

DUNSFORD PARISH COUNCIL

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

To all members of Dunsford Parish Council

May 2022

You are summonsed to attend the **Annual Council Meeting of the Parish Council** on Tuesday 4th May 2022 at 7.45 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. Appointment/confirmation of signatories for cheque payments.

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

- a) Housing & Infrastructure
- b) Dunsford Climate Initiative Team
- c) Dunsford Emergency Response Team
- d) Village Hall Management Committee
- e) Finance Committee
- f) Village Green

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.

5. Apologies

6. 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.

7. Minutes of the meeting held on 5th April 2021 to consider the approval of the minutes of the last meeting.

8. Progress Reports

8.1 Action points from last meeting

- 8.2 Clerk's report
- 8.3 Reports from other Councillors/representatives
- 8.4 Housing & Infrastructure – met with Councillors 27th April for update. Cllr French
- 8.5 Recreation & Environment group Cllr Hayes
- 8.6 Emergency Planning Group Cllr Heard
- 8.7 Reports from Cllrs attending other meetings/training

9. Insurance for June 1st 2022 – The Council to resolve which quote to accept and decide the term of one or three years and approve payment to be added to item 11. Details of quotes to be sent to Cllrs.

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

11. Finance

the Council is reminded that they resolved to apply for the exemption certificate at the last meeting and the Clerk has submitted this to PKF Littlejohn

11.1 Bank Reconciliation and Statement – presented at April meeting and signed.

11.2 Internal Audit Completed by P. Clapham – Completed on 28/4/2022 - The Council to discuss any recommendations

11.3 Annual Governance Statement- To be read by the Clerk, agreed by the Council, and signed and minuted.

11.4 Annual Accounting Statement - To be signed by the Chairman and RFO

For information: Period for the Exercise of Public Rights: – Monday 13th June to Friday 22nd July

Bank balances: 11.5 C/A £6830.86 as at 24/03/2022 **BBI/A** £1825.63 as at 09/03/22

To resolve to pay the following invoices which are attached for your information: -

11.6 Clerk's Salary – 4 weeks x 10 hours a week - Gross pay £468

Net pay to Clerk £374.40 + expenses of £38.09 Total to Clerk - **£412.49**

11.7 Mr C Robin – Reimbursement for half of bill received for repointing wall after the removal of noticeboards (Church to pay the other half) - **£30**

11.8 City of Exeter Railway Band - Payment for Band to play during Platinum Jubilee celebrations - **£250**

11.9 Insurance premium – To be confirmed after discussion of item 9

12. Planning: - Applications 12.1 –Teignbridge 22/00705/NPA – Reedy Meadow Nursery, Dunsford - Application for prior Approval under Part 3 Class Q (a) and (b) and paragraph W of the GDPO for change of use of agricultural building to a dwelling

12.2 – Dartmoor National Park 0125/22 – Stable Cottage Dunsford – Proposed: The construction of a decking area on sloping ground and the construction of a garden shed to the rear of main property. **Decisions-** None

13. Village Green a) Monthly report b) Broken fences Cllr Matthews

14. Ukrainian families in the Parish and Teignbridge CVS information

15. Reviews – Policies/subscriptions 1) To continue reviewing and adopting updated Standing Orders sections 7,9 and 10. **2)** To review and adopt/amend Financial Regulations. **3)** To review and adopt/amend the Council’s Complaints procedure. **4)** To review the Council’s and staff subscriptions to other bodies

16. Lengthsman- Tasks for the near future to be discussed and planned in advance. Elliott Fairs has agreed to the Contract presented by the Council.

17. Matters brought forward by the Chairman (for information only/possible addition to a future month’s agenda. **a)** Information - road closure – 08/08/2022 – 02/09/2022- in the vicinity of Old Cawte Farm to allow the property to be thatched **b)** The Highways Officer would like to attend the June meeting to inform the Council about Finance for Highways in the coming year.

18.1 Date of next Council meeting - Tuesday June 7th 2022 in the Village Hall Dressing Rooms, Dunsford at 7.45 pm.

18.2 Date of Three Parish Meeting – Tuesday 19th July 2022 in the Village Hall Dressing Rooms and Village Green.

Signed *Lynne Ogden* Clerk/RFO to Dunsford Parish Council 26th April, 2022

Email Circulation during the past month

- Planning applications and decisions from DNPA and Teignbridge
- Rural Services Network Bulletin plus Funding Digests
- DALC newsletters
- Road closure notices for Berry Cross to Park Gate Cross; Two crosses to Leigh Cross; road outside Old Cawte Farm
- Devon Climate Emergency Newsletter
- Notice of Road Safety grants available and follow up email from Ines
- DCC Support for Ukraine Families and their Host Families
- Teignbridge – Voluntary Sector information on Ukraine Families