

Sourton Parish Council

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

27th January 2025

Dear Councillor

You are summoned to attend a meeting of Sourton Parish Council to be held on Monday 3rd February 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.

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

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| 6 | Co Option | To consider any applications received |
| 7. | Minutes of the previous meeting | To approve and sign the minutes of the Parish Council meeting held on 6 th January 2025 |
| 8. | <u>Policy Review</u> | To review the policies below

Asset Register
Asset Register Policy
Health and Safety
Site Visit risk assessment |
| 9. | <u>Finance</u> | |
| 9.1 | Finance Report | To receive the financial report and agree the bank reconciliation. |
| 9.2 | Payments | To resolve to approve the payments as set out on the payments list |
| 9.3 | Unity Bank Update | To receive an update from the Clerk about access to the Unity Bank Account |
| 10. | <u>Upcoming</u> | |
| 10.1 | Annual Parish Meeting | To discuss arrangements for the annual meeting of the parish |
| 10.2 | Annual Meeting of the Parish | To discuss arrangements for the annual parish meeting |
| 10.3 | West Devon Mayoral Awards | To discuss nominations for the Mayoral Awards. |
| 11 | <u>Correspondence</u> | |
| 11.1 | Salt box | To discuss an update from Devon County Council in regard to the Salt Box request |
| 11.2 | Wild about Devon Grant | To discuss a grant of £200 to purchase rakes grass bags for Green Group must be spent by 14 th February. |
| 11.3 | Okehampton Freemasons | To note a grant of £100 has been received from the Okehampton Freemasons to put towards the Defibrillator. |
| 12. | <u>Planning</u> | |
| 12.1 | 0063/25/HHO Maddaford Retreat | To consider the householder application for proposed rear extension |

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| 13 | Training | To discuss training requirements |
| 14 | Councillor Reports | To receive reports from Councillors on issues arising |
| 15. | 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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| 16. | Enforcement | To receive an update |
| 17 | Grass Cutting | To consider tenders if received |
| 18. | Website | To note the new invoicing arrangements for the website during the handover period |
| 19. | Date of Next Meeting | Monday 3 rd March 2025 |