

# DUNSFORD PARISH COUNCIL

Clerk to the Council: Lynne Ogden, Moorview, EX67SB, 01392 811236 [dunfordclerk@gmail.com](mailto:dunfordclerk@gmail.com)

**To all members of Dunsford Parish Council**

**May 2024**

You are summonsed to attend the **Annual Council Meeting of the Parish Council** on **Tuesday 7th May 2024 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 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

*Prior to the start of the Ordinary Council Meeting, the Chairman will read out the basis of the Code of Conduct in readiness for the training on May 22<sup>nd</sup> and for the review of our present Code of Conduct, to be in line with a more recent version.*

## 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 2nd April 2024** - to consider the approval of the minutes of the last meeting of the Council and these to be signed by the Chairman.

## **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 Working Group. Cllr French
- 8.5 Dunsford Emergency Response Team Cllr Smith
- 8.6 Dunsford Climate Initiative Cllr Squire
- 8.7 Asset Review Group – Update on position of this group
- 8.8 Reports from Cllrs attending other meetings/training

**9. Correspondence** – List of correspondence received by email listed overleaf

## **10. Finance**

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

**10 (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, after the Internal Audit**

**10.1 Bank balances:** C/A £6013.02 as at 08/04/2024 BBI/A £1848.60 as at 11/03/24  
**Income:** 1<sup>st</sup> half of Precept - £8039 (not shown on above balance)

**The Council to resolve to pay the following invoices: -**

**10.2** Clerk's Salary - 5 weeks x 10 hours a week - Gross pay £636.50  
Net pay to Clerk £ 509.30 + expenses of £58.04 Total to Clerk - **£567.34**

**10.3** Insurance premium – **£498.43** (approved at April meeting)

**10.4** Elliott Fairs – Handover to new Lengthsman and April tasks - **£125**

**10.5** DALC – Annual subs – **£264.68**

**10.6** Wicksteed – replacement of hand grab - **£13.80**

**10.7** Barry Green – Introduction to Lengthsman duties and April tasks - **£100**

**10.8** Village Hall MC -Room hire Feb and March - **£50**

**10.9** Clerk - Reimbursement for tax payment for March – April - **£110.03**  
(omitted from Q4 payment in error but now an outstanding payment, so paid by Clerk)

**10.91** Dunsford Village Stores - Annual Parish Meeting refreshments – **£24**

**10.92** Play Safety Ltd – Rospa report - **£103.70**

**10.93** AB Chadwick – deposit for fabrication of benches - **£1000**

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

**Applications: - 11.1 – Dartmoor National Park – 0168/24 –** Dunsmead House, Brownings Mead, Dunsford, EX67JJ – convert garage into residential accommodation for ancillary use.

**Decisions: – 11.2 Teignbridge DC – 23/01915/HOU –** Pan Reedy, Dunsford EX67AE - Addition of French doors and Juliet balcony, and cladding to dormer roof window – **Grant of conditional planning permission**

**11.3 Dartmoor National Park – 0111/24 –** The workshops, Square Bookhams, Dunsford, EX67DL – **Certificate of Lawfulness of existing use or development**

**12. Village Green** a) Monthly report b) Benches update **Cllr Matthews**

**13. Review of Annual Parish Meeting** **All Cllrs**

**14. Lengthsman-** Tasks for the near future to be discussed and planned in advance.

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

**16. Date of next Council meeting -** Tuesday June 4th 2024 in the Village Hall Dressing Rooms, Dunsford at 7.45 pm.

**Signed** *Lynne Ogden* Clerk/RFO to Dunsford Parish Council 1st May 2024

### **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
- Traffic notices re Farrant's Hill Closure – various
- Funding for Community Green Spaces and Village Halls
- Devon Climate Emergency newsletter
- Rospa inspection report
- Traffic Notice – Briton Cottage – Birch Cross
- Devon County Council newsletter