

WIDECOMBE PARISH COUNCIL

Clerk – Mrs Suzanna Hughes LL.B (Hons)

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To: Councillors Clare, Edwards, Elliott, Fenton, Hassell, Partridge, Routley and Whiteside

You are hereby summoned to attend a MEETING OF THE PARISH COUNCIL to be held on Zoom on THURSDAY 6 MAY 2021 at 7.30pm.

Suzanna Hughes

Clerk to the Parish Council

The link to join this meeting can be found [here](#)

As a member of the public, if you wish to join the meeting please use the following information:

Meeting ID: 810 1034 7068 Password: 732000

You can also use a landline to dial into this meeting to listen and participate. Please contact the clerk if you wish to do this and she will provide you with the information on how to do this.

Agenda

1. ELECTION OF CHAIRMAN
2. ELECTION OF VICE CHAIRMAN
3. DECLARATIONS OF ACCEPTANCE OF OFFICE

Chairman and Vice Chairman to sign

4. APOLOGIES FOR ABSENCE
5. OPEN FORUM

Members of the public are invited to address the Council

6. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Members to be reminded of their responsibility to continually update their Notice of Registerable Interests and invited to state whether they have any interest in the items to be discussed during this meeting in accordance with the Council's Code of Conduct.

Unforeseen requests for a Dispensation to be considered at this point only if there was no way a Councillor would have been aware of such before the meeting.

7. RATIFICATION OF MINUTES

To approve and sign the minutes of the Parish Council meeting held on 1 April 2021

8. REPORTS

To receive the following reports:

(a) County Councillor

- (b) District Councillors
- (c) DNPA Representatives
- (d) Police
- (e) Delegate Reports

9. ROLES AND RESPONSIBILITIES

To agree roles and responsibilities of members

10. REVIEW OF PARISH COUNCIL GOVERNANCE DOCUMENTS

- (a) Standing Orders
- (b) Financial Regulations
- (c) General and Financial Risk Management
- (d) Statement of Internal Control
- (e) Fixed Assets Register
- (f) Anti-fraud and Corruption Policy
- (g) Complaints Procedure
- (h) GDPR documents (Privacy Notices, Subject Access Request Policy & Data Breach Response Plan & Retention of Documents Policy)

11. PROJECTS

(Lead Councillors: Cllrs Edwards & Clare)

- (a) Parish Field
 - (i) To receive a general report and update
 - (ii) To receive and adopt agreements for the pre-school and sheep grazing

12. ESTATES

(Lead Councillors: Cllrs Fenton & Whiteside)

- (a) Parish trees
 - (i) To retrospectively approve actions taken in relation to the sycamore stump and chestnut tree
 - (ii) To receive and consider quotation for resistograph survey

13. PLANNING/LOCAL LIAISON

(Lead Councillor: Cllr Elliott)

- (a) New planning applications/appeals:
 - (i) 00151/21 – Yonder Hayes House, Widcombe-in-the-Moor
- Single storey side extension with pitched roof over

(ii) 0173/21 – Higher Northway Farm, Widecombe-in-the-Moor

Extension to existing agricultural building

(b) Planning Decisions/Withdrawals

(i) 0082/21 – Little Meadow, Widecombe-in-the-Moor

Replacement dwelling and associated outbuilding

To note that DNPA has granted conditional planning permission

(c) General report and update

Cllr Elliott to update members on the application for affordable housing (0370/20)

14. FINANCE & GOVERNANCE

(Lead Councillors: Cllrs Partridge & Routley)

(a) Payments

To receive and approve payment for approval:

- Cheque no 001073 – Clerk’s salary and disbursements – £229.87
- Cheque no 001074 – Lee Accounting (SW) Ltd – £108
- Cheque no 001075 – Community First (insurance) – £tbc
- DALC annual membership fee – £120.82 (taken from first instalment of precept)

(b) Audit 2020/21

(i) To receive and note the year end bank reconciliation

(ii) To receive and note the internal auditor’s report to agree that this Council is confident that the internal audit arrangements provided by Lee Accounting (South West) Ltd provides excellent reassurance for the public that the financial systems are robust and fit for purpose and to continue with their appointment as the Internal Auditor to the Parish Council.

(iii) To agree that this Council is exempt from a limited assurance review under s9 of the Local Audit (Smaller Authorities) Regulations 2015 and to sign the Certificate of Exemption

(iv) To complete and approve Section 1 of the Annual Return (Annual Governance Statement 2020/21)

(v) To receive, approve and sign Section 2 of the Annual Return (Accounting Statements 2020/21)

15. HIGHWAYS

To report any new highways issues not already reported to DCC

Potholes and other highways maintenance issues can be reported direct to DCC:

Online: <https://www.devon.gov.uk/roadsandtransport/report-a-problem/>

Telephone: 0345 155 1004

Email: customer@devon.gov.uk

16. CORRESPONDENCE

Members to be informed of all relevant correspondence not otherwise dealt with on the agenda

(a) To note that Widecombe Fair will not be going ahead this year due to the uncertainty of possible further Covid-19 measures

17. MEMBERS' ITEMS FOR INFORMATION OR GENERAL DISCUSSION, FOR INCLUSION ON FUTURE AGENDAS AND/OR ITEMS REQUIRING URGENT ATTENTION

Members are reminded that they have not received the statutory notice of this business to be transacted and should therefore recognise that any decision made may be taken to be unlawful if challenged in the future

18. DATE OF NEXT MEETING

To note that the next meeting will be held on 10 June 2021 at 7.30pm in Church House