

**Sourton Parish Council**  
Parish Clerk, Mrs A Horn,  
Coombe Farm  
Lake Sourton,  
EX20 4HQ.  
Tel: **07453561940**

28<sup>th</sup> October 2025

Dear Councillor

You are summoned to attend a meeting of Sourton Parish Council to be held on Monday 3<sup>rd</sup> November 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. Chair'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 PCC and Sourton Hall Report** To receive reports and updates from those representatives' present.

## **ITEMS REQUIRING A DECISION**

- 6 Minutes**
- 6.1** Minutes of the previous meeting To approve and sign the minutes of the Parish Council meeting held on 13<sup>th</sup> October 2025
- 7. Co- option**
- 7.1** Co-option of Councillors To consider applications received for co-option to the council for two vacancies
- 8 Planning** To consider a response to new applications listed on the WDBC and/or DNPA Planning Portals
- 8.1 3010/25/VAR  
The Old Forge  
Thorndon  
CrossEX20 4NG  
3105/25/CLE Alwin  
Thorndon  
CrossEX20 4NE** To consider the application
- To consider the certificate of lawfulness for existing use of caravan sited in the garden as ancillary accommodation
- 9. Closed Churchyard** To receive an update if available on quotations from stonemasons
- 10 Finance**
- 10.1** Finance Report The Bank Reconciliation report dated 30<sup>th</sup> September and budget monitoring report for the consideration of the Council
- 10.2** Payments To resolve to approve the payments as set out on the payment schedule.
- 11 Clerks Holiday** To note the Clerk will be on holiday from 22<sup>nd</sup> December to 4<sup>th</sup> January.
- 12 Drains** To receive an update
- 13 Councillor reports** To receive reports from councillors
- 14 Items Brought Forward** To receive (from Councillors) any items for the agenda of the next meeting.

## **PART TWO**

***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.'***

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|------------|--------------------------------------|--|
| <b>15.</b> | <b>WDBC<br/>Enforcement</b>          | To receive an update.                        |
| <b>16</b>  | <b>Grass Cutting<br/>Tender</b>      | To appoint the grass cutting tender for 2026 |
| <b>17.</b> | <b>Bungalow Bus<br/>Stop Repairs</b> | To receive repair tenders if received        |
| <b>18</b>  | <b>Date of Next<br/>Meeting</b>      | 1 <sup>st</sup> December at 7pm              |