Bratton Clovelly Parish Council



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

*07504890775 • Email:* [*brattonclovellyclerk@brattonclovellypc.co.u*](mailto:brattonclovellyclerk@brattonclovellypc.co.u)*k*

**To: Members of Bratton Clovelly Parish Council:**

You are duly summoned to attend the Annual Parish Council Meeting Followed by the ordinary meeting (no.223) to be commence at 7:30pm on Wednesday 8th 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 8th 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 3rd May 2023

Agenda

# Annual Meeting

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

# 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 – Application Number 1072/24/VAR - Location Address: Kalehouse Barn Bratton Clovelly EX20 4JG, Proposal Variation of Condition 1 to planning consent 4075/21/PDM Please see web site for details
   2. For Noting – None
   3. For updates – None
4. **Agree and sign minutes:** - from the Parish Council Meeting 222 held on 10th April 2023
5. **Report from WDBC**: (Cllr Mott/Southcott)
6. **Finance:** 
   1. Receive up-to-date report on finances from RFO (Clerk)
   2. 2023/24 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. Consider insurance quotes.
   4. Allocate £4000 to appropriate ring fenced reserves.
   5. To approve the payments listed:

Stone barn and Village Hall Hire £77.00

Insurance TBC

Kerry Brookes Clean-up day expenses £4.99

School room hire for clean-up day TBC

To note the following payments:

WDBC dog bin emptying £238.68

DALC £182.99

Playsafety Ltd £ 98.40

Cllr Gilbert key press and pad lock £34.18

Clerks salary and HMRC Payments – totalling £, TBC 4th April to 3rd May 2024

1. **To review/approve the following Policies and risk assessments and asset register**.

To approve new communications policy. (Cllr Braidwood)

To review the following:

* Civility Respect model councillor officer protocol
* Code of conduct May 2024
* Complaints Policy & Procedure - May 2024
* Financial-regulations May 2024
* Internal Control Policy 2024
* Grants policy 2024
* Protocol on Recording of Meetings May 24
* Standing orders May 2024 (2018)
* Green Risk Assessment May 2024
* Play area Risk Assessment May 2024
* Risk Assessment Register May 2024
* General Risk assessment May 2024
* Register of assets May 20234

1. **Web site**: (Clerk report.)
2. **P3:** update (Cllr Braidwood)
3. **Playground:** update (Cllr Bowyer) to consider buying new signage.
4. **Police liaison:** (Cllr Huggins)
5. **Roads and ditches:** (Cllr Huggins)
6. **PHMC Report:** (Cllr Gilbert)
7. **Clean up date feedback**: (Clerk)
8. **General updates:**
9. **Correspondence:**
10. **Items for next agenda:**
11. **Date of next meeting:** 12th June2024 7:30pm in the School Room