

Sourton Parish Council

Parish Clerk, Mrs A Horn,
Coombe Farm
Lake Sourton,
EX20 4HQ.
Tel: 07792958675

30th December 2024
Dear Councillor

You are summoned to attend a meeting of Sourton Parish Council to be held on Monday 6th January 2025 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.

The meeting will be recorded as an aid for minute taking and the recording will be deleted once the minutes have been signed.

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. **Minutes of the previous meeting** To approve and sign the minutes of the Parish Council meeting held on 16th December 2024

7. **Policy Review** To review the policies below

- 1.Standing Orders
- 2.Internal Statement of Control
- 3.Financial Regulations
- 4.Financial Risk Assessment
5. Disciplinary Policy
- 6.Grievance
7. Communication

8. **Finance**

- 8.1 **Finance Report** To receive the financial report and agree the bank reconciliation.

- 8.2 **Budget** To resolve to set the budget for the 2025-2026 year

- 8.3 **Precept** To resolve to set the precept for the 2025-2026 year

- 8.4 **Payments** To resolve to approve the payments as set out in the payment schedule

- 8.5 **Internal Auditor** To resolve to appoint Mrs Penny Clapham PLSCC as the internal auditor at a cost of £70 plus milage for an in person visit.

- 8.6 **Signatories** To resolve to add Cllr Horn as a signatory

9. **Planning** To consider a response to new applications listed on the WDBC and/or DNPA Planning Portals.

- 9.1 3667/24/FUL To consider a response to the application - erection of new stable

East Bowerland
Farm Okehampton
EX20 4LZ

10. **Upcoming**

- 10.1 **Meeting dates** To agree a calendar of meeting dates

- 10.2 **Correspondence** To discuss correspondence received in relation to salt bins

- 10.3 **Freedom of Information Request** To note a Freedom of Information request has been received for the recording of the 4th November Parish Council meeting.

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| 11 | Foundation Quality Council Award | To note that Sourton Parish Council has been awarded a Foundation Level Quality Council Award. |
| 12 | Councillor Reports | To receive reports from Councillors on issues arising |
| 13. | 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

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| 14. | WDBC Enforcement | To receive an update |
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CONFIDENTIAL ITEMS REQUIRING A DECISION

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| 15 | Staffing | To receive a report from Cllr Edmonds and Cllr Southcott |
| 16 | Grass Cutting Tender | To consider tenders if received |
| 17 | Sound system | To consider a quote for a sound solution |
| 18. | Date of Next Meeting | Monday 5 th February 2024 |