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To: Councillors Y Elliott (Chair), J Bibby, D Edwards, A Fitzpatrick, T Guest, M Jonas, C Partridge, S Raynor & J Welby

You are hereby summoned to attend the **ANNUAL MEETING OF THE PARISH COUNCIL** in Leusdon Memorial Hall on **THURSDAY 7 MAY 2026 at 7.30pm**

Suzanna Hughes
Clerk to the Parish Council

Agenda

1. ELECTION OF CHAIR

To elect a Chair of the Council and, in accordance with Section 83(a) of the Local Government Act 1972, to receive their properly executed Declaration of Acceptance of Office

2. ELECTION OF VICE CHAIR

To elect a Vice Chair of the Council and, in accordance with Section 83(a) of the Local Government Act 1972, to receive their properly executed Declaration of Acceptance of Office

3. APOLOGIES FOR ABSENCE

4. 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.

5. OPEN FORUM

Members of the public are invited to address the Council

6. MINUTES

To approve and sign the minutes of the Parish Council meeting held on 2 April 2026

7. REVIEW OF COMMITTEE STRUCTURE AND MEMBERSHIP

8. OTHER ROLES AND RESPONSIBILITIES

To agree the roles and responsibilities of members

9. REVIEW OF PARISH COUNCIL GOVERNANCE DOCUMENTS

- (a) To review Assets Register
- (b) No changes proposed to other governance documents

10. REPORTS

To receive the following reports:

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

11. PROJECTS & ESTATES

- (a) **Parish Field**
Report and update
- (b) **Village Signs**
To consider upgrading the village signs

12. PLANNING/LOCAL LIAISON

- (a) **New planning applications/appeals**
 - (i) 0118/26 & 0119/26 - Longhouse, Widecombe In The Moor
Works to facilitate change of use of first floor of barn to form extended holiday let accommodation, plus internal and external alterations to farmhouse
 - (ii) DOC/0045/263 - Stone, Widecombe-in-the-Moor
Discharge of Conditions - Install new floor to dining room, associated drainage and minor external repairs
- (b) **Planning Decisions/Withdrawals**
 - (i) 0045/26 – Stone, Widecombe-in-the-Moor
Install new floor to dining room, associated drainage and minor external repairs

To note that DNPA has granted conditional consent
 - (ii) 0074/26 – Higher Tor Farm, Poundsgate
Structural repair to historic timber fireplace lintel, to stabilise existing historic crack

To note that DNPA has refused to grant Listed Building Consent
- (c) **Beating of the Bounds**
Update from Working Group (Cllrs Guest & Partridge)

13. FINANCE & GOVERNANCE

- (a) **Cash Book**
Members to note income & expenditure
- (b) **Payments**
To approve the following payments:
 - Clerk's salary & disbursements - £295.77
 - Lee Accounting (SW) Ltd (internal audit of accounts) - £114
 - Community First - insurance renewal - tbc
- (c) **Audit 2025/26**
 - (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 2025/26)
 - (v) To receive, approve and sign Section 2 of the Annual Return (Accounting Statements 2025/26)

14. HIGHWAYS

- (a) Road Warden Scheme - update

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

15. CORRESPONDENCE

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

- (a) Notification of Hameldown Hammer trail running event - Saturday 27th February 2027

16. 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

17. NEXT MEETINGS

- Annual Parish Meeting - 21 May 2026 (Leusdon Memorial Hall)
- Parish Council Meeting - 4 June 2026 (Leusdon Memorial Hall)