

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, 12 May 2026 at 7.30pm.

The Agenda is detailed below.

Sue Squire, Parish Clerk 7 May 2026

Councillors to bring their completed and signed 2026/27 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
 - Financial Regulations
 - General Risk Assessment
 - Freedom of Information Act Publication Scheme – new version
 - Grant Giving Policy
 - Complaints Procedure
 - Equality and Diversity Policy
 - Data Protection Policy
 - Data Privacy Policy
 - Protocol for Filming and Recording
 - Fixed Assets
 - Anti-Bullying and Harassment Policy
 - Disciplinary Policy
 - Grievance Policy
 - Retention of Documents Policy
 - Safeguarding Policy
 - Sickness and Absence Policy
 - Subject Access Requests Policy
 - Dignity at Work Policy
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.
10. Declarations of Interest
11. Approval of the Parish Council Meeting Minutes held on 14 April 2026

12. Reports:

- 12.1 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
- 12.3.1 The Clerk has requested South Western Ambulance Service Trust to resend the Code to Councillor Phelps in order for him to be registered, allowing him to send the monthly check report to The Circuit.
- 12.3.2 Councillor West to confirm that the Code to open the door has been reinstated.

13. Finance.

13.1 Payments. To approve the following payments.

Mrs S Squire May Salary (£250.84) and Expenses (£27.65) £278.49
PAYE £62.60

Community First Insurance. Renewal premium due on 1/6/26 £215.38

The Policy is currently with a Long Term Agreement, year 3 of 3.

Policy details have been circulated to Councillors so that they are aware of the cover in place.

2026/27 Grant payments

- Clovelly WI £100.00
- Clovelly Hartland Football Club £100.00
- 1st Woolsery Scout Group £100.00
- North Devon Record Office £100.00

- 13.2 **Banking.** Further paperwork / card readers have been received from Lloyds Bank to support the opening of the new account with internet access.
Councillor West is awaiting a card and card reader from NatWest to be able to transfer funds into the new Lloyds Bank account so that BACS payments can be made and meanwhile, has arranged a telephone transfer of £2,000.00 from the NatWest Account to the Lloyds Bank Account.

13.3 To approve the accounts for the year ended 31 March 2026.

13.4 2025/26 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 2026 Statement of Internal Control

- 13.4.5 To approve the dates for the exercise of electors rights being Wednesday, 3 June 2026 to Tuesday, 14 July 2026.

The Clerk will bring a laminated copy of the Notice for the notice board.

- 13.4.6 To approve the Asset Register, previously circulated to Councillors.

- 13.5 2026/27 Precept.** To note that the first tranche of the Precept, amounting to £2,500.00 has been credited to the bank account from TDC.
- 14. Matters Arising from the Minutes of 14 April 2026.**
- 14.1 The significant road defect covering one side of the carriageway on the A39 near the entrance to The Milky Way has again been reported and a site meeting requested with Councillor Sanders.**
- 14.2 Green Dyke Bus Shelter.** Councillor West will report on quotations to remove the glass and frames and tidy up the structure with a view to discussing further and submitting grant applications to cover the cost. It is understood that Devon County Council Locality Grant Applications for 2026/27 will open on 11 May 2026.
- 14.3 DALC Local Council Weed Management Survey.** Councillor West to confirm he has completed and submitted this.
- 15. Clerk's Actions:** Defibrillator Report sent to The Circuit; Dealt with payments; reported the bad state of the A39 near the Milky Way – requesting a site meeting with Councillor Sanders;
- 16. Planning & Planning Correspondence.**
- 17. Correspondence.**
- 18. Highways.**
- 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, 9 June 2026 in Clovelly War Memorial Parish Hall.