

# Sourton Parish Council

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

30<sup>th</sup> August 2022  
Dear Councillor

You are summoned to attend a meeting of Sourton Parish Council to be held on Monday 5<sup>th</sup> September 2022 at 7:30pm in Sourton Village Hall.

Yours faithfully

*A Horn*

Abi Horn  
Parish Clerk

## **AGENDA**

**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. **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 1<sup>st</sup> August 2022
7. **Policy Review** To review the policies below and agree the recommendations from the leading councillor/s:
- **Closed churchyard- Cllrs D & S Firth**
  - **Expenses- Cllr Leonard**
  - **Meeting attendance - Cllr Jewell**
  - **Vacancy- Cllr Stone**
  - **Continuity plan- Cllr Eberle & Cllr Fogerty**
- 7.2 • **Equal opportunities-** To discuss how the Council can improve its policy
- 7.3 **Register of Interests** To review the Councillors, register of Interest as the council adopted a new version of the code of conduct in August 2022.
8. **Finance**
- 8.1 **Finance Report** To receive the financial report and agree the bank reconciliation
- 8.2 **External Auditor Arrangements** To resolve whether to opt out of the SAAA central external auditor appointment arrangements
- 8.3 **Payments** To resolve to approve the payments as set out below:
- |   |                      |           |         |
|---|----------------------|-----------|---------|
| A | <b>A Horn</b>        | Salary    | £322.44 |
| B | <b>Grass Cutting</b> | A Manning | £294.00 |
- 8.4 **Grant** To discuss and approve a grant application from Community Transport
9. **Planning** To consider a response to new applications listed on the WDBC and/or DNPA Planning Portals.
- 9.1 **2391/22/HHO Southmoor Thorndon Cross EX20 4NF** **Householder application for rear extension comprising ground floor garage & living accommodation on first floor (retrospective)**

## ITEMS FOR DISCUSSION

- 10 **Green Spaces**
- 10.1 **Green verges** Cllrs Leonard & Eberle to report if an update has been received
- 10.2 **Village Hall Road** Clerk to report if an update has been received
- 10.3 **Green Plan** To discuss suggestions on the draft green plan

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| <b>11</b>  | <b>Councillor Training</b>   | To discuss training courses available                                       |
| <b>12</b>  | <b>Councillor Reports</b>    | To receive reports from Councillors on issues arising                       |
| <b>13.</b> | <b>Items Brought Forward</b> | 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**

- |            |                         |                      |
|------------|-------------------------|----------------------|
| <b>14.</b> | <b>WDBC Enforcement</b> | To receive an update |
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**CONFIDENTIAL ITEMS REQUIRING A DECISION**

**15. Website**

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|-------------|---------------|---|
| <b>15.1</b> | Website Host  | To consider quotes for a new website host |
| <b>15.2</b> | London Bridge | To consider the quote for the website     |

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|------------|-----------------------------|--------------------------|
| <b>16.</b> | <b>Date of Next Meeting</b> | Monday 10th October 2022 |
|------------|-----------------------------|--------------------------|