

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

28th November 2023
Dear Councillor

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

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| 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 and Sourton Hall Reports | To receive reports and updates from those representatives' present. |

| ITEMS REQUIRING A DECISION | | |
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| 6 | Minutes of the previous meeting | To approve and sign the minutes of the Parish Council meeting held on 7 th October 2023 |
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| 7 | <u>Planning</u> | To consider a response to new applications listed on the WDBC and/or DNPA Planning Portals |
| 7.1 | APP/Q1153/D/23/33 20793: Southmoor, EX20 4NF | To note the appeal has been won by the applicant but that a request for costs has been dismissed. |
| 7.2 | APP/Q1153/W/23/3 326151: Collaven Manor, EX20 4HH | To note an appeal has been started on this application and decide whether the parish council wish to add to their previous comments. |
| 7.3 | 1442/23/FUL Rosemary Cottage | Change of use of land for a mixed-use including creation of a pond, landscaping & principally camping & erection of buildings & associated development |
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| 8 | <u>Finance</u> | |
| 8.1 | Finance Report | The Bank Reconciliation report dated 30 th November for the consideration of the Council |
| 8.2 | Payments | To resolve to approve the payments as set out on the payment schedule. |
| 8.3 | Budget | To discuss a revised budget |
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| 9. | <u>Policies</u> | |
| 9.1 | Action Plan | Action Plan – To review the Council’s action plan for 2024. |
| 9.2 | Polic Review | To review the <ul style="list-style-type: none"> • Dignity at work policy • Publication Policy |
| 9.3 | Communication Policy | To review a draft of the communication policy combined with a social media policy. |
| 9.4 | Neighbourhood | To discuss reviewing the neighbourhood plan |
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| 10 | <u>Projects</u> | |
| 10.1 | Christmas Party and lights switch on | To receive feedback on the event |
| 10.2 | Martyn’s Law | To receive an update from the Clerk. |
| 10.3 | 20 is plenty | To agree to pay the difference for the new signs |

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| 10.4 | Let's Talk Consultation | To note that the consultation is open Monday 27 November to Friday 12 January and there are a number of ways to get involved: <ul style="list-style-type: none"> • An online survey • A series of 'quick polls' on social media • Conversations with key partners, including town and parish councils • Face to face attendance at several locations across the Borough to gain views from residents on our priorities • A paper survey will be made available on request for anyone not able to provide their thoughts online |
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| 11 | Clerk's update | |
| 12 | Councillor reports | To receive reports from councillors |
| 13 | Items Brought Forward | To receive (from Councillors) any items for the agenda of the next meeting. |
| <p><u>PART TWO</u> <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></p> | | |
| 14. | WDBC Enforcement | To receive an update. |
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| 15. | Grass Cutting | To review tenders if available |
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| 16. | Date of Next Meeting | 8 th January at 7pm |