

# CLOVELLY PARISH COUNCIL



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

## TO ALL COUNCILLORS:

You are hereby summoned a **Parish Council Meeting** in Clovelly War Memorial Parish Hall on Tuesday, 9 July 2024 at 7.30pm.

The Agenda is detailed below.

*Sue Squire*, Parish Clerk      3 July 2024

1. **Representations from the public limited to 3 minutes in line with DCC & TDC.**
2. **Apologies.**
3. **Declarations of Interest**
4. **Approval of the Parish Council Meeting Minutes held on 11 June 2024.**
5. **Reports:**
  - 5.1 **County Councillor J Wilton-Love**
  - 5.2 **District Councillors Mrs A Dart, S Harding and Shirley Ann Andrews**
  - 5.3 **Defibrillator Check – Councillor Sanders.**
6. **Finance.**
  - 6.1 **Payments. To approve the following payments.**

|                                                   |         |
|---------------------------------------------------|---------|
| Mrs S Squire July Salary £237.60; Expenses £22.70 | £260.30 |
| Westcotts Accountants. 2023/24 Internal Audit Fee | £318.00 |
  - 6.2.1 **2023/24 Audit.** The internal audit has been completed. No issues have been raised and everything is in order.

The Certificate of Exemption has been submitted to P K F Littlejohn LLP, external auditors, by the deadline date and the website has been updated with the details.
- 6.3 **Online banking.** The Clerk will give an update on the progress being made.
- 6.4 **Letters of thanks from Organisations who received grants for 2024/25, approved at the May meeting: 1<sup>st</sup> Woolsery Scouts; North Devon Record Office**
- 6.5 **Information Commissioner's Office.** Confirmation that the Data Protection Certificate has been renewed following receipt of the cheque for £40.00 in respect of the annual payment.
7. **Matters Arising from the Minutes of 11 June 2024.**
  - 7.1 **Litter bin.** An update will be given.
8. **Clerk's Actions:**

Defibrillator Report sent to The Circuit; submitted planning application response; dealt with payments; reported potholes.
9. **Planning & Planning Correspondence.** None at the time of preparing the Agenda.
10. **Correspondence.** None at the time of preparing the Agenda.
11. **Highways.**
12. **Matters Raised by Councillors / Clerk.**
  - 12.1 **Councillor West – replacement of Perspex and frame at the Turnpike Bus Shelter and to also note that Mrs G Sanders has cleaned the structure.** To agree that a letter of thanks is sent for her kindness and community spirited action.
  - 12.2 **Clerk's Leave: 15 & 16/8/24; 22/8/24 - 2/9/24 inclusive.**
13. **Any matters raised under Public Participation for further consideration**
14. **Urgent items raised at the discretion of the Chairman**
15. **Date of next meeting:** Tuesday, 10 September 2024 in Clovelly War Memorial Parish Hall at 7.30pm.