

# *Frithelstock Parish Council*

**Clerk and RFO: Alan Matthewman**  
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**To: Cllrs C Stevens (chairman), A Hardwick, E Hunkin, M Thomas, Bob Lewis-Basson and John Burrill**

You are hereby summoned to attend a meeting of **Frithelstock Parish Council** which will be held on **Wednesday 15<sup>th</sup> May 2024 at 7.00pm in The Village Hall, Frithelstock.**

In accordance with The Public Bodies (Admission to Meetings) Act 1960, members of the public are welcome to attend. Please use the link above to access the meeting or contact the Clerk by telephone for attendance details. Proceedings of the meeting will be recorded by the Clerk to help in the production and veracity of the minutes. All persons speaking at the meeting consent to having their words recorded for this purpose. The recording will be deleted by the Clerk once the minutes have been voted as a true and accurate version of proceedings.

## **AGENDA**

### **1. Public Participation**

Members of the public are permitted to make representations, ask questions and give evidence in respect of any item of business relating to the Parish Council as indicated in the Agenda. A question asked by a member of the public during this period shall not require a response or debate at the meeting. Once the formal meeting is declared open then no non-member shall be entitled to speak except on the express invitation of the chair.

### **2. Reports from Outside Bodies**

- a) To receive a report from Devon County Councillor, A Saywell.
- b) To receive report from Torridge District Councillor, P Pennington.
- c) To receive report from Police.

The formal meeting shall be declared open and the restriction as to who can speak shall come into effect.

### **3. Apologies for absence**

To receive and approve any apologies for absence.

### **4. Declarations of interest**

To receive any Declarations of interest and DPI's. Members are reminded that all interests must be declared at the beginning of the meeting and prior to the item being discussed.

**5. Election of Chair and Vice-Chair of the Council for 2024-25**

The Parish Clerk shall invite Members of the council to vote to decide which of their membership shall serve as chair and vice chair of the council for the coming year. Those elected shall sign consent to serve forms and the new chair will take control of the meeting.

**Resignation of Member**

The Chairman reported that he had received the resignation from the Council of Councillor Sam Wood due to increased work commitments. He accepted the resignation with regret, this meaning that the Council now had one vacancy available to fill.

**6. Minutes of Previous Meeting**

To approve and sign as a correct record, the minutes of the meeting held on 18<sup>th</sup> April 2024.

**7. Matters Arising**

To consider any matters arising from the minutes not dealt with in the current agenda.

**8. Computer and IT Issues**

The operational functionality of the clerk's computer had been a matter of concern since his appointment in October 2023 and there had been an intention to request that council agree that a replacement be procured at this meeting. However, events had moved on faster than anticipated with a complete lockdown of the system preventing access to all the databases and the Security Recovery password was not immediately available. On investigation it was established that the operating system was Windows Vista, which has not been supported by Microsoft since 2017, just one year after the acquisition of the computer.

**It is proposed that council give retrospective consent to the immediate acquisition of a replacement refurbished machine from Celebrity Technology of Bovey Tracey at a maximum cost of £500.**

**9. Planning Issues**

Other applications added when known.

**10. Matters Concerning the Playing Field and Grass Cutting**

To determine the final outcome of the situation and costings for the current year. The breakdown of costs re the new contractors is as follows: churchyard and cemetery £1750, playing field £1000, and village green £200.

**11. Litter Picking**

Report on updated position

**12. Website**

Update on current situation and options: Councillor Lewis-Basson to report

- 13. Payments and Receipts to date and report on Bank Situation**  
To approve Payment and Receipts made/received since last meeting  
To authorize expenditure to be made before next meeting  
Update on bank situation.
- 14. To consider and approve Agar Certification**
- a) To approve finance statement and year end balances
  - b) To agree Governance statement to be forwarded to Internal Auditor
  - c) To note the internal audit certificate which will be completed by the auditor
  - d) To note and agree updated versions of the Council's Standing Orders, Financial Regulations, Asset Register, Risk Assessment.
  - e) To approve the timetable for public access to accounts and other documentation.
- 15. Urgent matters raised by Councillors for information or for inclusion on future Agenda.**  
Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the Agenda, and to raise items for future Agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.
- Councillor Stevens to report on a letter received from the Chair of Winkleigh Parish Council with a proposal that Parish Council Chairs in the Torridge District should meet with a view to co-ordinating actions with Torridge Planning Group to improve their combined influence. Council to discuss and advise.

**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 likely disclosure of confidential information

No items scheduled under this section

**Date of next Meeting: Wednesday 17<sup>th</sup> July 2024 at 7.00pm in the Parish Hall**

Alan Matthewman, Parish Clerk  
Frithelstock Parish Council  
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