

BERE FERRERS PARISH COUNCIL

At a meeting of the Finance and General Purposes Committee meeting held in the Council Chambers on Tuesday 17th February 2026 at 7.30 pm.

Present:

Cllr. P. Crozier Chair of the Committee
Cllr. P. Dennis Cllr. B. Lamb
Cllr. R. Leithall Cllr. V. Grose
Cllr. C. Shaw

537. Apologies

None

538. Declaration of Interest

None

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

Cllr. Dennis is obtaining a quote from Tavy Windows Solutions for replacement of several window panes at the Parish Hall. Four panes are broken and ten are blown. He has requested two quotes, one for each job. Cllr. Dennis asked whether the Council had plans to replace the windows in the distant future. If not, he suggested that all window panes be replaced at this stage. It was agreed to try and obtain an additional quote and add this item on the Full Council agenda next week before making a final decision. It was also discussed that, separate from replacing the broken window panes, the Council should investigate installing protective measures for the windows.

Cllr. Grose reported that members of the Tamar Energy Community wish to arrange a meeting with herself and the Clerk to discuss the ongoing Thermal Camera Scheme project. They would also like to explore the possibility of working with the primary school, in order to reach a wider audience and create another poster to help promote the scheme.

Cllr. Maycock reported that, via Facebook, he had heard there were attempted break-ins on cars and properties in Bere Alston. Someone has since been arrested in connection with the incident.

Cllr. Maycock also reported that an ex-Councillor had told him that South West Water plans to reduce water pressure in the village over the next 12 months. It was noted that some areas of the village already experience low pressure. It was agreed that the Clerk would formally contact South West Water to seek clarification on whether this statement is correct.

540. Matters arising from the meeting held on the 20th January 2026

The minutes have been adopted and approved at the Full Council meeting held on 27th January 2026

Matters Arising

Min 470

DALC are inviting all member councils to take part in two dedicated discussion sessions on Devon's Local Government reorganisation consultation. DALC are also preparing their own response to the consultation, but are also strongly encouraging all member councils to submit their own response. To support Council's in developing their own submission, DALC are putting together guidance to help explain the proposals which will be shared next week.

Cllr. Crozier provided an update following his attendance at the Connectivity Forum held on 30th January 2026. He informed Cllr. Dennis that some providers offer free Wi-Fi for community buildings. Cllr. Dennis to contact the Parish Hall's current supplier to obtain further information.

Minute 471 (412)

Two of the three new benches for Bere Ferrers have been installed.

No reply has yet been received from the Manager of the Doctor's Surgery regarding holding a discussion and agreeing a plan, as the InPost lockers currently remain outside the scope of the existing authorised right of way from the Council's car park to the Doctor's Surgery. The Clerk will follow this up. Following discussion, it was again confirmed that, as the lockers are situated on surgery land, it is the responsibility of the Surgery — not the locker company — to obtain the appropriate right of way to allow public access to the lockers.

Minute 471 (419)

The Clerk was again asked to place notices on vans still parking in the car park, stating that unless they comply with the parking conditions, the Parish Council will consider taking civil enforcement action.

Also highlighted were several potholes in the car park. It was agreed that the Council would carry out repairs, but would need to wait for drier weather before doing so.

Minute 477

Following on from the discussion at the Council meeting held on 27th January 2026, all members agreed to proceed with placing the order with Dormakaba for the Parish Hall's new doors. Members also approved the contractor's request for a 30% upfront payment to cover part of the costs of materials and the site survey, noting that the contractor would normally require a 50% upfront payment.

Minute 478

Cllr. Leithall will draft wording to be included in the amendment agreement and send to the solicitor. To also request the their cost to formally updated the agreement. The Clerk to send Cllr. Leithall a copy of Schedule 2 agreement drawn up between Beregen and the Parish Council.

Minute 479

Cllr. Lamb confirmed that the new Pavilion planning application had been validated by WDBC.

541. To accept the February 2026 accounts for payment

All approved the payments.

542. To accept the F & G.P Detailed Receipt and Payment report ending 31st January 2026

Cllr. Lamb proposed accepting the report, seconded by Cllr. Maycock. All in agreement.

543. To accept the bank reconciliation ending 31st January 2026

Cllr. Maycock proposed accepting the report, seconded by Cllr. Leithall. All in agreement.

544. Review of Financial Regulations

All members agreed to defer the review until later in the year, as the Council is awaiting an update regarding procurement.

545. Review of Standing Orders

Cllr. Lamb is in the process of incorporating the Council's specific orders into the new Standing Order template; therefore, all members agreed to defer the review until the next meeting.

546. Review and readopt the Risk Management Scheme

Cllr. Maycock proposed the readoption, seconded by Cllr. Dennis. All in agreement.

547. Review and approve IT Policy

The Clerk explained that all Councils need to implement an IT policy that directs how the Council conducts business in a secure and legal way. The policy must cover data when its is processed on both councils equipment and software and personal equipment and software. Cllr. Maycock proposed approval of the policy, seconded by Cllr. Lamb. All in favour.

548. Review and approval of Sick Absence Policy

Cllr. Grose proposed approval of the policy. Seconded by Cllr. Shaw. All in agreement.

549. To review and approve the new Bench Policy

After discussions and amendments, Cllr. Lamb proposed approval of the policy, seconded by Cllr. Shaw.

550. Council Office Lift Maintenance

The company responsible for maintaining the lift has noted that the Council has not carried out a SAFed LG1 supplementary test for the lift. This had been raised previously and it was determined that the test is only a recommendation, not mandatory, and is only required if more than one member of staff is working in the office, which is not the case.

551. Consider donation request from Crimestoppers South West Region

On reflection, the Clerk was unsure whether it was a legitimate request, and it was agreed not to make a donation.

552. Routine inspection of public toilets

It was agreed that Cllr. Leithall and the Clerk will inspect the Bere Alston toilets and Cllr. Lamb the Bere Ferrers' toilet. Report to be given at the next meeting.

553. Correspondence

1. Cllr. Maycock noted that DALC's online course An Introduction to Neighbourhood Planning and Design Codes, scheduled for 18th February 2026, appears to cover nothing new, and therefore he does not feel it is necessary for him to attend.
2. Cllr. Lamb asked the Clerk to write to the Council's insurance company, requesting that they take into consideration the additional security measures the Council has implemented when the Council's premium is next reviewed.

554. Agenda items for the next meeting

1. Inspection of the public toilets
2. Standing Orders
3. Review of CCTV Policy
4. Review of routine equipment inspections.

555. Questions from the public, at the discretion of the Chair

The member of the public present had no further questions. There being no further business, the Chair thanked members for attending the meeting and declared the meeting closed at 8.58 pm

Signed by the Chair

Dated 24th February 2026