

WEST DOWN PARISH COUNCIL

Mrs V Ford, Parish Clerk, West Down Parish Council, 10 Berrynarbor Park, Sterridge Valley, Berrynarbor, Devon, EX34 9TA.

Tel:- 07852 627967. **Email:** - clerk@westdownparishcouncil.org.uk

To: S Ayre (Chair), M Reeves (Vice-Chair), R Drew, R Kenshole, K Oades, S Squire & T Verney, J Robinson.

You are hereby summoned to attend the Council Meeting of West Down Parish Council which will be held on **Wednesday 1 June 2022 at 7.30 pm** at the Parish Hall, West Down for the purpose of transacting the following business. In accordance with The Public Bodies (Admissions to Meetings) Act 1960 members of the public are invited to attend.

Mrs Val Ford - Clerk to the Council

AGENDA

- 1. Apologies** – to receive apologies and reasons for absence.
- 2. Declarations of Interest** – to receive declarations of personal interest and disclosable pecuniary interests
- 3. Participation** – Members of the public are invited to make representations for a maximum of 2 minutes. Issues will be heard and noted but no decisions can be taken at this part of the meeting.
- 4. Minutes** – To approve and sign the Minutes of the West Down Parish Council Meeting dated the 4th May 2022.
- 5. Minutes** – To check for accuracy the Minutes of the West Down Annual Parish Meeting dated the 4th May 2022. These will not be signed until the Annual Parish Meeting in 2023.
- 6. Matters Arising** - To discuss matters arising from the Parish Council meeting held on the 4th May 2022.
- 7. Police Report** – To receive information from the Police including the monthly crime figures.
- 8. Report from the County Councillor** - To receive an update/report from C Cllr A Davis.
- 9. Report from the District Councillor** - To receive an update/report from D Cllr M Wilkinson.
- 10. Signage in the Village** – To discuss the request made for signage in the village.
- 11. Footpath 12** – To discuss the Specification and Tender Document.
- 12. 20 mph Speed Limit in the Village** – To look at progressing this now that the information about the Community Speed Watch has been circulated to interested parties.
- 13. Road Warden Scheme** – To discuss this scheme in more detail following a volunteer coming forward to assist with road works.

14. **Community Land Trust** – To discuss the application for set up costs and the Housing Needs Survey.
15. **NDC Climate & Environmental Grant for 2022/2023** – To look at possible projects for this grant funding.
16. **Community Award** – To revisit the Community Award.
17. **Parish Council Insurance** – To receive information about the renewal and quotations received.
18. **Review of Standing Orders** – To carry out the annual review of the Parish Council Standing Orders.
19. **Review of Statement of Internal Control** – To carry out a review of the Statement of Internal Control.
20. **General & Financial Risk Assessment** – To progress setting up this risk assessment
21. **Parish Council Diary** – To see if any further additions are required to the diary for 2022/2023.
22. **Parish Council Laptop** – To consider the purchase of a replacement laptop.
23. **Village Emergency Planning** – To receive information on the risk assessment prior to taking this to the village.
24. **Finances**
 - a) To receive the balance in the bank accounts.
 - b) To receive and agree the invoices received for payment.
 - c) To receive the Parish Council Accounts for 2021/2022.
 - d) AGAR (Annual Governance Accountability Return)
 - (i) To complete and sign the Annual Governance Statement 2021/2022.
 - (ii) To complete and sign the Accounting Statement 2021/22.
 - (iii) To receive the Internal Auditors Report.
 - (iv) To discuss the External Audit by PFK Littlejohns.
25. **Planning Decisions**

To receive any planning decisions from NDC.
26. **Planning Applications**
 - a) To comment on the following planning applications.

73569 – Conversion of the public house into two residential units and to replace the bungalow with a single detached residential unit (amended description) at Foxhunters Inn, West Down, Ilfracombe, Devon, EX34 8NU

75266 – Prior Notification for erection of general purpose agricultural building at Foxhill Farm, West Down, Ilfracombe, Devon, EX34 8NF.
 - b) To comment on any planning applications received after the Agenda was published.
27. **Correspondence** – To receive items of correspondence received since the last meeting.
28. **Unresolved Questions.**
29. **Items to be added to the next meeting Agenda**
30. **Any Other Business.**