



Bratton Clovelly Parish Council

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To: Members of Bratton Clovelly Parish Council:

You are duly summoned to attend the Annual Parish Council Meeting Followed by the ordinary meeting (no.196) to be commence at 7:00pm on Wednesday 26th May 2021 in the Parish Hall

Members of the public may participate but will be limited to 22 persons in attendance. When the public area is full the doors will be shut and no more participants will be able to enter. Masks must be worn and social distancing will be observed. Hand sanitiser will be available and should be used on entering the hall. Names and contact details will be taken and kept for one month following the meeting. If anyone attending is found to show covid symptoms within 14 days of the meeting, these details will be passed to track, test and trace. Toilets will not be available.

If you wish your comments to be taken into account but cannot attend please send them to the Clerk, by email if possible, to arrive by 5pm on 26th May 2021

Public Participation Session: There will be a 15 minute open session, for residents to raise issues and questions for future consideration or to give views to the Parish Council on issues on this agenda. Additional public time may be added at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself.

Rachel Ward, Clerk to the Council
Friday 21st May 2021

Agenda

There will be a break for the Annual Parish Meeting at 7:30pm

Annual Meeting

1. **Outgoing Chairman's Welcome:**
2. **Election of Chairperson:**
3. **Election of Vice-Chairperson:**

Ordinary meeting

Public Participation: Restricted to 15 mins in total.

1. **Apologies:** To receive apologies and to approve reasons for absence
2. **Declaration of Interest:**
 - 2.1.1. Register of Interests: Councillors are reminded of the need to keep their register of interests up to date.
 - 2.1.2. To declare any personal interests in items on the agenda and their nature.
 - 2.1.3. To declare any pecuniary interests in items on the agenda and their nature, (Councillors with pecuniary interests must leave the room for the relevant items).
3. **Planning:**
 - 3.1.1. For Decisions_- 1471/21/FUL Proposal: application for two additional treehouses, demolition of a decommissioned milk parlour and erection of new service building for an office, laundry and workshop. Site Address: Wolf Wood Barn, Bratton Clovelly, EX20 4JDFor Noting - None
 - 3.1.2. **Enforcement issues** – no individual cases to be discussed

3.1.3. For updates – West Headson 2295/20/FUL (Gate) 3384/20/FUL (Change of use)
2926/19/FUL (Poly tunnel), Rectory field 2847/19/FUL (10 Houses)

4. **Report from WDBC:** (Cllr Mott/Southcott)

5. **Agree and sign minutes:** - from the Parish Council Meeting on 22nd April 2021

6. **20/21 Audit Return Including Internal Audit report**

6.1 Audit Annual Governance Statement: To be approved and signed

6.2 Accounting Statements: To be approved and signed

6.3 Internal Audit: this had been signed off by the internal auditor.

6.4 Certificate of Exemption: agreed and signed

7 **Finance:**

7.1 Receive up-to-date report on finances from RFO (Clerk)

7.2 Insurance quote – approve this year’s quote of £422.48 (last year was £411.63)

7.3 To ratify the below listed payments:

Community Heartbeat Trust Defib. Pads	£88.80
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Loveday Lamb Internal Audit	£15.00
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Came and Co insurance	£422.48
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To note and agree payment for Clerks salary including working from home benefit (non-taxable £26) and HMRC Payments – totalling_£251.55, 4th April to 3rd May 20221

£202.35(clerk)	£45.20 HRMC Element
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8 **Approve and adopt:** Complaints Policy and Procedure

9 **New accessible web site:** (Clerk report.)

10 **Grass cutting in the square:** Who is doing it?

11 **PHMC update:** Insurance for events on field and car park.

12 **Regional Fraud Protect Advisor liaison:** Cllr Levy has offered to access the training provided by SW organised Crime Unit and the South West Crime Forum Cyber resilience.

13 **Snow Warden:** Need for a new volunteer as current volunteer has stepped down – update

14 **P3:** update - need for more volunteers

15 **Flooding update:** Cllr Levy

16 **Playground:** note donations totalling £120 – not paid in yet due to Covid I’ve not been to a bank in the last 12 months, hope to pay in before June meeting. Further up dates.

17 **Correspondence:**

18 **Date of next meeting:** to be decided