

Bere Ferrers Parish Council

At a meeting of the F&G P Committee held in the Council Chamber Bere Alston on Tuesday 23rd October 2018.

Present

Cllr. M. Page-Bailey Chairman
 Cllr. H. Boot-Handford Chairman of Council
 Cllr. P. Dennis
 Cllr. D. Pengelly

In Attendance

Cllr. P. Crozier

1998. Apologies.

Apologies were received from Cllr. Leithall as he is away.

1999. Notification of items for information at the discretion of the Chairman. No action can be taken on these items.

- 1) Cllr. Pengelly – has been approached by a parishioner regarding the provision of a grit bin in Underways/Maynard Park. Cllr. Maycock informed committee that Devon County Council is not providing anymore grit bins. If the parishioner became a snow warden then they could be provided with bags of salt to spread in that area.
 - 2) Cllr. Pengelly – It has been reported to him that a tree is down on the footpath at Tuckermarsh, Clerk has reported this already to Devon County Council.
 - 3) Cllr. Lamb – with winter coming and nights drawing in the Parish Hall light at the front of the building needs to be installed as soon as possible. Cllr. Dennis has tried to get three quotes but only one has replied as the other two will not take on small jobs. Cllr. Dennis to instruct Adam Smith to supply and install the light.
 Cllr. Lamb also brought to committee's attention the light obscured by the overgrown hedge by the Parish Hall car park. The footpath is council's but the hedge isn't. Discussions were held. Committee agreed that Cllr. Lamb should approach the hedge owner to enquire if Council could undertake the hedge cutting that is over hanging the footpath.
 - 4) Cllr. Lamb- asked if committee could go into part 2 invoking standing order 3P, Proposed by Cllr. Maycock, seconded by Cllr. Boot-Handford.
 Discussions took place.
 Cllr. Boot-Handford proposed committee comes out of part 2 evoking standing order 3P, seconded by Cllr. Maycock.
- 50 Cllr. Dennis – Beregen held their AGM last night (Monday 22nd October). Thanks to all councillors that made this meeting. Some positives came out of the meeting for the future.
 Cllr. Page-Bailey asked if there has been any interest in hiring the preschool area,
 Cllr. Dennis informed committee that there had been no interest shown.

2000. Minutes of the meeting held on the 18th September and taken as read, to deal with matters arising.Matters Arising

Minute 1933(1878) – Cllr. Boot-Handford asked if the wage slips have been emailed to those members of staff that requested they be. Assistant Clerk informed committee that hers hasn't been received as yet. Cllr. Boot-Handford requested the Clerk contact 'One Less Worry' to see if this could be changed.

Cllr. Boot-Handford asked if the Assistant Clerk's Tax Code is now correct. Discussion took place. Clerk to contact 'One Less Worry' and confirm to Cllr. Page-Bailey when this has been resolved.

Minute 1938(10) – Cllr. Page-Bailey is meeting with Mrs. Poulton Wednesday 24th October to discuss this.

Minute 1942 – Cllr. Pengelly has not had chance to discuss this with BARP, Cllr. Boot-Handford confirmed that Carnival Committee are happy to be associated with the application. Cllr. Pengelly will have more information for next meeting.

Minute 1943 – Cllr. Pengelly has contacted Quay View School but has had no response.

Minute 1948 – Cllr. Pengelly will report back at the next meeting.

Minute 1949 – Cllr. Lamb informed committee that the Police Commissioner has a special fund for CCTV with a possible 50% of the cost being funded. It was suggested that a letter of support from Inspector Sloman would help with any application made. Cllr. Dennis informed committee that he is to arrange a meeting with a company to discuss the requirements needed. Cllr. Lamb has been informed that Swan digital equipment is one of the best.

2001. **Accounts for payment.**

The Clerk circulated the September accounts for payment by email. Cllr. Lamb proposed payment, seconded by Cllr. Pengelly.

2001. **Financial Statements**

Discussions took place about the financial statements.

Cllr. Page-Bailey asked for item 10 on the agenda to be brought forward and for committee to then return to the financial statements to discuss.

Cllr. Boot-Handford proposed committee goes in to part 2 invoking standing order 3P, seconded by Cllr. Maycock.

Discussions were held.

Cllr. Pengelly proposed committee come out of part 2 evoking standing order 3P, seconded by Cllr. Boot-Handford.

Committee discussed the financial statement. It was requested that some changes be made to the financial sheets and Ear Marked Reserves. Committee decided that they will not accept the financial statements.

2002. **To accept reconciled bank statement.**

The Assistant Clerk emailed the bank reconciliation sheets to committee members.

Discussions took place.

Cllr. Boot-Handford proposed acceptance of the bank reconciliation sheets, seconded by Cllr. Pengelly.

2003. **Update on online banking/higher interest account and proposal that council change bank account from their current bank to Barclays.**

Cllr. Page-Bailey informed committee that he has spoken to Barclays and that they can do an immediate change over.

Discussion took place.

Clerk to get a breakdown of what other banks/building societies have to offer regards the best interest rate.

Cllr. Dennis asked if Council could approach our current bank regarding online banking.

Cllr. Boot-Handford proposed that Council seek online banking through Natwest, seconded by Cllr. Maycock.

2004. **Sub-Committee Terms of Reference.**

Cllr. Page-Bailey emailed committee members a copy of the sub-committee's Terms of Reference.

1. Members

Four or five Parish Councillors appointed annually at the Annual Council Meeting to include the Chairman.

2. Quorum

The quorum of the Committee shall be three Members.

3. Voting

Only the above may vote and participate at a meeting. In the case of an equal vote the Chairman shall have a casting vote.

4. Chairman

The Chairman is to be elected annually by the Committee at their first Meeting.

5. Minutes

All Minutes shall be open for inspection by any Member of the Parish Council, if appropriate.

6. The sub-Committee will report to F&GP.

7. Specific Delegated Powers:

- i. To review staffing structures and levels and make recommendations to the Council.
- ii. To agree and review annually contracts of employment, job descriptions, person specifications for staff and to review the Clerk/RFO performance.
- iii. To review staff salaries and terms of conditions and make recommendations to Council.
- iv. To appoint from Council a recruitment panel when necessary and recommend appointments to Council. Recruitment panels will normally consist of the Chair of Council, the Chair of F&GP and one Councillor from the Staff sub-committee.
- v. To appoint, members to act as a disciplinary panel as set out in the Green Book and as an appeals panel in the case of any appeal against disciplinary action.
- vi. To appoint members to hear any formal grievance.
- vii. To consider, and bring to a final conclusion any matters emanating from Grievance and Disciplinary procedures applicable to all members of staff employed by the Parish Council.
- viii. To review health and safety at work for all Council employees.
- ix. To review all Council policies that relate to staff employment on an annual basis.
- x. To ensure the Council complies with all legislative requirements relating to the employment of staff.
- xi. To oversee the staff assessment procedure

Discussions took place.

Cllr. Lamb requested items 7.5 and 7.6 be deleted and that the wording of 7.7 be looked at.

Cllr. Boot-Handford suggested that item 7.11 be changed from assessment to appraisal.

Cllr. Page-Bailey suggested the amendments are made and presented to Full Council and that the Grievance and Disciplinary procedures be sent out with the minutes.

2005. **Report from Staff Sub-Committee.**

Sub-Committee asked Cllr. Crozier to join them.

2006. **To review setup of inventory of assets.**

Cllr. Page-Bailey asked for this to be deferred to next month as it isn't quite complete yet.

2007. **Update on Notice Boards.**

Nathan Blamey will supply the posts for Bere Ferrers, dig holes and concrete in place £300.

Cllr. Maycock proposed, seconded by Cllr. Lamb.

2008. **Water Harvesting for Public Toilets.**

Defer to next meeting.

2009. **What can be done about the atrocious state of the pavements in the village with weeds? everywhere?**

Cllr. Page-Bailey asked why this has come to F&GP.

Discussions took place.

Refer to Footpaths & Environment or Open Spaces.

2010. **Property Inspection.**

Defer to next meeting.

2011. **Correspondence**

1) Quote from Adam Smith replacements of lights and fitting to led in the Public Toilets £255. Committee decided as the bulbs have all been replaced to leave them as they are for the time being.

2) Email from Maria Hill regarding the Silent Soldier statue. Unfortunately the Bere Alston Branch of the British Legion are unable to fund the £250 cost of the statue and Maria Hill is asking if Council could pay for it. Discussions took place. Committee agreed to a £50.00 donation.

3) Cllr. Maycock- Bere Peninsula Neighbourhood Plan had an above average turnout for the referendum. The Plan is 'made'. The group will be holding one last meeting. The website can still be accessed and Cllr. Maycock would like the two documents on the Parish Council website for people to access. Cllr. Lamb would like part 1 of the plan to be sent to AONB, Devon County Council Transport and planning department at West Devon. Cllr. Lamb proposed that discussions be held with Tom Jones West Devon Borough Council planning officer regarding future processes and 102 payments. Part 1 of the plan to be left on file for the planning committee and for 2 councillors of each committee to look at the policies in the plan and apply them to said committees.

4) A letter was asked to be read out by the Assistant Clerk from Mrs. Poulton.

Cllr. Boot-Handford proposed committee go in to part 2 invoking standing order 3P, seconded by Cllr. Lamb.

Cllr. Boot-Handford proposed committee come out of part 2 evoking standing order 3P, seconded by Cllr. Page-Bailey.

Cllr. Lamb would like to thank Cllr. Boot-Handford and Cllr. Page-Bailey for all their hard work over the last few months and the future work they are about to undertake on behalf of committee and Council.

2012. **Agenda items for next meeting.**

1. Update on Notice Boards.
2. Property Inspection.
3. Update on online banking/higher interest account.
4. Inventory of Assets.
5. Water Harvesting for Public Toilets.

6. Update on community fund for defibrillator at the Recreation Ground Bere Alston.
7. To investigate the problem with the Footpath leading to The Close regarding the dangerous slope to the Social Club

There being no further business the Chairman thank members for attending and declared the meeting closed at 10.20pm.

Signed this 30th day of October 2018.

Chairman.....