

## BERE FERRERS PARISH COUNCIL

At a meeting of the Finance and General Purposes Committee meeting held in the Council Chambers on Tuesday 23<sup>rd</sup> May 2023.

### Present:

Cllr. R. Leithall	Chair of the Committee
Cllr. P. Crozier	Chair of the Council
Cllr. P. Dennis	Cllr. V. Grose
Cllr. B. Lamb	Cllr. R. Maycock
Cllr. D. Pengelly	

### 25. Apologies

All members of the Committee were present at the meeting.

### 26. Declaration of Interest

There were no declaration of interests made.

### 27. Notification of items for information at the discretion of the Chair. No action can be taken on these items

Cllr. Lamb commented that the parking in the Parish Hall carpark is out of control again and people attending the recent History Group meeting in the Parish Hall, had been unable to park in either car parks. Cllr. Lamb suggested another letter be placed on cars parked in the car park, informing drivers that if they cannot compile in not parking in the car park till after 8 pm, the Council will have to look into enforcing it. It was agreed this should be discussed further at the next Council meeting.

The Clerk confirmed that the Instarmac for patching potholes was now available to pick up from Mary Tavy Parish Council. The Clerk to arrange for the Workman to collect.

Cllr. Pengelly confirmed that the Council's National Lottery application, to provide new play equipment for the Bere Alston play-parks, had been successful and a grant had been awarded of £10,000. The money must be spent within 12 months.

Cllr. Dennis asked the Clerk to report to Devon Highways the poor visibility on Denham Bridget Road, due to the high hedges and that they therefore need to be cut back.

### 28. Matters arising from the meeting held on the 18<sup>th</sup> April 2023

The minutes were adopted and approved at a Council meeting held on Tuesday 25<sup>th</sup> April 2023.

#### Matters Arising

##### Minute 619

Cllr. Pengelly gave an update on the jobs recently carried out around the Parish, including the motorcycle parking area in the Parish Hall carpark and requested the Clerk purchase a Motorcycle parking sign. The issue of soil accidentally being dumped on the newly planted saplings in the Bere Alston allotment site was discussed and members of the Committee have apologised to the Bere Alston Allotment Association. It was agreed that the Council will review the saplings later in the year, and replace any that have been lost and damaged.

Minute 620 (548) The deadline to submit the information the Land Registry had requested, in order to register the Bere Alston has passed, therefore a new application would need to be submitted. In order to complete the application a commercial value of the land is required. A commercial value of the Parish hall is also required. Cllr. Dennis has contacted an estate agent for advice. It was agreed that when submitted the new application for the recreational field will be sent by register post.

Minute 620(554) The Clerk to request the start date for the installing of the external lighting around the Parish Hall.

Minute 620 (549) The rat bait boxes have been lifted at the Bere Alston allotment site and will continue to be monitored monthly. The Clerk has formally replied to West Devon Borough Council, who had served a notice on the Council.

Minute 620 (556) The Beregen agreement has been reviewed by the Trustees of Beregen and will be signed shortly.

Minute 625 It was discussed again that the charges for commercial use of the recreational fields go towards the maintenance of the field. There is no charge for charitable organisations. After discussions, Cllr. Leithall proposed the Council's charge to commercial businesses the default cost of £13 per session. Seconded by Cllr. Lamb. All in favour.

It was discussed that in order for the Council to be successfully in securing a grant towards the rebuild/replacement of the Pavilion, it needs to be used more by individuals and organisations. After further discussions, it was agreed that proposed charges for the use of the Pavilion and the car park for commercial use, be discussed at the next Open Spaces meeting and their recommendation presented at a future F & G.P meeting.

Minute 626 Cllr. Maycock confirmed the transfer of the funds of the Neighbourhood Plan to an earmarked reserve in the Council's accounts, is still in progress.

### **29. To accept the May 2023 accounts for payment**

Cllr. Leithall proposed payment of the accounts, seconded by Cllr. Lamb.

### **30. To accept the F & G.P Detailed Receipt and Payment Report ending 30<sup>th</sup> April 2023**

The accounts for 2022-23 have not yet been finalised, so the Clerk is unable to present the report at this time. This item will be deferred to the next F & G.P meeting.

Cllr. Maycock proposed all remaining budgets from the previous financial year go into the Council's general reserves. Seconded by Cllr. Leithall. All in favour.

### **31. To accept the reconciled bank statement ending 30<sup>th</sup> April 2023**

The accounts for 2022-23 have not yet been finalised, so the Clerk is unable to present the report at this time. This will be deferred to the next F & G.P meeting.

### **32. Review and approve Asset Register for 2022-23**

After reviewing, Cllr. Leithall proposed approval of the asset register for 2022-23. Seconded by Cllr. Maycock. All in favour.

### **33. Review the 2022-2023 AGAR form**

After review, Cllr. Crozier accepted the AGAR form. Seconded by Cllr. Lamb. The final approval and signing of the AGAR form will be done at the Council meeting on 27<sup>th</sup> June 2023

### **34. Review mileage claimed by Council Staff**

After discussions, Cllr. Crozier proposed that the mileage claimed revert back to 45 p per mile from 1<sup>st</sup> June 2023. Seconded by Cllr. Lamb.

### **35. Review the terms of Reference for the F & G.P Committee**

Cllr. Lamb requested one small addition to the document, that the F & G.P Committee control and review the Reserves Policy. Cllr. Leithall proposed, with the addition, that the Committee accept the terms of reference for this year. Seconded by Cllr. Crozier.

### **36. Authorise direct debits being set up for BT and Ricoh**

The Committee gave the Clerk authorisation to set up direct debit payments for the Council's BT account and Ricoh for the hire of the photocopier.

**37. Review quotes for Annual Emergency Lighting and Fire Extinguisher Maintenance contracts**

After discussions the Committee passed the authorisation to the Clerk to accept the cheapest quotes for both contracts.

**38. Approve quote to supply letter slate marker stones for the new burial section in High Cross Cemetery**

Cllr. Maycock approved the quote from E. Pascoe & Son to supply letter slate marker stones for the new section in the cemetery. Seconded by Cllr. Dennis. All in favour.

**39. Review the Fire Check Report for the Parish Hall**

Cllr. Dennis confirmed the fire check of the Hall is undertaken every week and three of Beregen's Trustees are also trained to undertake the fire security checks. Cllr. Dennis to forward a copy of the reports to the Clerk.

**40. Correspondance**

1. An invoice from DRT Servicing requesting payment for the annual service of Urinal controls at the Bere Alston and Bere Ferrers public toilet. Total amount to be paid, £166.00.

Cllr. Leithall approved payment of the invoice, seconded by Cllr. Crozier.

**41. Agenda items for the next meeting**

1. The F & G.P Detailed Receipt and Payment Report ending 30th April 2023
2. The reconciled bank statement ending 30th April 2023
3. Open Spaces Committee recommended Pavilion and recreational car park rental charges.

**42. Questions from the public, at the discretion of the Chair**

There was no members of the public present at the meeting.

There being no further business, the Chairman thanked members for attending the meeting and declared the meeting closed at 9.20 pm.

Signed by the Chair

Dated 27<sup>th</sup> June 2023