

Sourton Parish Council

Parish Clerk, Mrs A Horn,
Coombe Farm
Lake Sourton,
EX20 4HQ.
Tel: **07453561940**

26th January 2026

Dear Councillor

You are summoned to attend a meeting of Sourton Parish Council to be held on Monday 2nd February 2026 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**
- 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.
- 5. WDBC, DCC, DNP and Sourton Hall Reports** To receive reports and updates from those representatives' present.

ITEMS REQUIRING A DECISION

- 6 **Co Option** To consider any applications received
7. **Minutes**
- 7.1 Minutes of the To approve and sign the minutes of the Parish Council meeting held on
previous meeting 5th January 2026
- 7.2 Staffing Committee To adopt the minutes of the Staffing Committee Meeting held on 15th
Minutes July 2025
8. **Policy Review** To review the policies below
- 1. Disciplinary Policy
 - 2. Financial Regulations
 - 3. Financial Risk Register
 - 4. Flag Flying
 - 5. Grass Cutting Risk Assessment
 - 6. Grievance Policy
 - 7. Internal Controls
 - 8. Site Visit Risk Assessment
9. **Planning**
- 9.1 3240/25/HHO 20 Householder application for a raised single storey extension over
Trescote Way existing platform
Bridestowe
EX20 4QB
10. **Finance**
- 10.1 Finance Report To receive the financial report and agree the bank reconciliation.
- 10.2 Payments To resolve to approve the payments as set out on the payments list
- 10.3 Unity Bank Card To note the new card has arrived
11. **Wildlife Devon** To discuss the planting of the Whitebeam tree
tree
- 12 **Annual Parish** To discuss arrangements for the annual meeting of the parish
Meeting
- 13 **Annual Meeting** To discuss arrangements for the annual parish meeting
of the Parish
- 14 **Cluster group** To receive a report from the Clerk from the last Cluster Group meeting
meeting and action any matters arising from the report.

15	Correspondence	
15.1	Correspondence	To consider any correspondence received that requires a response
15.2	Royal Garden Party	<p>To nominate a person from Sourton noting that you should consider diversity in all its forms, including geographical spread across England, where appropriate, and protected characteristics. You should recognise front-line contributions, honouring the dedication, resilience and quiet heroism of those who serve their nation, often without public recognition. We would suggest nominating key grassroots individuals within an organisation rather than those in senior positions. We would define frontline workers as individuals whose roles involve direct or essential service to the public, often in challenging or high-pressure environments. By shining a light on selfless efforts, we hope the Garden Parties will inspire future generations to uphold the principles of duty and care that strengthen the fabric of our society.</p> <p>Nominated guests should be drawn from a diverse range of individuals and organisations. They should recognise excellent contributions in their field, and in public service, voluntary or community work. We recommend you consult with your policy teams to identify outstanding individuals or organisations they have come into contact with over the past year, who are deserving of recognition.</p>
15.3	West Devon Mayoral Nominations	<p>To consider nominations for the four categories of Mayoral Award.</p> <ul style="list-style-type: none"> • The West Devon Mayoral Award for Under 18s • The West Devon Mayoral Award for Over 18s / organisation • The Mayor's Green Award • The Mayor's Award for Long Service
16	Churchyard	To receive an update
17	Training	To discuss training requirements
18	Drains	To receive an update
19	Councillor Reports	To receive reports from Councillors on issues arising
20.	Items Brought Forward	To receive (from Councillors) any items for the agenda of the next meeting.

EXCLUSION OF PRESS & PUBLIC

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and having regard to the confidential nature of the business to be transacted to consider that the Press and Public be excluded from the Meeting for the following items of business.

(**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

21.	Enforcement	To receive an update
22.	Date of Next Meeting	Monday 2nd March 2026

