

Briefing Note for Annual Parish Council Meeting  
Monday 15<sup>th</sup> May 2023

**Item 15: Terms of Reference and Scheme of Delegation**

Cllr Kingdom has put forward a motion to allow for a substitute member for the Finance and Personnel Committee.

No other changes recommended.

**Item 17: Review of Standing Orders**

No changes proposed, if the motion to allow for a substitute member for the Finance and Personnel Committee is accepted this will need to be included within Standing Orders.

**Item 18: Review of Financial Regulations**

No changes proposed.

**Item 20: The General Power of Competence (GPC)**

GPC is a power of first resort and allows the Parish Council to do anything which an individual generally may do as long as it is lawful. The eligibility criteria is that the Parish Council has resolved at a meeting of the Council and at each subsequent relevant annual meeting (the annual meeting after a Parish Council election) that it meets the following conditions at the time of resolution:

Two thirds or more of the councillors have stood for election – **Confirmed.**

The Parish Council has a qualified Clerk – **Confirmed.**

The Clerk has completed the relevant training in the exercise of the power – **Confirmed.**

**Item 21: Members' Code of Conduct**

No changes proposed.

**Item 22: Asset and Lease Arrangements**

Copies enclosed. Additions on the Asset Register are in blue disposals are in red. Unless any issues recommendation is just a receive and noted.

**Fremington Parish Council Assets and Insurance Values**  
**as at 31<sup>st</sup> March 2022**

<b>Ref No.</b>	<b>Description</b>	<b>Date Acquired</b>	<b>Current Asset</b>	<b>Custodian</b>	<b>Disposal</b>
001	Chairman's Chain of Office and Case		£515.00	Parish Council	
002	Commemorative Plaque and Display Case		£515	Parish Council	
	<b><u>Beechfield</u></b>				
003	The Beechfield Centre (community building and Parish Council Offices)	August 2019	£400,000 (rebuild value)	Parish Council	
004	Furniture in the Beechfield Community Centre 10 tables 50 chairs Crockery Fridge Baby changing unit NA on rental 1 Metal Exam Table	August 2019	£3,093 £2,175 £500 £150	Parish Council	
005	Office Contents 2 x Corner Desks 1 x round meeting table 2 x black filing cabinets 3 x large grey filing cabinets 8 X Green chairs 4 x swivel chairs Kitchen crockery Fridge Fireproof Cabinet	August 2021 August 2019	£32.99 £536 £250 £578 £1770 £280 £620 £100 £150 £2,558	Parish Council	
		October 2022			

**Page Total £413,822.99**

Ref No.	Description	Date Acquired	Current Asset	Custodian	Disposal
006	Photocopier		£10,300	Parish Council	
007	Office Machinery inc. 4x Phones Mobile phone Laminator x 2 Shredder 1 x Printer 2 x HP Laptops 1 x HP public laptop 2 x desktop computers 4 x monitors 2 x docking stations Draytex DSL Modem Secure Gateway USG 2 x Network switch 2 x WIFI Access Point AC Pro	August/September 2019	£350.00 £100.00 £180 £208 £40 £1430 £375 £1150 £392 £376 £90 £115 £240 £256	Parish Council	
	1 x Laptop	March 2015	£500		
	1 x IPad	January 2021	£657.30		
	Mobile Phone	January 2021	£110		
	Mobile Phone	February 2023	£229		
	15 x Samsung Tablets	June, September and November 2022	£2,356.85		
	Fellowes Shredder	October 2023	£319.00		
	<b><u>Beechfield Playground Equipment</u></b>				
008	2 Cradle Swing Unit		£417.20	Parish Council	
009	Rock Spinner	23/10/2014	£2,315	Parish Council	

**Page Total £22,506.35**

Ref No.	Description	Date Acquired	Current Asset	Custodian	Disposal
010	Climbing Frame		£1,311.22	Parish Council	
011	Junior Slide Unit		£2,384.04	Parish Council	
012	Self-Propelled mini roller	16/06/2009	£11,150	Parish Council	
013	Venturer Unit	16/06/2009	£5,816	Parish Council	
014	Swingmaster 2 Cradle swings	16/06/2009	£1,630	Parish Council	
015	Swingmaster Flat swings	16/06/2009	£1,401	Parish Council	
016	Devil's Island Swing	16/06/2009	£3,705	Parish Council	
017	Kidabout	16/06/2009	£8,909	Parish Council	
018	Elephant Springer	16/06/2009	£775	Parish Council	
019	Trailblazer Unit	16/06/2009	£9,044	Parish Council	
020	Talking Tubes	16/06/2009	£811	Parish Council	
021	Picnic Table	16/06/2009	£973	Parish Council	
022	Abbey Seat	16/06/2009	£1,138	Parish Council	
023	2 Bins iep	16/06/2009	£610	Parish Council	
024	Marble Race Panel	16/06/2009	£87	Parish Council	
025	Sound and Light Play Panel	16/06/2009	£2,175	Parish Council	
026	Hopscotch & Snake Graphics	16/06/2009	£1,500	Parish Council	
027	Safety Surfacing and Grass Matt and Wet Pour	16/06/2009	£47,347	Parish Council	
028	Beechfield Play Area, Fencing and Gates		£5,416.00	Parish Council	
	<b><u>Beechfield Car Park</u></b>				
029	Tarmac	February 2020	£23,845	Parish Council	
030	Railings around car park	January 2020	£2,378	Parish Council	
031	Lighting in car park	April 2020	£1,849	Parish Council	

**Page Total £132,624.26**

Ref No.	Description	Date Acquired	Current Asset	Custodian	Disposal
	<b><u>Fremington Cemetery</u></b>				
032	Cemetery		£1 (nominal value)	Parish Council	
033	Land for Cemetery Extension	6 <sup>th</sup> May 2015	Purchase Value of £2,643.50 (legal fees) £800	Parish Council	
	Fencing and Gate for Extension	2014			
034	Cemetery Store Building		£2,384.04 (replace/rebuild)	Parish Council	
035	Notice Board on Shed	July 2019	£300	Parish Council	
036	Cemetery Wrought Iron Gates		£2,384.04	Parish Council	
037	Gates and Fencing		£1,192.02	Parish Council	
038	Strimmer		£309.00	Parish Council	
039	Fuel Cans		£103	Parish Council	
040	Strimmer	January 2021	£734	Parish Council	
041	Hedge Cutter	January 2021	£463.60	Parish Council	
042	Slate Cemetery Sign	July 2021	£222	Parish Council	
	<b><u>Byways Bowling Club</u></b>				
043	Bowling Green		£1 (nominal value)	Parish Council	
	<b><u>Griggs Field</u></b>				
044	Griggs Field		£1 (nominal value)	Parish Council	
045	Cycle Track		£1 (nominal value)	Parish Council	

**Page Total £11,539.20**

Ref No.	Description	Date Acquired	Current Asset	Custodian	Disposal
046	Fremington Nature Reserve		£1 (nominal value)	Parish Council	
	<b><u>Tews Lane</u></b>				
047	Tews Lane Changing Facility		£143,042.76	Parish Council	
048	2 X Telescopic Barriers	January 2023	£731.06	Parish Council	
	<b><u>Tews Lane Playground Equipment</u></b>				
049	Perimeter fencing and gate around Jubilee Play unit	31 <sup>st</sup> Aug 2012	£4,000	Parish Council	
050	Concrete Skate Ramp	11 <sup>th</sup> October 2012	£25,000	Parish Council	
051	Basket Swing	2 <sup>nd</sup> August 2013	£4,336.80	Parish Council	
052	Multi Use Games Area	February 2023	£121,807	Parish Council	

**Page Total £298,918.62**

Ref No.	Description	Date Acquired	Current Asset	Custodian	Disposal
053	Picnic Bench (Tews Lane)	14 <sup>th</sup> March 2014	£240	Parish Council	
054	5 x green metal benches	16 <sup>th</sup> May 2014	£1,593.60	Parish Council	
055	Basketball hoop and tarmac pad & Double swing unit	November 2014	£10,528	Parish Council	
056	2 x Mcdonalds bins (one at Tews Lane one at Fremington Quay)	2014	N/A	Parish Council	
	<b><u>Babbages Playground Equipment</u></b>				
057	Multi Play Unit (toddler) including safety surfacing and star kerbing	Replaced February 2022	£13,777	Parish Council	
058	2 Junior Swings (Swing Unit)		£1,192.02	Parish Council	
059	Basket Swing	17 <sup>th</sup> October 2013	£2,911	Parish Council	
060	Ariel Runway	17 <sup>th</sup> October 2013	£3826	Parish Council	
061	Multiply unit (Junior)	January 2021	£10,350	Parish Council	
062	Tipi Carousel	January 2021	£2,365	Parish Council	

**Page Total £46,782.62**

Ref No.	Description	Date Acquired	Current Asset	Custodian	Disposal
063	Water Lilies	January 2021	£1,375	Parish Council	
064	Wetpour safety surfacing and star kerbing	January 2021	£9,511.20	Parish Council	
	<b><u>Ellerslie Playground Equipment</u></b>				
065	Swing Unit with 1Cradle Swing 3 x Flat Seats		£278.13	Parish Council	
066	Climbing Frame		£1,311.22	Parish Council	
067	Chain-link fence around play equipment	February 2016	£1,842.50	Parish Council	
068	Bench	May 2021	£175	Parish Council	
	<b><u>Swallowfield Play Area</u></b>				
069	2 swing Units/Multi Play Unit		£7,986.54	Parish Council	
070	Tractor Rocker	June 2015	£700	Parish Council	
071	Basket Swing	June 2015	£1,720	Parish Council	

**Page Total £24,899.59**



Ref No.	Description	Date Acquired	Current Asset	Custodian	Disposal
072	Jigsaw Traversing Wall	June 2015	£1,726	Parish Council	
073	Wet Pour	June 2015	£7,560	Parish Council	
	<b>Mulberry Play Area</b>				
074	Multi Play Unit	Replaced February 2022	£11,680	Parish Council	
075	Birds Nest	January 2016	£2,200	Parish Council	
076	Double Swing	January 2016	£2,450	Parish Council	
	<b>Village Green</b>				
077	Swing Unit (2 swings)		£417.20	Parish Council	
078	Stage on the Village Green	6 <sup>th</sup> November 2018	Nominal fee of £1 (build cost of £9,000 paid for by Community Group)	Parish Council	
079	Lych Gate on Village Green	6 <sup>th</sup> November 2018	Nominal fee of £1 (build cost of £9,000 paid for by Community Group)	Parish Council	
080	Village Green - Cast Iron fences with gates		596.00	Parish Council	
081	3 Benches 1 Bench	February 2021 May 2021	£525 £175	Parish Council	

**Page Total £27,331.20**

Ref No.	Description	Date Acquired	Current Asset	Custodian	Disposal
	<b><u>Fremington Quay</u></b>				
082	Fremington Quay Café and Accommodation		£364,210	Parish Council	
083	6 Picnic Benches	June 2021	Insurance Value £875	Parish Council	
	<b><u>Maple Grove</u></b>				
084	Land at Maple Grove	July 2016	Purchase value of £461 (Legal Fees)	Parish Council	
085	Bench	July 2016	£1 nominal value	Parish Council	
	<b><u>Street Furniture</u></b>				
086	13 x Bus Shelters		£39,100.69	Parish Council	
087	7 x Noticeboards Notice Board at Yelland	December 2019	£2,920.44 £479	Parish Council	
088	1 x Noticeboard at Riverside Park	March 2021	£493.86	Parish Council	
089	2 x Defibrillators & Cabinets 1 training unit	Replaced February 2022 2015	£3,340	Parish Council	
090	War Memorial	N/K	£10,000	Parish Council	
091	2 x flag poles	11 <sup>th</sup> August 2014	£360.00	Parish Council	
092	Various garden equipment/tools		£376 Asset value not insured.	Parish Council	

Ref No.	Description	Date Acquired	Current Asset	Custodian	Disposal
093	NHS/Keyworkers Flags	May 2020	£90	Parish Council	January 2023
094	Sports Pitch, Community Building, Store Building and Car Park	17 <sup>th</sup> June 2020	£1 nominal value	Parish Council	
095	Testing Temperature kit for Legionella	February 2021	£132	Parish Council	
096	Equipment/Tools for Maintenance & Amenities Operative: <ul style="list-style-type: none"> <li>- Dewalt 32-piece impact bit set</li> <li>- Tap Spanner</li> <li>- Draper straight self-grip wrench</li> <li>- Stanley tape measure + hack saw</li> <li>- Secateurs</li> <li>- Yard broom</li> <li>- Dewalt drill bit set</li> <li>- Dustpan and brush set, outdoors</li> <li>- Rolson file set</li> <li>- Socket set</li> <li>- Mikita drill</li> <li>- Standard socket set</li> <li>- Spanner set</li> <li>- Claw hammer</li> <li>- Pliers</li> <li>- Screwdriver set</li> <li>- Hex keys</li> <li>- Safety helmet</li> <li>- Chisel Set</li> <li>- Men @ Work Signs</li> </ul>	January 2021	£548.82	Parish Council	
097	Equipment for remote meetings	June 2021 April 2021 May 2021	£12.66 £79.98 £1,260	Parish Council	

**Page Total £2,034.46**

Page 1 = 413,822.99  
Page 4 = 11,539.20  
Page 7 = 24,899.59  
Page 10 = 2,034.46

Page 2 = 22,506.35  
Page 5 = 298,918.62  
Page 8 = 27,331.20

Page 3 = 132,624.26  
Page 6 = 46,782.62  
Page 9 = 422,616.99

**Total £1,403,076.28**



## Review of Annual Lease Arrangements

### Leases in force at 31<sup>st</sup> March 2023

1. Provider: BayTek Office Solutions  
Item/Service: Photocopier  
Commenced: 18<sup>th</sup> November 2022  
Period of Lease: 18 months  
Amount Payable: £914.35 (total contract price)
2. Provider: Ford  
Item/Service: Ford Transit Custom 340L1 2.0TDCI  
Commenced: 4<sup>th</sup> December 2020  
Period of Lease: 3 years  
Amount Payable: £34,913

### Tenancies in force as at 31<sup>st</sup> March 2023 – Council as Landlord

1. Site/Area: Byeways Bowling Green  
Type of Lease: Maintaining Lease  
Commenced: May 2000  
Period of Lease: 99 Years  
Amount Payable: £1 per annum
2. Site/Area: Land at Ellerslie Road for Scout Hut  
(50<sup>th</sup> North Devon Scouts)  
Type of Lease: Maintaining Lease  
Commenced: July 1996  
Period of Lease: Tenancy at Will  
Amount Payable: £1 per annum
3. Site/Area: Fremington Quay Café and Bungalow  
Type of Lease: Maintaining Lease  
Commenced: 16<sup>th</sup> January 2019  
Period of Lease: 10 Years  
Amount Payable: £18,250.00 per annum
4. Site/Area: Muddlebridge Allotment Gardens (37 plots)  
Type of Lease: Licence  
Commenced: Various  
Period of Lease: terminates on 25<sup>th</sup> March 2024  
Amount Payable: £1,776.60 total income per annum (Rent variable depending on plot size)
5. Site/Area: Babbages Allotment Gardens (31 plots)  
Type of Lease: Licence

Commenced: 1<sup>st</sup> June 2009  
Period of Lease: Yearly  
Amount Payable: £498.48 total income per annum (£16.08 per plot)

6. Site/Area: Community Building, Riverside Park  
Type of Lease: Lease  
Commenced: 1<sup>st</sup> November 2021  
Period of Lease: 10 years, terminates on 31<sup>st</sup> October 2031  
Amount Payable: £900 per annum
- 
-

**Tenancies in force as at 31<sup>st</sup> March 2023 – Council as Tenant**

1. Site/Area: Ellerslie Playing Field  
 Landlord: North Devon Council  
 Type of Lease: Maintaining  
 Commenced: 1<sup>st</sup> May 2018  
 Period of Lease: 21 Years  
 Amount Payable: £10 per annum
  
2. Site/Area: Fremington Quay  
 Landlord: North Devon Council  
 Type of Lease: Maintaining  
 Commenced: December 1999  
 Period of Lease: 50 Years  
 Amount Payable: Peppercorn Rent
  
3. Site/Area: Tews Lane Playing Field  
 Landlord: North Devon Council  
 Type of Lease: Maintaining  
 Commenced: 1<sup>st</sup> April 2003  
 Period of Lease: 30 Years  
 Amount Payable: Peppercorn Rent
  
4. Site/Area: Land at Fremington Glebe (Muddlebridge Allotments)  
 Landlord: The Exeter Diocesan Board of Finance Ltd  
 Type of Lease: Maintaining  
 Commenced: 25<sup>th</sup> March 2020  
 Period of Lease: 4 Years  
 Amount Payable: Y1 £1100, Y2 £1200, Y3 £1300, Y4 £1400
  
5. Site/Area: Babbages Allotments  
 Landlord: North Devon Council  
 Type of Lease: Maintaining  
 Commenced: 1<sup>st</sup> October 2017  
 Period of Lease: 7 years (30<sup>th</sup> September 2024)  
 Amount Payable: £10 per annum