

Sourton Parish Council

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

4th May 2026
Dear Councillor

You are summoned to attend a meeting of Sourton Parish Council to be held on Monday 11th May 2026 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. Elections**
 - 1.1 Election of Chair** To elect a Chair for the forthcoming year
 - 1.2 Acceptance of Office** The Chair to sign the Acceptance of Office Form
 - 1.3 Election of Vice Chair** To elect a Vice-Chair for the forthcoming year

- 2 Apologies for Absence** To receive and accept apologies for absence.

- 3 Committees of the Council** To appoint Councillors to the following committees and subcommittees and to elect the Chairmen for the ensuing year:
 - 3.1 Complaints Committee** To appoint members to the Committee and confirm the Terms of Reference for the Committee
 - 3.2 Staffing Committee** To appoint 3 members to the Committee and confirm the Terms of Reference for the Committee

- 4 Working Groups**
 - 4.1 Green Spaces Working Group** To appoint members to the working group and confirm the Terms of Reference for the working group

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| 5 | Representatives to External Bodies - | To appoint Councillors as representatives of the Council to other bodies and to agree reporting arrangements |
| 5.1 | Dartmoor National Park | Nomination of a Councillor |
| 5.2 | Northern Links | Nomination of a Councillor |
| 5.3 | Police and Crime Commissioner Advocate | Nomination of a Councillor |
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| 6. | Governance | |
| 6.1 | Asset Assessment | Nomination of a Councillor to undertake an audit of elements of the assets held by the Council |
| 6.2 | Closed Churchyard | Nomination of a Councillor to undertake an audit of elements of the Closed Churchyard |
| 6.3 | Financial Checks | Nomination of a Councillor to undertake monthly Council financial checks including bank reconciliations and BACS payments. |
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| 7 | Public Forum | This item will be conducted in accordance with the Standing Orders of the Council, which are available to read on the website. |
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| 8 | Declarations of Interest | <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 there are circumstances that might enable them to remain.</p> |

ITEMS REQUIRING A DECISION

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| 9 | Minutes of the previous meeting | To approve and sign the minutes of the Parish Council meeting held on 13 th April 2026 |
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| 10. | Co option | To consider any applications received |
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| 11. | <u>Insurance</u> | |
| 11.1 | Insurance renewal | To note the Council has renewed its insurance with Zurich |
| 11.2 | Insurance declaration | <p>Any Councillor must specifically disclose if they have any of the following to the Clerk:</p> <ul style="list-style-type: none"> • Been the subject of a County Court Judgement, an Individual Voluntary Arrangement, a Company Voluntary Arrangement or a Sheriff Court Decree • Been convicted of or charged with (but not yet tried for) or been given an Official Police Caution in respect of any criminal offence |

(other than a motoring offence) which is not spent under the Rehabilitation of Offenders Act.

- Been declared bankrupt or insolvent or have been or are currently the subject of any bankruptcy or insolvency proceedings.
- Been involved as owner partner or director of any business which has gone or is currently going into receivership, liquidation, or administration.
- Been disqualified from being a company director.
- Been subject to an investigation by HM Revenue and Customs, which has resulted in a prosecution

12. Finance

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| 12.1 | Certificate of Exemption | To agree the Certificate of Exemption |
| 12.2 | AGAR- Internal Auditor Report | To receive the Internal Auditors report and agree any actions arising from it. |
| 12.3 | Annual Governance Statement | Chair and Clerk& RFO to sign Annual Governance Statement |
| 12.4 | Accounting Statement | Chair and Clerk& RFO to sign Accounting Statement |
| 12.5 | Notice of Public Rights | To agree the Notice of Public Rights Dates starting on 3 rd June and finishing on 14 th July. |
| 12.6 | Finance Report | The Bank Reconciliation report and budget report dated 30 th April 2026 for the consideration of the Council. |
| 12.7 | Payments | To resolve to approve the payments as set out on the payment schedule. |

13. Policy

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| 13.1 | Policy Review | Reserve Policy- to comply with the revised Governance and Accountability for Smaller Authorities in England

Safeguarding policy - to comply with the insurance requirements |
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14 Planning

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| 14.1 | 0848/26/HHO
Valley View
Thorndon Cross
EX20 4NQ | Householder application for erection of orangery & porch to existing dwelling |
| 14.2 | 0820/26/LBC
Diggaport House
Bridestowe EX20
4ER | Listed Building Consent for installation of electrical equipment fixed to the Listed dwelling exterior; cabling fixed to the Listed dwelling exterior and interior. Two ground- mounted ASHP cabinets adjacent to the Listed dwelling. Car charger fixed to the Listed dwelling exterior |

- 14.3 0821/26/FUL** Ground-mounted array of PV solar panels; removal of two
Diggaport House electricity poles & overhead cable; underground cables to the
Bridestowe EX20 Listed dwelling
4ER
- 15. Close Churchyard** To receive an update if available
- 16. Drains** To receive an update if available
- 17 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

- 18. WDBC** To receive an update
Enforcement
- 19. Date of Next Meeting** 1st June at 7pm