



Fremington Parish Council



The Beechfield Centre, Beechfield Road, Fremington, EX31 3DD
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To: Cllrs S Adams, J Bell, F Biederman, J Bridgeman, J Cann (Vice Chairman), N Denton, D Dixon, D Harris, S Haywood, S Kingdom (Chairman), R Jones, C McCormack-Hole, B Sherborne, M Thomas and H Walker

You are hereby summoned to attend the Annual meeting of Fremington Parish Council, which will be held on **Monday 13th May 2024** at **7pm** at **The Beechfield Centre**, Beechfield Road, Fremington, EX31 3DD for the purpose of transacting the following business.

In accordance with The Public Bodies (Admissions to Meetings) Act 1960 members of the public are welcome to attend.

Mrs Victoria Woodhouse
Executive Officer

Date of issue: 7th May 2024

AGENDA

- 1 Election of Chairman for 2024/25**
To elect the Chairman for 2024/25
- 2 Declaration of Office – Chairman**
The Chairman will read and sign the prescribed 'Declaration of Acceptance of Office'
- 3 Election of Vice Chairman for 2024/25**
To elect the Vice-Chairman for 2024/25
- 4 Apologies**
(Please make any apologies known to the Clerk)
- 5 Declarations of interest**
To receive declarations of personal interests and disclosable pecuniary interests (DPIs) in respect of items on this agenda. Members are reminded that all interests:
 - should be declared at the beginning of the meeting
 - should be declared prior to the item being discussed
 - must be declared on the 'Register of Interests' form, at the meeting, when making a declaration. (Form available at meeting)
- 6 Chairman Announcements**

7 Public Participation Period

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. The period of time which is designated for public participation shall not exceed 15 minutes. Each member of the public is entitled to speak once only in respect of business and shall not speak for more than 3 minutes. A question asked by a member of the public during this period shall not require a response or debate at the meeting.

8 Minutes

To approve as a correct record and sign the following:

- Minutes of the Full Council meeting held on Monday 8th April 2024

9 Committees

To receive, and adopt the minutes, and note the decisions therein, of the following Committee meetings:

- Extraordinary Environment and Community Committee Thursday 18th April 2024
- Finance & Personnel Committee Meeting held on Tuesday 23rd April 2024
- Planning Committee Meeting held on Thursday 25th April 2024
- Environment & Community Committee Meeting held on Thursday 25th April 2024

[Link to minutes](#)

10 Annual Report

To receive Annual Report which includes the following reports from outgoing Committee Chairmen

- a) Chairman's Report
- b) Finance and Personnel
- c) Fremington Quay
- d) Environment & Community
- e) Tews Lane
- f) Parks and Open Spaces
- g) Planning

11 Terms of Reference and Scheme of Delegation

To review the Terms of Reference and Scheme of Delegation.

12 Membership of Committees

- a) To appoint seven Councillors to serve on the Environment and Community Committee.
- b) To appoint seven Councillors to serve on the Parks & Open Spaces Committee.
- c) To appoint seven Councillors to serve on the Fremington Quay Management Committee.
- d) To appoint five Councillors to serve on the Tews Lane Committee.

13 Review of Standing Orders

To review the Council's Standing Orders.

- 14 Review of Financial Regulations**
To review the Council's Financial Regulations.
- 15 Parish Council Representatives**
To appoint representative to:
- a) Fremington Parish Hall Management Committee (1)
 - b) Tomlin Hall Management Committee (1)
 - c) Devon Association of Local Councils (1)
 - d) Fremington Quay Environment Group (1)
 - e) Muddlebridge & Babbages Allotment Association (1) (must be a member of Parks & Open Spaces)
 - f) Taw & Torridge Estuary Forum (1)
 - g) Fremington Local Nature Reserve Management Committee (1)
 - h) Police and Crime Commissioner (1)
 - i) Plastic Free North Devon (1)
 - j) Tree Warden for Fremington/Yelland (1)
 - k) Tree Warden for Bickington/Roundswell (1)
 - l) Snow Warden Co-ordinator (1)
 - m) Healthwatch Assist Network (1)
- 16 Members' Code of Conduct**
To review the Members' Code of Conduct (briefing note enclosed).
- 17 Assets and Lease Arrangements**
To review the Council's Assets and Lease Arrangements (enclosed).
- 18 County and District Councillors' Reports**
To receive reports from the County Councillor and District Councillors for information only.
- 19 Police**
To receive a report from the Police.
- 20 Councillors Questions**
This item is for Councillors to raise questions for future discussions; however, no decisions can be taken under this item.