

# Sourton Parish Council

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

31<sup>st</sup> January 2023

Dear Councillor

You are summoned to attend a meeting of Sourton Parish Council to be held on Monday 6<sup>th</sup> February 2023 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. **Minutes of the previous meeting** To approve and sign the minutes of the Parish Council meeting held on 9<sup>th</sup> January 2023
7. **Policy Review** To review the policies below
- Asset Register
  - Asset Register Policy
  - Health and Safety
  - Site Visit risk assessment
  - Financial Risk assessment
8. **Finance**
- 8.1 **Finance Report** To receive the financial report and agree the bank reconciliation.
- 8.2 **Payments** To resolve to approve the payments as set out below:
- |   |                        |               |         |
|---|------------------------|---------------|---------|
| A | <b>A Horn</b>          | Salary        | £352.78 |
| B | <b>D Pratt</b>         | Tree Report   | £474.00 |
| C | <b>Best Host</b>       | Website       | £93.00  |
| D | <b>A Horn Expenses</b> | Ink cartridge | £20.62  |
| E | <b>Sourton Village</b> | Hire of hall  | £255.00 |
| F | <b>Office 365</b>      | Microsoft 365 | £59.99  |
9. **Planning** To consider a response to new applications listed on the WDBC and/or DNPA Planning Portals.
- 9.1 **4223/22/CLP** Householder application for erection of a timber prefabricated single storey granny annexe for ancillary residential use
- Valley View  
Thorndon Cross  
EX20 4NQ

#### ITEMS FOR DISCUSSION

- 10 **Projects**
- 10.1 **Website** To note website is now live and discuss councillor email addresses
- 10.2 **Warm spaces** To finalise arrangements for 19<sup>th</sup> February
- 10.3 **Coronation** To continue discussion of arrangements
- 10.4 **Tree Planting** To discuss plans for more tree planting
- 10.5 **Elections** To receive a report from the clerk on the upcoming elections
- 10.6 **Annual meeting of the parish** To discuss arrangement
- 10.7 **Annual Parish meeting** To discuss arrangements
- 11 **Awards**

- 11.1 **WDBC Mayoral Awards** To consider nominating persons for an award
- 12 **Clerk's report** To receive an update from the clerk on outstanding issues.
- 13 **Councillor Reports** To receive reports from Councillors on issues arising
- 14. **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**

- 15. **WDBC Enforcement** To receive an update

- 16 **Computer** To discuss the replacement of the PC laptop

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**CONFIDENTIAL ITEMS REQUIRING A DECISION**

- 17. **Date of Next Meeting** Monday 6<sup>th</sup> March 2023