

Sourton Parish Council

Parish Clerk, Mrs A Horn,
Lake Farm Cottage
Lake Sourton,
EX20 4HQ.
Tel: 01837 861120

28th November 2022

Dear Councillor

You are summoned to attend a meeting of Sourton Parish Council to be held on Monday 5th December 2022 at **7:00pm** in Sourton Village Hall.

Yours faithfully

A Horn

Abi Horn
Parish Clerk

AGENDA

A fire alarm drill is not planned. In the event that the alarm sounds, please make your way out of the building to the meeting point in the car park where you are asked to await further instructions.

Urgent items - items for information only can be brought to the attention of the Council at the discretion of the Chairman at the end of the meeting. No decision can be taken on items not detailed on the published agenda.

Business To Be Transacted

- 1. Chairman's Report-** To receive an update of anything of importance in the parish that are not council related.
- 2. Apologies for Absence-** To receive and accept apologies for absence.
- 3. Public Forum-** This item will be conducted in accordance with the Standing Orders of the Council, which are available to read on the website.
- 4. Declarations of Interest-** To receive disclosures of unregistered or other interests from Councillors on matters to be considered at the Meeting. The disclosure shall include the nature of the interest. If a Member becomes aware, during the course of a Meeting, of an interest that has not been disclosed under this item they must immediately disclose it. Under the Code of Conduct Councillors with a registerable interest must leave the room for the duration of consideration of the item to which the interest relates. Those with a 'other' interest must apply the tests set out in the Code of Conduct as to whether or not there are circumstances that might enable them to remain.

ITEMS REQUIRING A DECISION

- 5. Minutes of the previous meeting-** To approve and sign the minutes of the Parish Council meeting held on 7th November 2022

6. Finance

6.1 Finance Report To receive the financial report and agree the bank reconciliation – Cllr D Firth (page 1 of meeting report)

6.2 Payments To resolve to approve the payments as set out below:

A. A Horn Salary	£322.44
B. A Manning	£98
C. Dalc	£36
D. Best Host	£231.50
E. ICO	£35
F. Defib (If invoice received)	£135

6.3 Budget To review the budget for 2023-2024 (Page 2 of meeting report)

6.4 Grant application- Grant application received from Citizens Advice Bureau (Pages 3-4 of meeting report)

7. Staffing Sub Committee

7.1 To approve recommendations from the Staffing Sub Committee- Cllr Fogerty

8. Policies

8.1 Publication- to adopt the model publication policy (Pages 5-11 of meeting report)

8.2 Dignity at work - to adopt the Dignity at Work policy (Pages 12-21 of meeting report)

8.3 Respect pledge- To pass a resolution to sign up to the civility and respect pledge (Page 22 of meeting report)

8.4 Action Plan – To adopt the Councils action plan for 2023 (Pages 23-24 of meeting report)

9. Projects

9.1 Bus Shelter by Wynyard Terrace - To decide on a bird house for the bus shelter (Pages 25-27 of meeting report)

9.2 Bulb planting- To note the bulbs have been delivered

9.3 Asset Checking- To receive a report from Cllr Jewell

9.4 Coronation of King Charles III- To discuss ongoing plans- Cllr Eberle

9.5 Games night- To resolve to hold a games afternoon on 11th December in Sourton Village Hall Cllr Eberle

9.6 Warm spaces- To discuss the idea - Cllr Leonard

9.7 Community Gardens- To discuss the idea - Cllr Leonard

9.8 Community Fridge – To discuss the idea - Cllr Leonard

10. Councillor Reports- To receive reports from Councillors on issues arising

11. Clerks Report- To note the updated resolution register

12. Items Brought Forward -To receive (from Councillors) any items for the agenda of the next meeting.

EXCLUSION OF PRESS & PUBLIC

13. The Council is recommended to pass the following resolution: ‘Resolved that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items which are CONFIDENTIAL

by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council.’
(**CONFIDENTIAL** by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council)

CONFIDENTIAL ITEMS CIRCULATED FOR INFORMATION ONLY

14. WDBC Enforcement To receive an update

(**CONFIDENTIAL** by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council)

15. Tree Inspection - to agree to appoint an inspector of the trees in the churchyard

To resolve to exit Part 2, ratify decisions made therein and re-admission of the Press and Public

16. Date of Next Meeting Monday 6th January 2023