

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, 23 May 2023 at 7.30pm.

The Agenda is detailed below

Sue Squire, Parish Clerk 16 May 2023

Newly elected Members to have completed their 2023/24 Register of Interest Forms and Declaration of Acceptance of Office forms in the presence of another Councillor or the Clerk either before or at the meeting and hand to the Clerk.

Please arrive at least 15 minutes before the meeting in order to do this.

1. **Election of Chairman**
2. **Chairman to read and sign the Declaration of Acceptance of Office**
3. **Election of Vice Chairman**
4. **The Vice Chairman to read and sign Declaration of Acceptance of Office**
5. **Chairman's welcome to the newly elected Council**
6. **Councillors to agree that Parish Council communications are sent by email.**
The Clerk will have a form for signature by each Councillor
7. **Scheme of Delegation Review.** This was adopted on 11 April 2023 in the event of delegatory powers to the Clerk during the election period.
The Scheme of Delegation is now no longer necessary with the election of new Councillors and a constituted Parish Council.
To agree that the Scheme of Delegation is cancelled.
8. **Declaration of Acceptance of Office Form not completed due to absent Councillor(s).**
To agree that this is extended until the June meeting on Tuesday 13th.
Failure to do this by that date will result in the Councillor losing their seat.
9. **Election of Parish Councillor to join the Police Councillor Advocate Scheme.**
The following details have been provided by a County Councillor representing the Braunton Rural Ward.
I joined the Police Councillor Advocate Scheme last year and am finding it really beneficial.
We are able to attend various themed days throughout the year, the one in December was on Vision Zero South West, which was an interesting insight into the police operations to cut speeding offences and promote safer driving in Devon.
We also have monthly online meetings where we join officers from around North Devon for discussions.
The agenda is informal and is an opportunity for Councillors of all levels and indeed clerks, to ask questions specific to their areas.
We also get some interesting updates on some of the operations taking place around the area.
At a previous meeting, I raised the issue of police reports for Parish Council meetings and it was suggested that we all try to encourage our Parish Councils to nominate someone to sign up to the advocate scheme.
It's a great way to keep abreast of crime and prevention in our areas and would fill the gap that the reporting has left.
Here is the link to signing up to the scheme.
[Councillor advocate scheme · Devon & Cornwall Police & Crime Commissioner \(devonandcornwall-pcc.gov.uk\)](https://devonandcornwall-pcc.gov.uk)
10. **To identify any training needs for Councillors**

- 11. 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
- 12. Banking Arrangements.** To appoint new signatories in place of former Councillor Davey. Councillor West will also update the meeting regarding online banking arrangements.
- 13. Representations from the public limited to 3 minutes in line with DCC & TDC**
- 14. Apologies**
- 15. Declarations of Interest**
- 16. Approval of the Parish Council Meeting held on 11 April 2023**
- 17. Reports**
- 17.1 County Councillor J Wilton-Love**
- 17.2 District Councillors Mrs A Dart, S Harding and Shirley Ann Andrews**
- 17.3 Defibrillator Check – Councillor Sanders**
- 18. Finance**
- 18.1 Payments. To approve the following payments:**
- | | |
|---|---------|
| Mrs S Squire Salary and expenses | £TBA |
| HMRC PAYE | £TBA |
| Community First Insurance Renewal Premium due on 1/6/23 | £165.73 |
| 2023/24 Grants approved at the Parish Council Meeting on 23/2/23 | |
| ◆ Clovelly Women’s Institute | £125.00 |
| ◆ Clovelly Archive | £125.00 |
| ◆ Hartland AFC | £125.00 |
| ◆ Torridge, West, North & Mid Devon Citizens Advice | £125.00 |
| ◆ South West Heritage Trust (North Devon Record Office) | £125.00 |
| ◆ 1 st Woolsey Scouts | £125.00 |
| ◆ Clovelly Football Club | £125.00 |
| ◆ RNLI | £125.00 |
- 18.2 To approve the accounts for the year ended 31 March 2023**
- 18.3 2022/23 Audit.**
- 18.3.1 To approve the Certificate of Exemption of the Annual Governance and Accounting Return**
- 18.3.2 To approve Section 1 Annual Governance of the Annual Governance and Accounting Return**

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

18.3.4 To approve the 2023 Statement of Internal Control

18.3.5 To approve the dates for the exercise of electors rights being 5 June to 14 July 2023.
The Clerk will bring a laminated copy of the Notice for the notice board.

18.3.6 To approve the appointment of Thomas Westcott Chartered Accountants as the Parish Council's Internal Auditor for 2022/23.

The Clerk has obtained a quotation for this work, which is £250 + VAT

A letter of appointment will be provided and the Chairman's ID is required to comply with money laundering rules.

19. Matters Arising from the Minutes of 11 April 2023

19.1 Clerk's Actions:

- ❖ **Asset Register.** Councillor West has forwarded the wording on the Hugglepit Memorial and the Clerk has updated the details on the Register
- ❖ **Potholes have been reported**
- ❖ **Defibrillator on The Street**

Councillors Actions:

- ❖ **Trees planted to celebrate the Coronation of King Charles III by Councillor Tucker**
- ❖ **Concrete pad for commemorative bench – Councillor West to have asked Mr Dart to do this**

20. Planning. At the time of preparing the Agenda, there were no planning applications to consider.

21. Planning Correspondence. At the time of preparing the Agenda, there was no planning correspondence to consider.

22. Correspondence

22.1 Torridge District Council. Email, circulated to Councillors, relating to the publication of a five year land supply statement for North Devon and Torridge.
District Councillor Mrs A Dart also forwarded the details.

23. Highways. Snow Warden Training.

24. Matters Raised by Councillors / Clerk

24.1 Clerk's Leave:

27/5/23 – 4/6/23 inclusive

19/8/23 – 28/8/23 inclusive

14/10/23 – 30/10/23 inclusive

24/11/23 – 27/11/23 inclusive

21 & 22 December and then in line with the closure of DCC & TDC Offices until 2/1/24

24.2 Clerk's Training:

Social Media – 13/4/23; Clerking in Action – 18/4/23; VAT Procedures and Common Pitfalls – 10/5/23. Written Reports had been circulated to Councillors.

25. Any matters raised under Public Participation for further consideration

26. Urgent items raised at the discretion of the Chairman

27. Date of next meeting: Tuesday, 13 June 2023 in Clovelly War Memorial Parish Hall at 7.30pm.