

CLOVELLY PARISH COUNCIL



Parish Clerk: Mrs Sue Squire
Haxlea, 2 Threeways, Bratton Fleming, Barnstaple, Devon, EX31 4TG
01598 710526 clovellypc@gmail.com

TO ALL COUNCILLORS:

You are hereby summoned the **Annual Parish Council Meeting** in Clovelly War Memorial Parish Hall on Tuesday, **7 May** 2024 at 7.30pm (a week earlier than usual).
The Agenda is detailed below.

Sue Squire, Parish Clerk 30 April 2024

Councillors to bring their completed and signed 2024/25 Register of Interests form to the meeting.

1. **Election of Chairman**
2. **Chairman to read and sign Declaration of Acceptance of Office**
3. **Election of Vice Chairman**
4. **Vice Chairman to read and sign Declaration of Acceptance of Office**
5. **Councillors to agree that Parish Council communications are sent by email.**
The Clerk will have a form for signature by each Councillor.
6. **Compliance**
To review and adopt the following documents, which have been circulated to Councillors for studying.
It is anticipated that the documents will be adopted en bloc.
 - Standing Orders
 - Financial Regulations
 - General Risk Assessment
 - Freedom of Information Act Publication Scheme
 - Grant Giving Policy
 - Complaints Procedure
 - Equal Opportunities Policy
 - Data Protection Policy
 - Data Privacy Policy
 - Protocol for Filming and Recording
 - Fixed Assets
 - Bullying and Harassment
 - Disciplinary Policy
 - Grievance Policy
 - Retention of Documents Policy
 - Safeguarding Policy
 - Sickness and Absence Policy
 - Subject Access Requests Policy
7. **Representations from the public limited to 3 minutes in line with DCC & TDC**
8. **Apologies.**
9. **Declarations of Interest**
10. **Approval of the Parish Council Meeting Minutes held on 9 April 2024.**
11. **Reports:**
 - 11.1 **County Councillor J Wilton-Love**
 - 11.2 **District Councillors Mrs A Dart, S Harding and Shirley Ann Andrews**

11.3 Defibrillator Check – Councillor Sanders. Councillor West to confirm that a replacement notice regarding the Code has been fixed.

12. Finance.

12.1 Rural Villages Services Group. To consider joining this at an annual subscription of £50.00 + reclaimable VAT.

12.2 To approve the purchase of 10 D-Day commemorative lamp post signs from Royal British Legion Industries at a cost of £47.99 plus postage of £3.99 (5% discount for 10), with zip ties included.

12.3 Payments. To approve the following payments.

Mrs S Squire	May Salary £237.60; Expenses £21.85	£263.50
HMRC PAYE	May 2024	£. 59.40
Rural Villages Services Group		Subject to 12.1 above
Royal British Legion Industries		£ 51.98

2024/25 Grants approved at the Parish Council Meeting on 12/12/24.

At the time, there was a query regarding Hartland AFC and until the position was known, a total of £1,000.00 was allocated to be divided between the organisations that had applied for a grant.

When Hartland AFC sent a report for the Annual Parish Meeting, they said that a donation would be welcome and the Clerk invited them to send a copy of the latest set of accounts for this to be considered. No reply was received.

In the circumstances, the £1,000.00 allocated to be divided as follows:

◆ Clovelly Women's Institute	£125.00
◆ Clovelly Archive	£125.00
◆ Village News	£125.00
◆ Torridge, West, North & Mid Devon Citizens Advice	£125.00
◆ South West Heritage Trust (North Devon Record Office)	£125.00
◆ 1 st Woolsery Scouts	£125.00
◆ Clovelly Football Club	£125.00
◆ RNLI	£125.00

12.4 To approve the accounts for the year ended 31 March 2024

12.5 2023/24 Audit.

12.5.1 To approve the Certificate of Exemption of the Annual Governance and Accounting Return

12.5.2 To approve Section 1 Annual Governance of the Annual Governance and Accounting Return

12.5.3 To approve Section 2 – Accounting Statements of the Annual Governance and Accounting Return

12.5.4 To approve the 2023 Statement of Internal Control

12.5.5 To approve the dates for the exercise of electors rights being Monday 3 June 2024 to Friday 12 July 2024. The Clerk will bring a laminated copy of the Notice for the notice board.

12.6 Online banking – Councillor West.

12.7 2024/25 Precept. To note that the first tranche of the Precept, amounting to £2,250.00, has been credited to the Parish Council's bank account by TDC.

13. Matters Arising from the Minutes of 9 April 2024.

13.1 Additional street light in Wrinkleberry Lane. Councillor Sanders to report.

13.2 Flower Planters for the village. Councillor West to advise the position.

14. Clerk's Actions:

- ❖ Defibrillator Report sent to The Circuit
- ❖ Dealt with payments
- ❖ Training for Road Warden. Significant problems are being experienced despite the Clerk requesting DCC Highways to get in touch for the online training to be done ahead of the practical training booked for 12/6/24.
- ❖ No reply has been received regarding the cost of the Bideford – Barnstaple railway line and whether earlier or later trains would be run on the Barnstaple – Exeter railway line
- ❖ Letter sent to Mr N Wonnacott confirming the Parish Council's acceptance of his quotation for grass cutting for the 2024 season
- ❖ State of the Roads Petition – Sir Geoffrey Cox MP KC. Approximately 3,600 signatures were presented to the Table Office at the House of Commons for official counting before he can present it on the floor of the House. The Parish Council will be kept updated on the submission of the Petition
- ❖ A litter bin has been requested for the bottom of Clovelly from TDC. No response has been received and a reminder has been sent

15. Planning & Planning Correspondence.

15.1 To note the following TDC Decision Notice:

Approval for Application 1/0604/2023/FULM – Erection of 250 holiday units, facilities building, lakes and associated infrastructure – land at Downland Farm, Bucks Cross. These details arrived before Councillor West had investigated the position.

16. Correspondence:

16.1 TDC. Torridge Playing Pitch Strategy Survey circulated to Councillors on 27/4/24.

To agree that TDC is advised that the Parish Council is not involved in playing pitches and that the Parish Hall Committee will be dealing with the form.

16.2 Letter from the Chairman of Winkleigh Parish Council asking if Chairs of Town and Parish Councils would be interested in meeting to share issues within the TDC area. The letter was forwarded to Councillor West who requested that the item is on the Agenda for this meeting.

17. Highways.

17.1 Councillor West to confirm that he has reported street lights which are continually on.

The Clerk has obtained DCC's Policy on Street Lighting which has been circulated to Councillors.

18. Matters Raised by Councillors / Clerk.

19. Any matters raised under Public Participation for further consideration

20. Urgent items raised at the discretion of the Chairman

21. Date of next meeting: Tuesday, 11 June 2024 in Clovelly War Memorial Parish Hall at 7.30pm.