

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

24<sup>th</sup> November 2025  
Dear Councillor

You are summoned to attend a meeting of Sourton Parish Council to be held on Monday 1st December 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**

- |             |                              |  |
|-------------|------------------------------|--|
| <b>6</b>    | <b>Minutes</b>               | To approve and sign the minutes of the Parish Council meeting held on 3rd November 2025  |
| <b>7.</b>   | <b>Co- option</b>            |  |
| <b>7.1</b>  | Co-option of Councillors     | To consider applications received for co-option to the council for two vacancies   |
| <b>8.</b>   | <b>Drains</b>                | To receive an update   |
| <b>9.</b>   | <b>Closed Churchyard</b>     | To receive an update   |
| <b>10</b>   | <b><u>Finance</u></b>        |  |
| <b>10.1</b> | Finance Report               | The Bank Reconciliation report dated 30 <sup>th</sup> November and budget monitoring report for the consideration of the Council |
| <b>10.2</b> | Payments                     | To resolve to approve the payments as set out on the payment schedule.   |
| <b>10.3</b> | Budget                       | To consider V2 of the budget   |
| <b>10.4</b> | Internal Auditor 2026        | To resolve to appoint Mrs Penny Clapham PLSCC as the internal auditor at a cost of £70 plus mileage for an in person visit.      |
| <b>11</b>   | <b>Correspondence</b>        | To consider any correspondence received that requires a response   |
| <b>12</b>   | <b>Councillor reports</b>    | To receive reports from councillors  |
| <b>13</b>   | <b>Items Brought Forward</b> | 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>14.</b> | <b>WDBC Enforcement</b> | To receive an update. |
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| <b>15.</b> | <b>Gravestone Repair</b>         | To consider questions and options recommended by stonemasons                   |
| <b>16.</b> | <b>Bungalow Bus Stop Repairs</b> | To receive repair tenders if received  |
| <b>17.</b> | <b>Tree Inspection</b>           | To consider quotations for the 3-year tree inspection of the closed churchyard |
| <b>18</b>  | <b>Date of Next Meeting</b>      | 5 <sup>th</sup> January 2026 at 7pm  |