

# Sourton Parish Council

Clerk to the Council: Mrs A M Braidwood, Willowdene, Bratton Clovelly, Okehampton, EX20 4LB. Tel: 01837 871308

I hereby give notice of a Meeting of Sourton Parish Council and summon Members to attend at 7.30pm on Monday 3<sup>rd</sup> February 2020 at Sourton Hall.

*A M Braidwood*

Members of the public are most welcome to attend and to make representations, ask or answer questions and give evidence on any item on the agenda, before the commencement of the meeting. Each member of the public is entitled to speak once only, for up to 3 minutes. The maximum time allowed for public participation will be 20 minutes.

## Agenda

Councillors are reminded to declare any personal interest in an item on the agenda and its nature and to declare any pecuniary interest in an item on the agenda. Councillors with pecuniary interests must leave the room for the relevant items.

1. **Welcome by the Chair**
2. **Apologies for absence** (with reasons, from Parish Councillors)
3. **Public Forum**
4. **Declarations of Interest** in items on the agenda
5. **Minutes of the previous meeting** held on 6<sup>th</sup> January 2020, for approval as a true record & signature by the Chair
6. **Matters arising** from any items in the previous minutes
7. **Vacancy** – confirm resignation, update on vacancy notice. Councillor nominations.
8. **DCC, WDBC, DNP, Sourton Hall** - To receive reports and updates from those representatives' present
9. **Planning** - To consider a response to new applications and updates listed on the West Devon Planning Portal.
10. **Churchyard.**
  - a. To confirm date of meeting with Revd Brook regarding grass cutting, composting.
11. **Policies** - To pass resolution on adopting policies.
  - a. Vacancy Procedure Policy
12. **Councillors reports** - to receive reports on meetings attended and matters brought to the attention of councillors
  - a. Cllr Eberle – Neighbourhood Plan – Update

13. **Clerk's report** – and correspondence and any other item which has been brought to the attention of the clerk, which is not on the agenda.

- a. To confirm and sign Clerk Contract of employment.
- b. Road speed letter – response received
- c. Contractors Update
- d. Councillor vacancy
- e. Defibrillator update
- f. Cllr emails update
- g. Request for training – prepare for audit £21
- h. Timesheets

14. **Finance**

a. Financial report

b. Accounts for payment:

Admin expenses for A Braidwood - 48 miles @47.7p	<b>£22.89</b>
A Braidwood salary – 15 Jan -15 Feb	<b>£272.42</b>
Village Hall bookings 2018-2019 – as per invoice	<b>£362.50</b>
Vision ICT website hosting – invoice due	<b>£150.00</b>

c. Review of banking arrangements – Comparison of on-line business bank accounts

d. Internal Audit FY2019/20 – To discuss and agree on internal auditor and agree payment limit.

**PART 2 - Items which may be taken in the absence of the press & public.**

The council is recommended to pass the following resolution: 'Resolved that under section 1(2) of the Public Bodies (Admission to Meetings Act 1960, the public and press be excluded from the meeting for the following items (14 & 15), if they involve the likely disclosure of sensitive & confidential information.

15. **West Devon Enforcement List update –**

16. **Items brought forward** by councillors for agenda of next meeting

17. **Date of next meeting**

18. **Close of Meeting**