Bratton Clovelly Parish Council

*Clerk to the Council: Rachel Ward •* Crane Cottage, Germansweek, Beaworthy, Devon EX21 5B

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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.212) to be commence at 7:30pm on Wednesday 24th May 2023 in the Parish Hall

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 24th May 2022

**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 19th May 2023

Agenda

# Annual Meeting

1. **Outgoing Chairman's Welcome:**
2. **Signing of acceptance of office:**
3. **Election of Chairperson:**
4. **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:**
	* 1. Register of Interests: Councillors are reminded of the need to keep their register of interests up to date.
		2. To declare any personal interests in items on the agenda and their nature.
		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:**
	1. For Decisions –

3.1.1 4093/22/FUL Proposal: Geodesic dome greenhouse & associated works (retrospective) Site Address: South Reed Farm, Bratton Clovelly EX20 4JJ

3.1.2 4265/22/FUL Proposal: READVERTISEMENT (revised Application Form) Erection of garden room, swimming pool & plant/changing rooms (retrospective) Site Address: The Manor, Bratton Clovelly, EX20 4JF

3.1.3 0593/23/FUL Proposal: Proposed Calf Rearing Building, Site Address: Development Site at SX 460 975, Patchacott

* 1. For Noting – None
	2. For updates – None
1. **Agree and sign minutes:** - from the Parish Council Meeting on 13th April 2022
2. **Co-option of Mrs Wendy Jellyman:**
3. **Report from WDBC**: (Cllr Mott/Southcott)
4. **Finance:**
	1. Receive up-to-date report on finances from RFO (Clerk)
	2. 22/23 Audit Return Including Internal Audit report
		1. Audit Annual Governance Statement: To be approved and signed
		2. Accounting Statements: To be approved and signed
		3. Internal Audit: this has been signed off by the internal auditor.
		4. Certificate of Exemption: to be agreed and signed
	3. To ratify the below listed payments:

Stone barn and Village Hall Hire £77.00

Annual Insurance £521.57.

Kerry Brookes Clean-up day expenses £4.95

School room hire for clean-up day £11.00

To note payment to WDBC dog bin emptying £238.68 paid in April

To note payment for Clerks salary and HMRC Payments – totalling £234.87, 4th April to 3rd May 2022

1. To review the following Policies and risk assessments and asset register.
* Civility Respect model councillor officer protocol
* Code of conduct May 2023
* Complaints Policy & Procedure - May 2023
* Financial-regulations May 2023
* Internal Control Policy 2023
* Protocol on Recording of Meetings May 23
* Standing orders May 2023 (2018)
* Green Risk Assessment May 2023
* Play area Risk Assessment May 2023
* Risk Assessment Register May 2023
* General Risk assessment May 2023
* Register of assets May 2023
1. **Web site**: (Clerk report.)
2. **P3:** update (to note £500 payment in Jan 2023 from DCC towards path upkeep.)
3. **Playground:** update (Cllr Bowyer)
4. **Correspondence:**
5. **Date of next meeting:** 14/06/2023 7:30pm in the Parish Hall