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WITHERIDGE PARISH COUNCIL

NOTICE OF MEETING

A **Meeting** of the **Council** will be held at Witheridge Parish Hall on ***Thursday 5th May 2022 19:30***. All members* of the Council are hereby summonsed to attend for the purpose of considering and resolving upon the business as detailed in the attached agenda.

27/04/22

* Cllrs:	Harvey (Chairman)	Searles
	Dorrow	Smith
	Goodwin	Wells
	Martin	Yabsley
	Northam	Vacancy

Peter Dunn
Clerk to the Parish Council
(Contact:- 01363 460046, E-mail:- parishclerk@witheridgepc.org, Web:- www.witheridgepc.org *)

Members of the public are welcome to attend.

Council Agendas, Minutes, Councillors' Register of Interests together with Finance & Policy Documents are available on the parish council website*. For those without personal internet access, computers and printing facilities are provided at Devon Libraries allowing you to read and print any information you require for a small fee. Alternatively following advance payment by cheque payable to Witheridge Parish Council the clerk can provide documents by post.

A printed copy of the latest minutes following the posting of this notice will be available to read during coffee mornings at the Rest A While Day Centre.

AGENDA

Annual Council Business

1. **To elect the Council Chairman.**
2. **To receive the Chairman's declaration of acceptance of office in accordance with LGA72s83.**
3. **To elect the Council Vice-Chairman.**
4. **To Approve Apologies for Absence.**
5. **To Appoint Committees and representatives for the Council Year:-**
   - 5.1. **Finance & General Purposes Committee (Chair, Vice Chair + 3).**
   - 5.2. **Parish Hall Committee Council Representatives (3 cllrs required by the Trust Deed).**
   - 5.3. **Witheridge in Bloom.**
   - 5.4. **Any Other Appointments.**

Monthly Business

6. **Public Session (maximum 3 mins per subject overall max. 15 minutes).**
7. **To consider any application(s) for co-option.**
8. **To receive the following Reports (strictly maximum 15 minutes – long reports should be submitted in advance to the clerk to circulate to councillors prior to the meeting):-**
   - 8.1. **Police update - https://www.police.uk/devon-and-cornwall/DEV.4108/ .**
   - 8.2. **District and County.**
9. **Minutes.**
   - 9.1. **07/04/22.** To sign if approved, minutes of the Council.
10. **To consider Code of Conduct Matters:-**
    - 10.1. **Written councillor dispensation requests arising.**
    - 10.2. **Declarations of Interests.**

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(Members should leave for any item where they have a Pecuniary or Prejudicial Interest).

11. To consider the following Planning Matters.
- **11.1. Planning list (appended).**
- **11.2. Planning applications received following agenda publication.**
- **11.3. Enforcement Issues Arising.**
- **11.4. Affordable Housing SPD and new Planning Validation Checklist.**
- **11.5. Application for a lawful development certificate at Malson annex, Malson refused.**

12. To consider the following Finance & Policy matters:-
- **12.1. Finance update circulated to councillors' for review.**
- **12.2. Sanction payment schedule appended & instruct signatories.**
- **12.3. Note the following:-**
  - **12.3.1. Annual VAT126 Reclaim submitted.**
  - **12.3.2. Public Works Loan Board Annual Audit Statement.**
- **12.4. Financial Year End 31/03/22.**
  - **12.4.1. Re-state payees approved for payments by Standing Order & Direct Debit.**
  - **12.4.2. Approve Asset Register & Annual Risk Assessment.**
  - **12.4.3. Complete Annual Governance Statement.**
  - **12.4.4. Approve Bank Reconciliation, Accounts & Accounting Statements.**
- **12.5. Lloyds Bank Change to Online Business.**

13. To consider the following Property/Environment matters:-
- **13.1. Highways, Drainage & Public Rights of Ways Issues.**

  https://devon.roadworks.org/ | **https://www.devon.gov.uk/roadsandtransport/report-a-problem/**
- **13.2. Office – Draft Lease, Utilities and proposed Lessee deposit charges.**
- **13.3. Playgrounds.**
  - **13.3.1. Qtly Inspection Report.**
  - **13.3.2. Youth Shelter cleaning update.**
- **13.4. Public Toilet.**
  - **13.4.1. Wallgate - Public Toilet hand wash/drier service report.**
  - **13.4.2. PHS – Service Contract.**
- **13.5. Bus Shelters cleaning.**
- **13.6. Drayford Green - Proposed works to Horse Chestnut at Drayford Green by Hi-Line on behalf of Western Power.**
- **13.7. Approve completion MDDC Controlled Waste Transfer Notice.**
- **13.8. Village Litter Pick – proposed 07/05/22.**

14. Correspondence / Consultations Received for consideration:-
- **14.1. Resident – Concerns in respect of street lighting times in the Square.**

15. Dates of Next meetings recommended:-
- **15.1. Parish Council - 02/06/22 – agenda deadline noon 20/05/22.**
- **15.2. Agenda Items for consideration by the next meeting.**

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Planning List (Cllrs can access the Local Plan here , applications here)

Application No.	Description
75176	Change of use of land, erection of a stable block and storage/hay barn and associated works at Land at Shepherds Rest Rackenford Tiverton Devon EX16 8DX Grid Ref: 285237; 116626
75152	First floor extension over existing garage/store to provide additional accommodation at 27 Broomhouse Park Witheridge Tiverton Devon EX16 8HB Grid Ref: 280242; 114307

Payment Schedule

Item	Payee	Purpose	£
12.2.1.	Hoopers (SW) Ltd	Grounds Maintenance 6174	**684.00**
12.2.2.	Wicksteed Leisure Ltd	Qtly Playgrounds Inspection Order:1258227 / Invoice :817431	**206.40**
12.2.3.	North Devon Council	Dog Waste Bin Servicing Jan-Mar 22 *9780	**218.40**
12.2.4.	EDF Energy Customers Ltd	Toilet Block Electricity Charges 08/03-14/04/22	**166.43**
12.2.5.	PHS	Toilet Sanitiser Units Servicing 16/05/22-15/05/23 *5993	**250.20**
12.2.6.	Mid Devon District Council	Trade Waste Bin Service 01/04/22-30/09/22 *1723	**111.06**
12.2.7.	iNet Telecoms	Landline number monthly rental *8148	**3.60**
12.2.8.	S Sandland	Toilet Management & Cleaning Contract	**300.00**
12.2.9.	McAfee Ireland Ltd	Annual Security & Anti-Virus Software 2yr renewal 24/04/22-24/04/24 (reduced fee)	**119.99**
12.2.10.	Staff Salaries & Expenses		**TBC**
	To Ratify:-		
12.2.11.	Hoopers Services (SW) Ltd	Grounds Maint. 6153	**684.00**

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