

Bere Ferrers Parish Council

At a meeting of the F&G P Committee held in the Council Chamber Bere Alston on Tuesday 23rd July 2019.

Present

Cllr. R. Maycock	Chairman
Cllr. P. Crozier	Cllr. D. Pengelly
Cllr. P. Dennis	Cllr. E.K. Wager
Cllr. S. Hanson	

In Attendance Cllr. Leithall141. Apologies.

Apologies were received from Cllr. Lamb due to holiday

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

- a) The Clerk read the following letter of resignation from the Assistant to the Clerk;
 “Please accept this letter as a notification that I am leaving my position as Assistant Clerk at Bere Ferrers Parish Council on 16th August 2019.
 I understand that I am over my holiday entitlement by 2 days and expect 2 days’ pay to be deducted from my final payslip.
 If I can be of assistance during this transition, please let me know.
 Yours sincerely C. Malham (Ms)”.
- Cllr. Hanson proposed that Committee go into part two, seconded by Cllr. Dennis.
 Discussions took place.
 Cllr. Dennis proposed that committee come out of part two.
 Cllr. Crozier proposed that we pay Ms. Malham up to her leaving day and ask her not to return to work, seconded by Cllr. Wager.
- b) Cllr. Dennis has found a new company to supply telephone and broadband called Kinex; Beregen will be using them. Cllr. Dennis has passed on Councils telephone number.
- c) Cllr. Wager – Cllr. Crozier and I met with the Bere Alston United Football Club last night to discuss the fencing. Cllr. Wager is not happy with the extended fence. He asked Mr. Westlake to clear out the rubbish behind the Pavilion.
 Letter to be sent to the people who are complaining, informing them that the Council supports the football clubs and asking them to keep their dogs on leads when sport is in progress.
 Cllr. Hanson asked how we would enforce this.
 Cllr. Crozier stated that there is an order that can be obtained from West Devon Borough Council.
 Mr. Westlake has had compliments on the state of the pitch; Cllr. Wager asked that those paying the compliments are asked to send a copy to Council.
- d) Cllr. Hanson – I have done some calculations on the area at Sarah Park and have found that due to the current area being larger than that used to calculate the rubber chip requirement (recent extension for basket swing), the thickness of rubber chip falls short of the minimum required for BS EN 1176/7 compliance by 10mm on average. At Full Council when Open Spaces minutes come up I will be suggesting that any unspent project monies be spent on more rubber chip.
- e) Cllr. Pengelly – was approached by a parishioner asking if there could be a litter bin placed in Pilgrim Drive.
 The Clerk thought that there had been a bin by the recycling area, and could we ask our ward member if he would investigate and ask that it be replaced.

143. Accounts for payment.

The Clerk circulated the July accounts for payment by email.

Cllr. Hanson proposed payment of the accounts, seconded by Cllr. Dennis.

144. Financial Statements

The Assistant to the Clerk emailed the financial statements to all Councillors.

Cllr. Hanson had the following queries:

1) I have been in touch with Rialtos about nominal code 6000 where it says plus transfer from Ear Marked Reserves the sum of £2,600; this should have its own nominal code under 4000 as it is expenditure not income.

2) I cannot identify the EMR transfer of £3000, on the Ear Marked Reserved list.

3) Nominal code 4000 - why has the staff cost budget increased from about £31,000 to £37,744 in the last month?

Cllr. Maycock asked if we can have an answer to this for Full Council.

Cllr. Hanson Proposed acceptance of the Finance sheets subject to resolution of the above queries, seconded by Cllr. Pengelly.

145. To accept the reconciled Bank Statements.

The Assistant Clerk emailed the reconciled bank statements to all Councillors.

Cllr. Hanson proposed acceptance of June's reconciled bank statements, seconded by Cllr. Dennis.

The Chairman Cllr. Maycock signed the accepted statement.

146. To discuss and reply to the Internal Auditors report.

Discussions took place and all the questions were answered. The document is attached and forms part of these minutes.

147. To receive an update on Online banking/higher interest account. (Cllr. Page-Bailey/ Cllr. Leithall).

Cllr. Leithall has had no contact from Cllr. Page-Bailey.

Cllr. Maycock to speak with Cllr. Page-Bailey to ascertain the situation.

148. To discuss employing a Workman/Handyman.

The Clerk circulated the existing Job Description.

Discussions were held as to whether to employ a full or part time Workman/Handyman.

It was agreed to opt for a Full Time person.

The need for a Holiday Policy was identified, including a restriction that annual leave not be taken at the busiest time of the year.

Cllr. Maycock asked if there was a Workman's handbook.

Committee then went on to set out specific requirements for the job, such as the person having his own vehicle with a tow hitch, and a mileage allowance being paid.

It was agreed that a recommendation be made to Full Council that an advert be put in the Tavistock Times with the following details:

Bere Ferrers Parish Council require a Full time workman (37 hrs per week), must provide own vehicle, mileage allowance will be paid. The wages are £19,163.04 per annum.

Closing date the 31st August.

Full Council to action this.

Cllr. Maycock recommended that discussions take place at Full Council for an Assistant to the Clerk.

Agenda Item. 149. To discuss the Staff sub – committee Terms of Reference & draft Q & A document prepared by Cllr. Leithall.

Cllr. Crozier proposed that this be deferred until the next F. & G.P. meeting, seconded by Cllr. Dennis. Discussions took place; Cllr. Maycock felt the sub-committee should be formed as there will be a lot of work to do in putting together the Workman's handbook.

As for the structure of the committee, there should be a minimum of 3 Councillors, plus Council Chairman as an ex-officio member. Three committee members will make a quorum.

The following Councillors put their names forward; Cllr. Maycock, Cllr. Leithall, Cllr. Pengelly with Cllr. Lamb (ex-officio). Cllr. Maycock stated that Cllr. Page -Bailey had also been a member of the previous committee; he will ask him if he wishes to continue to sit on the new committee.

The Staff Sub-committee would be an advisory committee to F. & G.P. and report to F. & G.P.

Cllr. Leithall to revise and reissue his Q&A document based on the above, which will become an Appendix to the Committee's Terms of Reference.

Cllr. Hanson to carry out a consistency check between the two documents prior to final approval.

150. To discuss Councillors having a B.F.P.C. email address (GDPR) (Cllr. Dennis)

Defer to next F. & G.P. meeting.

151. To review Inventory of Assets.

Defer to next F. & G.P.

152. To discuss a defibrillator for the Recreation Field The Down.

This is an item for Open Spaces.

153 To inspect the Bank Mandate.

The Clerk has obtained all the necessary forms to remove ex Councillors from the mandate.

Cllr. Maycock asked if we have enough Councillors as signatories, the Clerk stated there are four members able to sign.

154. To review the Equal Opportunities Policy.

Cllr. Dennis proposed that the Policy is fit for purpose.

155. To review the Lone Working Policy.

Cllr. Hanson proposed that the Policy is fit for purpose.

156. To undertake a Property Inspection. (Cllr. Dennis)

Cllr. Dennis presented the Property Inspection report; all was fine except there is graffiti on the rear of the doors in the gents toilet. Mr. Hayler has reported this to the Clerk but stated he could not remove it.

Cllr. Dennis reported the gate missing into the downstairs courtyard, also the shrubs along the Parish Hall need cutting back.

157. Correspondence.

(a) Tap Hill Takeaway – letter from Owner:

“In the past years I have reported my concern about the work that was done to the area around the tap several years ago. Whenever I have come in to chat about my concerns they have been politely brushed aside.

It is with a degree of trepidation that I now feel the need to officially ask rather than informally chat about some issues I find of concern as Owner.

As you will appreciate, the Tap area is literally the cornerstone to my building and any work that has been done (no matter how long ago) that may affect the stability of my property is the responsibility of the body that commissioned the work.

The tap currently is dripping at a rate of one drip every several seconds and the sump is only a fifth full. I believe the work carried out (and not finished off properly) was to provide a run off from the road drain, has damaged the natural integrity of the spring area. The spring itself has moved down to the broken section next to the sump rather than going into the reservoir for the Tap itself.

It is an unfortunate fact that when a wet area under a building becomes too dry there will be subsidence to the building. A crack in my building is becoming more noticeable and I can only hope it is nothing of concern.

I would like to request that the drain from the road be removed and the integrity of the area improved. This would prevent all the heavy road dirt/grit filling the tap sump and prevent the springs migration or, at the very least, the appalling work where the pipe comes into the sump area is finished off properly and sealed to prevent water egress from the wall there.

I appreciate that professional advice might be needed on your part and it will need the relevant council members to discuss it so I will expect this to take a while.”

b) Development Management (South Hams & West Devon)

Planning Application 1684/19/ARM 8 Drakes Park Application for approval of revised matters following outline approval 4043/17/OPA for erection of one dwelling.

The above Planning application is being presented to the Development Management and Licensing Committee on 30th July. The meeting starts at 10am in the Council Chamber, Kilworthy Park, and Tavistock, PL19 0BZ.

c) Demi Conley Duke of Edinburgh Award.

I am writing to you to ask if you would consider giving a donation towards my Gold Residential next month. I am a 23 year old who is on the autism spectrum. For my Gold Residential I have a place reserved providing I secure funding, on a Trinity Sailing Adventure, where I will be going on my own and Trinity Sailing will be supporting me. My Duke of Edinburgh Leader has already helped me to secure most of the cost of the Sailing Adventure but I am still short of £300. I hope you will look on my application favourably and as a worthwhile cause.

Discussions were held. Cllr. Dennis proposed a donation of £50, seconded by Cllr. Maycock, all present were in favour.

158. Agenda items for next meeting.

- 1. Update on online banking/higher interest account
- 2. Update on BFPC emails.
- 3. Inventory of Assets.

There being no further business the Chairman thanked members for attending and declared the meeting closed at 9.45pm.

Signed this 30th day of July 2019.

Chairman.....