

Meeting Report

10.1 Annual Parish Meeting

The Parish Meeting is an opportunity for parishioners on the Electoral Roll for Sourton to raise any matters of concern to them that relates to their local community. It would be helpful to have written notice of any matters to be raised but it is not essential. Has been held at 7.30pm with a speaker in 2024 there was no speaker invited. Last year 11 MOP came

10.2 Annual Meeting of the Parish

This is the first council meeting of the year where the chair, vice chair and representatives and committee members are chosen. Usually held at 7pm before the Annual Parish Meeting.

10.3 WDBC Mayoral Awards

There are five categories in this year's awards:

- The West Devon Mayoral Award for Under 18s

This award celebrates a noteworthy achievement of a person under the age of 18 living in West Devon.

- The West Devon Mayoral Award for Over 18s

The award for an adult in West Devon who has done something noteworthy or enhanced the borough's reputation nationally.

- The West Devon Mayoral Award for an Organisation

The award for an organisation in West Devon that has done something noteworthy or enhanced the borough's reputation nationally.

- The Mayor's Green Award

This award recognises the work of individuals or groups who have made a significant contribution to conservation and protection of the West Devon natural environment.

- The Mayor's Award for Long Service

The nominee should be a person (or people) who deserves to be recognised for their long service. It could be someone who's been involved in a community group, volunteered locally or worked alone to improve the lives of people in West Devon.

Judges will include the Mayor, Deputy Mayor, Council Leader and Leader of the Opposition. The winners will receive their awards at a ceremony on 25 March 2025 at the Council's offices at Kilworthy Park, in Tavistock.

If you know someone who you think is deserving of an award, you can complete a nomination form online, giving us details of why you have nominated them.

Nominations close on Friday 14 February 2025.

11.1 Salt Bin

If the residents or the parish purchase the grit box, the fee of £350 would cover installation, maintenance, and refill.

I have checked our system, and I can see that there is a grit bin next to the hall. Over the past 5 years, I believe that it has never been refilled. We are able to move this grit bin to a more suitable location within the parish. This can be moved with no cost.

We also have the Snow Warden Scheme which the parish can become part of. I have attached the link for yourself below to look over and see if it were something the parish would like to consider. There is a lot of flexible with this scheme with regards to placing salt where it is most needed by the community.

<https://www.devon.gov.uk/communities/opportunities/snow-warden-scheme>

Any question please don't hesitate to get in contact.

11.2 Wild about Devon Grant

Ref: WAD24-47 – Wild About Devon Community Wildlife Fund Application

Following the redistribution of remaining grant funds, we are pleased to inform you that your application for funding a total of £200 to achieve the outcomes outlined below.

Your project manager and first point of contact will be Luke Groves-Davis at DCT, and if at any point you require support with the project, or you are struggling to achieve the outputs, then please contact 07415 206481 or email luke.groves-davis@devoncommunities.org.uk

Outcomes:

- **Manage the churchyard by delivering following activity: cutting grass and collecting the cuttings for composting.**
- **Procure rakes, grass grabbers, and grass bags to complete activity**

Conditions:

Your grant is awarded based on your application form and in adherence and agreement to the Terms and Conditions. Please note payment for this project is on acknowledgement of this letter via email.

Next steps:

In line with the Terms and Conditions, we will require the following from your project:

1) *Learning community*

It is very important that funded projects help us build understanding and insights of the wildlife community and interventions across Devon. We can share and learn from each other in real-time via the provision of feedback from individual projects which will allow us to identify gaps and opportunities.

We therefore recommend joining our peer support network [Wild About Devon - Community Action for Wildlife Devon Facebook group](#). Also, participation in at least one of our future focus group meetings to enable learning, reflection and debriefing on the activity as a whole or on an individual basis would be beneficial. We will contact you with details for the focus group meetings, or in case of the need to facilitate additional learning.

2) End of project report

You will be required to send us a final report which clearly outlines how the money was spent and the outcomes of the project by 14th February 2025. Outcomes include:

- Total number of individuals from the local community engaged as part of the project
- Outputs and Impacts during the reporting period
- A case study identifying impact of the project

Changes to project:

Please let us know if you need to change your project in any way, by replying to this e-mail.

Payment

Once you have acknowledged receipt of this letter, payment will be on its way to your nominated bank account.

13. Training

The Councillor Development Training

THE COUNCILLOR DEVELOPMENT FRAMEWORK



Not sure what training might suit you?

Our Councillor Development Framework looks at the different stages of being a councillor and what training might suit each level, tailoring training for the committees that you sit on and the role you play in your council.

[Find out more about the Framework](#)

Essential Training

These courses [take councillors and officers through the basics of their roles](#), step by step, so that they can understand roles and responsibilities, powers of a council, meetings, the importance of community engagement, and so much more.



Being a Good Councillor

Our **Being a Good Councillor series** is designed for all councillors, especially those new to their roles to help you understand your role and the intricacies of local government.

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The four sessions cover:

1. Roles and responsibilities

Explores the roles and responsibilities of the council, councillors, chair, and officers.

2. Powers, Duties, and the Precept

Looks at what local councils have the power to do, and how they can fund their activities

3. Local Council Meetings

Helps you understand the decision-making process looking at procedural rules and the councillor's role

4. The council in the community

Explore your understanding of your community, and share tips for community engagement

Courses can be taken in any order that you like and each session is via Zoom and costs £18 (inc of vat). Feedback includes:

"Very professional. I learned about the importance of a properly run council meeting"

"The trainer was very clear and presented it well, answering all our questions in a friendly manner"

Code of Conduct

Get an [overview of the rules and expectations that govern councillor conduct](#) and member interests, including DPIs, dispensations, when the Code applies and how to handle complaints about conduct.



10 February 2025, 18.00-20.00 via Zoom [Book here](#). Cost - £36.00 (incs vat)

Attendees said: ***"Well prepared and knowledgeable trainer. Made the whole session both enjoyable and informative. Made space for interaction with students. Extremely good."***

Chairing Local Council Meetings

The Chairman's duty is to ensure that the council meetings are run smoothly and effective decision making takes place. Essential training for Chairs and Vice Chairs! [Book here](#).



25 February 2025, 18.00-20.00 via zoom - Cost - £36.00 (incs vat)

"One of the best courses I have come across in my 66 plus years!"

Planning



Planning Enforcement, Appeals and Planning Obligations

This webinar is designed to give councillors and officers a greater understanding of planning appeals and enforcement. It will also look at s.106 Agreements, the Community Infrastructure Levy, and other forms of planning obligations.

28 January 2025, 18:30 - 20:15 via Zoom - *cost - £36 (incs vat)*

Introduction to Planning

This webinar is designed for both councillors and clerks wanting an overview of the planning system and their council's role within it.

13 February 2025, 18.30 - 20.15 via Zoom - Cost - £36 (incs vat)

Heritage Issues and the Planning System - New for 2025!

This webinar is designed for councillors and officers wanting a greater understanding of the planning system as it relates to heritage issues.

19 February 2025, 18.30 - 20.15 via Zoom - Cost - £36 (incs vat)

Find out more and register for a course

Communication and engagement training



**BREAKTHROUGH
COMMUNICATIONS**
SPECIALISTS IN CONNECTING TOWN & PARISH
COUNCILS WITH THEIR COMMUNITIES

Breakthrough Communications are sector experts in community and engagement, and offer a range of courses to help councils navigate community engagement, social media, and developing interpersonal skills.

Coming up in the next few months, [you can access \(all courses are 1.5 - 2 hrs long\)](#) Cost per course is £35 plus vat

Social Media and Digital Forms

Canva (Part One) - 30 January 9.30

Canva (Part Two) - 11 February 9.30

Community Engagement

Communicating with your community (Part One) - 21 January 9.30

Social Media for Councils: Advanced strategies - 26 February 9.30

Interpersonal Skills

Dealing with difficult people, 22 January 9.30

Councillors chairing meetings effectively, 29 January 18.30

Communicating with your community (Part Two) - 12 February 9.30

Recruiting a more diverse pool of councillors - 28 January 9.30

Get the most from regional and local media - 04 February 9.30

Crisis communications for local councils - 06 February 9.30

Keep up to date on information law!

Breakthrough Communications are also information law experts, and provide excellent training on data protection and freedom of information. Join a session to learn more and help your council stay compliant with the law!

Data Protection for Councils: Accountability & lawfulness 20 January 9.30

Data Protection for Councils: Subjects



Data Protection for Councils: Foundations and theory, 07 March 9.30



Our finance training covers [all aspects of local council finance](#), offered to our members by the Parkinson Partnership, experts in local council finance.

Internal Controls: 22 January, 19 February, 02 April & 28 May, (10.00 -11.40)

Finance for councillors: 23 January, (10.00 - 11.40), 30 January, (18.30 - 20.10) 4 March & 24 April, (10.00 -11.40)

New Clerk's Finance (Plus a 2nd course free): 28 January, 26 March & 08 May (10.00 -11.40)

VAT Partial exemption: 04 February (10.00 -11.40)

VAT for registered councils: 11 February, 01 May (10.00 -11.40)

Year end and Audit, councils over £25,000: 13 February, 25 February, 11 March & 20 March (10.00 - 11.40)

Introduction to VAT: 18 February. 27 March & 29 April (10.00 -11.40)

Procurement Act: 27 February & 22 April (10.00 -11.40)

The role of Internal Audit: 05 March (10.00 - 11.40)

Year end and transparency, Councils under £25,000: 6 March & 18 March, (10.00 - 11.40) and 19 March, (18.30 - 20.10)

Income & Expenditure (Larger councils): 13 March & 25 March (10.00 - 11.40)

**Booking a New Clerk's Finance course gives you a free space on any other finance*

course

E Learning

If you're unable to attend a training session, then our e-learning might be a good alternative!

How does e-learning work?

E-learning is a great opportunity to be able to learn at home, at a pace and time that suits you. We have a [wide range of courses](#), offered in partnership with the South West Local Councils Association.



This is an ideal form of distance learning, and excellent value with courses costing between £10 - £16 +VAT. Read on to find what's on offer!

E-learning which has been tailored specifically for parish and town councils includes:

An introduction to local councils

Standards in public life

You can also access three courses designed for the Civility and Respect Project:

- **Respectful and positive communication on social media for local councils**
- **Leadership in challenging situations**
- **An introduction to emotional intelligence and personal resilience**

We also have a [huge range of e-learning courses](#) which are not tailored to local councils but will still meet your needs, including:

Personal development and skills

- Equality, Diversity and Inclusion
- Introduction to resilience
- Menopause essentials
- Mental health essentials
- Stress management essentials
- Team leadership essentials

Health and safety courses

- Fire safety essentials
- First aid essentials
- Manual handling essentials
- Personal safety essentials

Information law and security courses

- Cyber user awareness training
- Data protection essentials (GDPR)
- Freedom of information essentials
- Information law and security courses

Other courses available

- Anti-bribery essentials
- Environmental Awareness Essentials
- Prevent! Awareness
- Working with volunteers essentials

Connect Events - Highways



Join us as we delve into the topic of funding for our highway's infrastructure and how highways link with the Planning system.

Highways Investment unveiled: [06 February 13.00 - 14.00 via Zoom](#)

Highways and the Planning System: [03 April 13.00 - 14.00 via Zoom](#)

All [Connect Events](#) are free to attend, normally held online, and open to both councillors and officers.