

WIDECOMBE PARISH COUNCIL

Clerk – Mrs Suzanna Hughes LL.B (Hons)

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To: Councillors Hassell (Chairman), Butcher, Edwards, Elliott, Fenton, Hassell, Jones, Partridge and Zab

You are hereby summoned to attend the ANNUAL MEETING OF THE PARISH COUNCIL to be held in Leusdon Memorial Hall on THURSDAY 5 MAY 2022 at 7.30pm.

Suzanna Hughes

Clerk to the Parish Council,

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:

- (a) The Annual Parish Meeting held on 3 March 2022
- (b) The Parish Council Meeting held on 3 March 2022

8. REPORTS

To receive the following reports:

- (a) County Councillor
- (b) District Councillors
- (c) DNPA Representatives

(d) Police

(e) Delegate Reports

9. COMMITTEES, 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) Investment Strategy

(f) Fixed Assets Register

(g) Anti-fraud and Corruption Policy

(h) Complaints Procedure

(i) GDPR documents (Privacy Notices, Subject Access Request Policy & Data Breach Response Plan & Retention of Documents Policy)

11. PROJECTS

(a) Parish Field

(i) To receive a report and update

(ii) To receive applications for sheep grazing

(b) Jubilee

To approve the purchase of a gas beacon for £490 + VAT (asset to be transferred to Widecombe Fair Committee)

(c) Post Office

To receive correspondence from the sub-postmaster of Ashburton Post Office about expansion of its services to support residents and businesses of Dartmoor and Devon

12. ESTATES

(a) North Hall Field

To receive, approve and sign lease of North Hall field car park

13. PLANNING/LOCAL LIAISON

(a) New planning applications/appeals:

(i) 130/22 – Land North East of Cator Gate, nr Widecombe

Retrospective permission for change of use to a secure dog walking field including provision of a parking area and shelter

(ii) 0123/22 – Land formerly part of Langworthy Farm, north of Rowden Cross Widecombe-in-the-Moor Barn for storage of hay, machinery and housing of livestock (18m x 12m)

(b) Planning Decisions/Withdrawals

(i) 0022/22 – Little Barnyard, Poundsgate

Side extension and replacement of existing roof finishes, window and door units

To note that DNPA has granted conditional planning permission

14. FINANCE & GOVERNANCE

(a) Clerk's Salary

To note that the National Joint Council for Local Government Services (NJC) has reached an agreement on the new rates of pay applicable from 1 April 2021. The new rates have a 1.75% increase applied. Clerk's salary will be backdated accordingly.

(b) Insurance renewal

To consider a quotation from Community First for 2022-23

(c) Audit 2021/22

(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 2021/22)

(v) To receive, approve and sign Section 2 of the Annual Return (Accounting Statements 2021/22)

(d) Online banking

To approve the transition to online banking and to authorise signatories to complete and sign application form

(e) Payments

To receive and approve payment for approval:

- Cheque no 001100 – Clerk's salary and disbursements (April, May & June) – £770.61
- Cheque no 001101 – HMRC (PAYE) – £174.60
- Cheque no 001102 – DALC (Training) – £90

- DALC annual membership fee – £122.08 (taken from first instalment of precept)

15. HIGHWAYS

To report any new highways issues not already reported to DCCPotholes 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

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 7 July 2022 at 7.30pm in Church House, Widecombe