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Colyford Parish Council

Date of issue: Tuesday, 9th May 2023

To: Members of Colyford Parish Council

You are hereby summoned to attend the Annual Meeting of Colyford Parish Council to be held on **Monday 15th May 2023 at 7:00pm in the Committee Room at Colyford Memorial Hall** for the purpose of transacting the business set out in the agenda below.

Mark Williams

Chief Executive, East Devon District Council

Agenda

1. ELECTION OF CHAIRMAN

The Councillor elected as Chairman is required to sign a Declaration of Acceptance of the Office of Chairman.

2. ELECTION OF VICE CHAIRMAN

The Councillor elected as Vice Chairman is required to sign a Declaration of Acceptance of the Office of Vice Chairman.

3. DECLARATIONS OF ACCEPTANCE OF OFFICE

To confirm that all Councillors have signed their Declaration of Acceptance of Office.

4. APOLOGIES

To receive and accept apologies for absence.

5. DECLARATIONS OF INTEREST

To receive any Councillors' declaration of interest in respect of items on the agenda.

Note: You must also declare the nature of any personal or disclosable pecuniary interests in an item on the agenda whenever it becomes apparent that you have an interest in the business being considered.

6. APPOINTMENT OF THE INTERIM PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER

To confirm the appointment of the Interim Clerk to be the Council's Proper Officer and Responsible Financial Officer (RFO) until a permanent Parish Clerk and RFO is recruited and to confirm any terms and conditions applicable.

7. STANDING ORDERS

To consider the attached draft Standing Orders which provide procedures and controls for the management of Council business.

Recommendation: that Members consider the draft Standing Orders and formally adopt them at the next Parish Council meeting.

8. FINANCIAL REGULATIONS

To note the requirement for Financial Regulations, which provide procedures and controls for the management of the Council's financial affairs, and to note progress with preparation of the draft document.

9. CODE OF CONDUCT

To consider the attached draft Code of Conduct for Councillors.

Recommendation: that Members consider the draft Code of Conduct and formally adopt it at the next Parish Council meeting.

10. RECRUITMENT OF A PERMANENT PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER

To consider and agree the process for the recruitment of a permanent Parish Clerk and Responsible Financial Officer for the Parish Council.

Note: the Council may wish to appoint a Personnel Committee to oversee the recruitment process. The Council will need to agree the terms of reference and receive nominations to the Personnel Committee.

11. FINANCIAL MATTERS

1. To receive an update on financial matters affecting the Parish Council.
2. To authorise the opening of a bank account and appoint signatories (minimum of two) to sign cheques or authorise online payments on behalf of the Parish Council (details attached for consideration).
3. To agree that the Parish Council becomes a member of the Devon Association of Local Councils (DALC).

12. TRANSFER OF ASSETS

To note the transfer of assets from Colyton Parish Council with effect from 15 May 2023 and to note that the Parish Council has the necessary insurance in place with effect from 1 April 2023.

1. Re-registration of land at Stafford Cross.
2. Lease at Stafford Cross.
3. Land lease Colyford Play Park.

13. BUDGET FOR THE FINANCIAL YEAR 2023-24

To consider the attached known finances and to note that a draft budget for the financial year 2023-24 will be prepared for approval.

14. TRAINING FOR COUNCILLORS

To discuss and approve Councillors' training.

15. DATES OF FUTURE MEETINGS

To agree the attached dates and times of meetings of the Parish Council for the year 2023-24 and any business for future meetings if not discussed at this meeting.

16. ANNUAL PARISH MEETING

To consider and agree arrangements for holding the Annual Parish Meeting.

17. PARISH MAINTENANCE

To consider Parish maintenance matters (details attached for information):

1. Arrangements for the recruitment and appointment of a Parish Maintenance Person.
2. Cutting of verges and footpaths.
3. Bins.

18. CONSIDERATION OF PLANNING APPLICATIONS

1. 23/0832/FUL Proposed agricultural building – The Cabin, Every Hill, Shells lane, Colyford EX24 6QE, expiry date 18th May 2023.

19. CONSIDERATION OF HIGHWAY MATTERS

1. REF TTR02349811 Jurassic Fibre Works. Temporary prohibition of through traffic. Gully Shoot, Colyford. Monday 12th June 2023 to Wednesday 14th June 2023.
2. Proposed reduction of the speed limit on the B3161 between Colyton and Colyford to 30mph.

20. CORRESPONDENCE

To consider correspondence received and to agree any actions.

21. PUBLIC SPEAKING

To receive any comments from members of the public relating to the first meeting of the Parish Council or on any future matters the Parish Council may wish to consider (15 minutes).

22. EXCLUSION OF PRESS AND PUBLIC (Part B)

To agree that the press and public be excluded from the meeting.

Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, and having regard to the confidential nature of the business to be transacted, to consider and agree that the Press and Public be excluded from the Meeting for the following item of business.

23. Judicial Review

To receive any update on the Judicial Review.