

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

28<sup>th</sup> August 2023

Dear Councillor

You are summoned to attend a meeting of Sourton Parish Council to be held on Monday 4th September 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**

<b>1.</b>	<b>Chair's Report</b>	
<b>2</b>	<b>Apologies for Absence</b>	To receive and accept apologies for absence.
<b>3</b>	<b>Public Forum</b>	This item will be conducted in accordance with the Standing Orders of the Council, which are available to read on the website.
<b>4</b>	<b>Declarations of Interest</b>	<p>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.</p> <p>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.</p> <p>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.</p>
<b>5</b>	<b>WDBC, DCC, DNP and Sourton Hall Reports</b>	To receive reports and updates from those representatives' present.

<b>ITEMS REQUIRING A DECISION</b>		
<b>6</b>	<b>Minutes of the previous meeting</b>	To approve and sign the minutes of the Parish Council meeting held on 10 <sup>th</sup> July 2023
<b>7</b>	<b><u>Planning</u></b>	To consider a response to new applications listed on the WDBC and/or DNPA Planning Portals
<b>7.1</b>	<b>1861/23/FUL  Land Adjacent To Catsmoor Cross</b>	<b>Application for a rural worker's dwelling</b>
<b>8.</b>	<b><u>Community</u></b>	
<b>8.1</b>	<b>Bridestowe and Sourton Housing Needs Survey - September 2023</b>	To note WDBC will be holding Community Drop In events where residents can come along and ask us questions regarding housing, seek advice, or have assistance with their survey <a href="mailto:affordable.housing@swdevon.gov.uk">affordable.housing@swdevon.gov.uk</a> .  The drop ins will be on Wednesday 20th September:  <ul style="list-style-type: none"> <li>- Sourton Village Hall 2pm until 3pm</li> <li>- Bridestowe Village Hall 3.30pm until 5.30pm</li> </ul>
<b>9</b>	<b><u>Finance</u></b>	
<b>9.1</b>	<b>Finance Report</b>	The Bank Reconciliation report and budget report dated 30 <sup>th</sup> August and 31 <sup>st</sup> July 2023 for the consideration of the Council
<b>9.2</b>	<b>Payments</b>	To resolve to approve the payments as set out on the payment schedule.
<b>9.3</b>	<b>Budget</b>	To discuss budget headings
<b>10</b>	<b><u>Policies</u></b>	
<b>10.1</b>	Policies to review.	<ul style="list-style-type: none"> <li>• Closed churchyard</li> <li>• Expenses</li> <li>• Meeting attendance</li> <li>• Continuity plan</li> <li>• Equal opportunities</li> </ul>
<b>10.2</b>	<b>Policies to adopt</b>	<ul style="list-style-type: none"> <li>• Sickness &amp; absence</li> <li>• Complaints procedure</li> <li>• To create a Governance Committee - a sub-committee (excluding Chairperson) to consider any grievances or complaints against the Parish Council. Please note that the</li> </ul>

		Governance Committee will not consider complaints against individual Councillors. Such complaints or grievances must be made to the Monitoring Officer
<b>11</b>	<b><u>Projects</u></b>	
<b>11.1</b>	<b>Events working group</b>	To receive an update from the group about upcoming events and a approve recommendations
<b>11.2</b>	<b>Green Working Group</b>	To receive a report from Cllr Eberle about churchyard grass cutting.
<b>11.3</b>	<b>20's Plenty for us</b>	To receive an update from the clerk
<b>11.4</b>	<b>Councillor emails</b>	To note that that correspondence will only be sent to the new emails as of 1 <sup>st</sup> October.
<b>11.5</b>	<b>Councillor training</b>	To confirm dates with councillors for training
<b>11.6</b>	<b>Clerk update</b>	To receive an update regarding change of address of the parish council and to agree temporary storage of council artefacts.
<b>11.7</b>	<b>Councillor reports</b>	To receive reports from councillors
<b>12</b>	<b>Items Brought Forward</b>	To receive (from Councillors) any items for the agenda of the next meeting.
<b><u>PART TWO</u></b>		
<b><i>Items which may be taken in the absence of the press and public. The Committee is recommended to pass the following resolution: 'Resolved that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as they involve the likely disclosure of sensitive and confidential information.'</i></b>		
<b>13.</b>	<b>WDBC Enforcement</b>	To receive an update.
<b>14.</b>	<b>Staff Report</b>	To receive a report and recommendations from the staffing subcommittee.
<b>15</b>	<b>Bungalow Bus stop repairs</b>	To receive an update if available
<b>16.</b>	<b>Date of Next Meeting</b>	9 <sup>th</sup> October at 7pm