

## WEST DOWN PARISH COUNCIL

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

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**To: S Ayre (Chair), M Reeves (Vice-Chair), R Kenshole, H Knight, T Verney, S Whitby & S Tanton**

You are hereby summoned to attend the **ANNUAL PARISH MEETING** of West Down Parish Council which will be held on **Wednesday 1<sup>st</sup> May 2024 at 6.45 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 10 May 2023.
3. Questions/Statements from the Public including a report from the Chairman of the Parish Council.

**THE ANNUAL GENERAL MEETING OF WEST DOWN PARISH COUNCIL WILL FOLLOW AT APPROXIMATELY 7.00 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. **Election of Chairman 2024/2025** – The newly elected Chair to sign their Acceptance of Office form.
3. **Declarations of Interest** – to receive declarations of personal interest and disclosable pecuniary interests
4. **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.
5. **Minutes** – To approve and sign the Minutes of the West Down Parish Council Meeting dated 3 April 2024.
6. **Matters Arising** - To discuss matters arising from the Parish Council meeting held on 3 April 2024.
7. **Election of Officers 2024/2025**
  - a) Vice Chair
  - b) Joint Data Protection Officers

- c) Parish Council Auditor
- d) P3 Scheme Co-Ordinator
- e) Community Award Co-ordinator

8. **Police Report** – To receive information from the Police including the monthly crime figures.
9. **Report from the County Councillor** - To receive an update/report from C Cllr A Davis.
10. **Report from the District Councillor** - To receive an update/report from D Cllr M Wilkinson.
11. **Flashing Speed Sign** – To receive an update on sites for the poles.
12. **Planning Decisions** – To receive details of planning approvals/refusals.
13. **Planning Applications** -
  - a) To comment on the following planning applications:-  
None.
  - b) To comment on planning applications received after the Agenda was published.
14. **Car Park Lease** – To receive an update on how this is progressing.
15. **Air Ambulance** – To receive an update on the light in the park.
16. **Footpaths.**
  - a) To receive any update on the P3 Grant Funding.
  - b) Any other Footpath matters.
17. **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 2023-2024.
18. **Emergency Plan** – To receive any update.
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 receive information on the External Audit.
- d) Communities Together Membership – To consider the renewal.

**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.**