

Frithelstock Parish Council

Draft Minutes of the Council Meeting at Frithelstock Village Hall on 17th July 2024 Clerk and RFO: Alan Matthewman 26 Fairways View, High Bickington. EX37 9BZ 01769 560740
Email: parishclerk@frithelstockparish.org

In Attendance: John Burrill (Chair), Chris Stevens, Bob Lewis-Basson, Adrian Hardwick (arriving late), Lizzie Hunkin (arriving late), Mark Thomas

Also Present: Alan Matthewman (Parish Clerk)

One member of the public.

1. The Chair declared the meeting open at 7.00pm and then suspended standing orders to enable non-members of the council to speak.

2. **Public Participation:**

A member of the public voiced his concerns at the ongoing lack of attention to the pothole problem in the parish and agreed to approach Councillor Saywell directly. He also drew attention to the fact that the agenda contained no reference to approval of the previous minutes for which the clerk and chair apologised.

3. **Reports from Outside Bodies**

To receive a report from Devon County Councillor, Councillor Saywell had submitted a written report covering the updated situation at DCC. It was agreed to take this as read.

4. **Apologies for Absence: The following apologies had been received prior to the meeting:** Councillor Andrew Saywell (Devon CC). Councillor Paul Pennington (Torridge DC). PCSO Sandra Brown (D&C Police). An apology for late arrival from Councillor Hunkin was also received.

5. **Declarations of Interest:** The chair reported his interest in Item 13, where his wife would be recognised as a new trustee. Agreed that this was a non-material interest and would not require the chair to leave the meeting.

6. **Approval of the minutes of the meeting held on 17th May 2024:** Proposed by Cllr Stevens, seconded by Cllr Lewis-Basson and approved unanimously.

7. **To consider the addition of a councillor to replace Councillor Sam Wood who had resigned.** The clerk explained that the option of an election, or co-option by councillors were both open bearing in mind it was only a few months since the previous round of co-options which included Cllr Wood, a co-option policy would be satisfactory. Agreed that it would be announced in local social media that the council was looking for a candidate and that the clerk should draft the wording and send it on to the Chair.

8. **Confirmation of Acquisition of new IT hardware:** To approve retrospectively the acquisition of a Lenovo Laptop and add same to the asset list of the Council.

9. **Planning Issues: To discuss and agree the position of the council on any planning applications received since the date of the previous meeting which are still open for comment.**

Holiday Let Cottage at Beara, Frithelstock

Application 1/0580/2024 10th July 2024.

Since this was a relatively minor change for an approval already granted council saw no reason to discuss the application.

10. **Website; To update the position on the Website and consider the position of All Coast Media.**

Cllr. Lewis-Basson updated the meeting on the new website which included the provision of new e-mail addresses for the Clerk and for all Councillors. These should be used on all outgoing and incoming emails and the clerk was asked to transition to his new site as quickly as possible. In the meantime, the old address would remain active and the two addresses were listed within his outlook box separately to aid transition.

Proposed by Cllr Stevens, seconded by Cllr Hardwick that the old site would not be renewed and Cllr Stevens would contact All Coast Media to confirm this decision.

11. Banking Situation

a): Review current access situation:

b): Consider restructuring of accounts to create separate Playing Field Account

Agreed that no move should be made pending the change of bank. There needs to be clear agreement on what should be paid out of the Playing Field funds.

c): Proposal to seek to move account to bank offering free Community Banking facility. HSBC charge the council £8 per month minimum for operating the account. It was proposed by Cllr Stevens, seconded by Cllr Thomas that the council move its accounts to Barclays. Approved Unanimously.

d): Payments and receipts since last meeting and to authorize upcoming payments. The purchase of the new computer at £289 and a defibrillator battery at £346.50.

12. Urgent matters raised by Councillors for information or for inclusion on future Agenda.

No matters raised.

13. To approve the appointment of Mrs Kay Burrill as a trustee of Poor's Land and Poor's Money Charity. It was proposed by Cllr Stevens, seconded by Cllr Hunkin and approved unanimously with Cllr Burrill abstaining.

Part B. Exclusion of Press and Public for the following item

That the following item under Section 1(2) of the public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following item as it involved personal or confidential information being disclosed.

14: To discuss and agree the adjustment in the clerk's salary from April 1st 2024

The chair having declared that the meeting should return to open session, It was agreed that the motion to improve the clerk's salary to £16 an hour had been approved with effect from 1st April 2024.

The meeting closed at 8.40pm

Date of Next meeting: Wednesday 18th September 2024

At 7.00pm in the Village Hall

Cllr John Burrill

Chair