

DUNSFORD PARISH COUNCIL

Clerk to the Council: Lynne Ogden, Moorview, EX67SB, 01392 811236 dunsfordclerk@gmail.com

To all members of Dunsford Parish Council

May 2025

You are summonsed to attend the **Annual Council Meeting of the Parish Council** on **Tuesday 6th May 2025 at 7.30 pm** in the Village Hall Dressing Rooms, **followed by the ordinary Council meeting**

AGENDA

1. Election of Chairman

- a) Invite nominations and elect a chairman for the year
- b) Receive the Declaration of Acceptance of Office by the Chairman

2. Election of Vice Chairman

- c) Invite nominations and elect a Vice Chairman for the year
- d) Receive the Declaration of Acceptance of Office by the Vice Chairman

3. a) Appointment/confirmation of signatories for cheque payments.

- b) **Review bank Mandate** – at present, all councillors are added as signatories with three being required to sign for each payment.

4. To appoint or re-appoint Cllrs to appropriate committees and review the Terms of Reference for each committee.

- a) Housing Working group
- b) Dunsford Climate Initiative Team
- c) Dunsford Emergency Response Team
- d) Community Assets Review
- e) Village Hall Management Committee
- f) Finance Committee
- g) Village Green

5. To adopt the latest version of the following policies: -

- a) Standing Orders
- b) Financial Regulations
- c) Code of Conduct

Commencement of Ordinary Council Meeting

Democratic / Public Question Time: Residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the Chairman, before the start of the Parish Council meeting. Members of the public may not take part in the Parish Council meeting itself.

6. Apologies

7. Declaration of interest. In accordance with the Code of Conduct, members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have, in items to be considered at this meeting. Members are also reminded

that any change to their Declaration of Interests must be notified to the Monitoring Officer at Teignbridge District Council within 28 days of the change.

8. Minutes of the meeting held on 1st April 2025 - to consider the approval of the minutes of the last meeting of the Council and these to be signed by the Chairman.

9. Progress Reports

9.1 Action points from last meeting

9.2 Clerk's report

9.3 Reports from other Councillors/representative

9.4 Dunsford Emergency Response Team Cllr Morris

9.5 Dunsford Climate Initiative Cllr Squire

9.6 Finance Advisory Group – update and to include recommendation for the Council's Insurance. The present arrangement with Clear Council terminates on May 31st. **The Full Council to resolve to accept one of the Quotes presented.**

9.7 Reports from Cllrs attending other meetings/training

Note: Housing working group and Assets group are currently stood down

10. Correspondence – List of correspondence received by email listed overleaf

11. Finance

11 (a) End of year Bank Reconciliation and Statement (Q4) – to be approved and signed by the Chairman and Responsible Finance Officer

11 (b) Exemption Certificate – The Council to resolve to submit a Certificate of Exemption as the Total Income and the Total outgoings are both less than £25,000

All other AGAR documents to be considered at the June meeting.

11.1 Bank balances: C/A £6013.02 as at 24/03/2025 BBI/A £1869.23 as at 10/03/24

The Council to resolve to pay the following invoices: -

11.2 Clerk's Salary - 5 weeks x 10 hours a week - Gross pay £718
Net pay to Clerk £ 574.40+ expenses of £31.49 Total to Clerk - **£605.89**

11.3 Insurance premium – **tbc after discussion in item 8.6**

11.4 Lengthsman - April tasks - **tbc**

11.5 DALC – Annual subs – **£282.88**

11.6 Village Hall MC -Room hire – Jan, Feb, March - **£41.25**

11.7 Play Safety Ltd – Rospa report - **£105.60**

11.8 Reimbursement to Cllr Morris for hi viz jackets for DERT - **£62.25**

12. Planning: - The Council to consider the following applications along with any received between the publication of the agenda and this meeting

Applications: - 12.1 – None

Decisions: – 12.2 Teignbridge District Council – 25/00163/NPA - Barn adjacent to Westview Farm, Dunsford – Refusal of Request for Prior Approval

13. Village Green a) Monthly report b) Benches update c) DADs /Open air Play
Cllr Matthews/Clerk

14. Lengthsman- Tasks for May to be discussed.

The Lengthsman has now been with Dunsford Parish Council for 1 year. The Clerk would like to thank him for his work during this time.

15. Annual Parish Meeting – Final Arrangements to be discussed

16. Dunsford Show – The Council to decide arrangements needed for the Show on July 5th.

17. Matters brought forward by the Chairman (for information only/possible addition to a future month's agenda. a) Highways –

18. Date of next Council meeting - Tuesday June 3rd, 2025, in the Village Hall Dressing Rooms, Dunsford at 7.30 pm.

Signed *Lynne Ogden* Clerk/RFO to Dunsford Parish Council 30th April 2025

Email circulation during the past month

- Planning applications and decisions from DNPA and Teignbridge
- Rural Services Network Bulletin plus Funding Digests
- DALC newsletters
- Devon Communities Together – various newsletters
- Teignbridge newsletter
- Highways Surface dressing programme information
- Devon CPRE Planning workshop information
- Devon Climate Emergency newsletter
- Removal of Public payphones consultation