

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, 13 May 2025 at 7.30pm.

The Agenda is detailed below.

Sue Squire, Parish Clerk 6 May 2025

Councillors to bring their completed and signed 2025/26 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.
 - Code of Conduct
 - Standing Orders – new 2025 version
 - Financial Regulations – new 2025 version
 - General Risk Assessment
 - Freedom of Information Act Publication Scheme
 - Grant Giving Policy
 - Complaints Procedure
 - Equality and Diversity Policy – new version from Equal Opportunities version
 - Data Protection Policy
 - Data Privacy Policy
 - Protocol for Filming and Recording
 - Fixed Assets
 - Anti-Bullying and Harassment Policy – updated version
 - Disciplinary Policy – new version
 - Grievance Policy – new version
 - Retention of Documents Policy
 - Safeguarding Policy
 - Sickness and Absence Policy – new version
 - Subject Access Requests Policy
 - Dignity at Work Policy – new version
7. **To appoint three Councillors to form a Human Resources Committee specifically in relation to the Policy which will have been adopted under Item 6.**

8. **Representations from the public limited to 3 minutes in line with DCC & TDC**
9. **Apologies.** Councillor C West
10. **Declarations of Interest**
11. **Approval of the Parish Council Meeting Minutes held on 8 April 2025.**
12. **Reports:**
 - 12.1 **Newly elected County Councillor R Julian**
 - 12.2 **District Councillors Mrs A Dart, S Harding and Shirley Ann Andrews**
 - 12.3 **Defibrillator Check – Councillors Sanders and Phelps**
13. **Finance.**
 - 13.1 **Payments. To approve the following payments.**

Mrs S Squire May Salary (£243.54) and Expenses (£25.90)	£269.44
PAYE	£60.80
Rural Services Network. Subscription for 2025/26	£63.00
 - 13.2 **Online Banking.**
 - 13.3 **To approve the accounts for the year ended 31 March 2025**
- 13.4 **2024/25 Audit.**
 - 13.4.1 **To approve the Certificate of Exemption of the Annual Governance and Accounting Return**
 - 13.4.2 **To approve Section 1 Annual Governance of the Annual Governance and Accounting Return**
 - 13.4.3 **To approve Section 2 – Accounting Statements of the Annual Governance and Accounting Return**
 - 13.4.4 **To approve the 2025 Statement of Internal Control**
 - 13.4.5 **To approve the dates for the exercise of electors rights being Monday 3 June 2025 to Friday 14 July 2025.** The Clerk will bring a laminated copy of the Notice for the notice board.
- 13.5 **2025/26 Precept.** To note that the first tranche of the Precept, amounting to £2,375.00 has been credited to the bank account from TDC.
14. **Matters Arising from the Minutes of 8 April 2025.**
15. **Clerk's Actions:** Defibrillator Report sent to The Circuit; Dealt with payments; liaised with TDC & Highways.
16. **Planning & Planning Correspondence.** To note the following TDC Decision Notice: Approval for Application 1/0162/2025/FUL – Proposed agricultural worker's bungalow and access (Removal of condition 5 of planning approval NJ1859) – 1 South View, Higher Clovelly, Bideford.
17. **Correspondence:**
 - 17.1 **Hartland Clovelly Football Club.** Apologies received from the Secretary for not providing a Report of the Club's activities for the Annual Parish Meeting held on 8 April 2025 and attending in person to give it.
A Report has been received and will be read at this meeting.
18. **Highways.** 'Delay' sign for Road Warden.
19. **Matters Raised by Councillors / Clerk.**
20. **Any matters raised under Public Participation for further consideration**
21. **Urgent items raised at the discretion of the Chairman.**
22. **Date of next meeting:** Tuesday, 10 June 2025 in Clovelly War Memorial Parish Hall.