0.00 | 30.00 |
| 117 Rent | 24/07/2021 | | Lloyds 27635760 | BACS | Allotment rent | Mr & Mrs Wilson | X | 16.08 | 0.00 | 16.08 |
| 118 Rent | 24/07/2021 | | Lloyds 27635760 | BACS | Allotment rent | Mr Pudney | X | 16.08 | 0.00 | 16.08 |
| 119 Rent | 24/07/2021 | | Lloyds 27635760 | BACS | Allotment rent | Mr Pudney | X | 16.08 | 0.00 | 16.08 |
| 120 Rent | 24/07/2021 | | Lloyds 27635760 | BACS | Allotment rent | Ms Foster | X | 16.08 | 0.00 | 16.08 |
| 121 Rent | 24/07/2021 | | Lloyds 27635760 | BACS | Allotment rent | Mr Maddams | X | 16.08 | 0.00 | 16.08 |
| 122 Burials/Deeds of Grant | 24/07/2021 | | Lloyds 27635760 | BACS | Deed of Grant | W. S. Gayton & Son | X | 140.00 | 0.00 | 140.00 |
| 123 Burials/Deeds of Grant | 24/07/2021 | | Lloyds 27635760 | BACS | Memorial | F J Stevens & Son | X | 72.00 | 0.00 | 72.00 |
| 124 Rent | 24/07/2021 | | Lloyds 27635760 | Cheque | Allotment rent | Mr Huxtable | X | 16.08 | 0.00 | 16.08 |
| 125 Rent | 24/07/2021 | | Lloyds 27635760 | Cheque | Allotment rent | Mr & Mrs Clank | X | 16.08 | 0.00 | 16.08 |
| 126 Rent | 24/07/2021 | | Lloyds 27635760 | Cheque | Allotment rent | Mr & Mrs Davies | X | 16.08 | 0.00 | 16.08 |
| 127 Rent | 24/07/2021 | | Lloyds 27635760 | Cheque | Allotment rent | Mr & Mrs Danks | X | 40.50 | 0.00 | 40.50 |
| 128 Hires | 24/07/2021 | | Lloyds 27635760 | Cheque | Beechfield - Hire Charge | RDC Campbell | X | 30.00 | 0.00 | 30.00 |
| 129 Play Equipment Renewal/Ref | 24/07/2021 | | Lloyds 27635760 | BACS | Credit Note - Materials Various | RGB Building Supplies | X | 12.71 | 0.00 | 12.71 |
| Total | | | | | | | | 1,894.41 | 0.00 | 1,894.41 |