

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 Kenshole, H Knight, S Squire & T Verney

You are hereby summoned to attend the **ANNUAL PARISH MEETING** of West Down Parish Council which will be held on **Wednesday 10 May 2023 at 7.00 pm** at the Parish Hall, West Down. In accordance with The Public Bodies (Admissions to Meetings) Act 1960 members of the public are invited to attend.

1. [Apologies.](#)
2. [Sign the Minutes of the Annual Parish Meeting held on 4 May 2022.](#)
3. [Questions/Statements from the Public.](#)

THE ANNUAL GENERAL MEETING OF WEST DOWN PARISH COUNCIL WILL FOLLOW AT APPROXIMATELY 7.15 P.M. 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. **Acceptance of Office** - Parish Councillors to sign their Declarations of Acceptance of Office form. Councillors will also be asked to confirm their agreement to receive Agendas by email.
3. **Election of Chairman 2023/2024** – The newly elected Chair to sign their Acceptance of Office form.
4. **Declarations of Interest** – to receive declarations of personal interest and disclosable pecuniary interests
5. **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.
6. **Minutes** – To approve and sign the Minutes of the West Down Parish Council Meeting dated 5 April 2023.
7. **Matters Arising** - To discuss matters arising from the Parish Council meeting held on 5 April 2023

- 8. Election of Officers 2023/2024**
 - a) Vice Chair
 - b) Joint Data Protection Officers
 - c) Parish Council Auditor
 - d) P3 Scheme Co-Ordinator
 - e) Joint Police Advocate
 - f) Community Award Co-ordinator
- 9. Police Report** – To receive information from the Police including the monthly crime figures.
- 10. Report from the County Councillor** - To receive an update/report from C Cllr A Davis.
- 11. Report from the District Councillor** - To receive an update/report from D Cllr M Wilkinson.
- 12. Planning Decisions** – To receive details of planning approvals/refusals.
- 13. Planning Applications** -
 - a) To comment on the following planning applications:-
76647 – Construction of a surface water attenuation pond and associated infrastructure (part retrospective) at Land to west of Ilfracombe Road and to the south of Dean Lane, West Down

76927 – Prior Approval for conversion of agricultural building to one dwelling house Class Q (a) (b) at Barn at Woodlane Farm, West Down, Ilfracombe, EX34 8NH.
 - b) To comment on planning applications received after the Agenda was published.
- 14. Post Office Outreach Service** – To receive an update on the Working Party.
- 15. Small Grants Fund**
 - a) To carry out the annual review of the Grant Fund Policy.
 - b) To confirm the first instalments of the Grant Fund payments.
 - c) To receive any reports in respect of the grant funding received for 2022-2023.
- 16. Community Land Trust** -To receive an update on the CLT/Housing Needs Survey
- 17. Community Councillor Grant 2023-2024** – To discuss the funding available.
- 18. Emergency Plan** – To receive any update on the Working Party.
- 19. Review Code of Conduct & Discuss Training.**
 - a) To carry out the annual review of the Code of Conduct..
 - b) To discuss the Code of Conduct Training for Town & Parish Councils
- 20. Parish Council Insurance**
 - a) To receive the renewal notice and alternative quotations.
 - b) To agree payment of the annual parish council premium.

21. SW Heritage Trust – To agree the donation for storage of Parish Council documents.

22. Finances

- a) To receive the balance in the bank accounts.
- b) To receive and agree the invoices received for payment.
- c) AGAR (Annual Governance Accountability Return)
 - (i) To receive the Internal Auditors Report
 - (ii) To complete and sign the Annual Governance Statement 2022/2023
 - (iii) To complete and sign the Accounting Statements 2022/2023

23. Correspondence – To receive items of correspondence received since the last meeting.

24. Unresolved Questions.

25. Items to be added to the next meeting Agenda

26. Any Other Business.