

Issue date: 4th September 2024

Parish Clerk To: Members of Colyford Parish Council

You are hereby summonsed to an **Ordinary Meeting of Colyford Parish Council on Thursday 12th September 2024 @ 19:00hrs At Colyford Memorial Hall Committee Room** for the purpose of transacting the business set out in the agenda below.

Clerk to Colyford Parish Council

clerk@colyford-pc.gov.uk

AGENDA

1. ATTENDANCE RECORD

2. APPROVAL OF APOLOGIES FOR ABSENCE

3. DECLARATIONS OF COUNCILLORS INTERESTS-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 interest in an item on the agenda whenever it becomes apparent that you have an interest in the business being considered.

4. MINUTES-To receive, and resolve to approve as a correct record the draft minutes of the Parish Council Meeting on Wednesday 3rd July 2024

5. CASUAL COUNCILLOR VACANCY

6. APPOINTMENT OF NEW PARISH CLERK & RFO

- Post box keys-who to hold keys, do weekly check & forward to Clerk
- Back up of laptop-additional back up to give to Chair
- Posting of items on noticeboards-who to do
- Reporting of hours/mileage-new procedure to be put in place

7. REPORT FROM COUNTY COUNCILLOR

- Pavement/footpath link to Colyford with Harepath Road
- Blockage on private land opposite the White Hart-Cllr Hartnell/Devon Highways

8. REPORTS FROM DISTRICT COUNCILLORS

- Paul Arnott-July 24 report received

9. PUBLIC RIGHTS OF WAY OFFICER JON BOYD – P3 SCHEME

10. PUBLIC SPEAKING-To receive any comments from members of the public relating to the Parish Council or on any future matters the Parish Council may wish to consider. (The Chair reserves the right to restrict this item to no longer than 15 minutes at any meeting, with a maximum of 3 minutes per speaker).

11. CORRESPONDENCE RECEIVED-to receive and action any matters arising from the correspondence list as appropriate (Council may also consider any correspondence received after publication of this agenda)

12. PARISH COUNCIL MEETING DATES-To consider moving scheduled meeting dates so as not to clash with East Devon District Council Cabinet meetings

13. CORRESPONDENCE RECEIVED-to receive and action any matters arising from the correspondence list as appropriate (Council may also consider any correspondence received after publication of this agenda)

- 1-email from resident regarding pothole Fair View Lane/Springfields & road safety on A3052
- 2- email from resident regarding pothole Fair View Lane/Springfields
- 3- from resident re play park & installing a bench at the junction of Old Sidmouth Road & new Sidmouth Road

14. POLICIES/PROCEDURES FOR ADOPTION/REVIEW

- Code of Conduct-for review-no updates/amendments by LGA since adoption in 2023
- Expenses Policy-for consideration and adoption
- Hedge Policy & Letter-for review-no amendments since approved changes Oct 2023
- Standing Orders-for review-
 - 1-no updates/amendments by NALC since adoption in June 2023

15. CONSIDERATION OF PLANNING APPLICATIONS-(Council may consider any applications received after publication of this agenda)

- 1- Notification of Tree works considered an exemption to 78/0007/TPO The Vinyard, Seaton Road, Colyford, Colyton EX24 6QW**- The works are to remove the remains of a dead birch tree. To be noted.

16. CONSIDERATION OF HIGHWAY MATTERS-(Council may also consider any notifications received after publication of this agenda)

17. EAST DEVON LOCAL PLAN CONSULTATION

- 1-Letter from Cllr Todd Olive EDDC Portfolio Holder Strategic Planning (site allocations concerning Colyford to be considered 11th September 2024 by Strategic Planning Committee)
- 2-Letter from Colyford Parish Council to EDDC etc. regarding Local Plan & Green Wedges

18. POLICE ADVOCATE REPORT-Cllr Wheeler

19. MEETINGS ATTENDED AND INVITATIONS RECEIVED-to report back on any meeting attended not covered under any other item and advise of invitations to meetings received

- 1- Burgesses Committee Meeting & Village 800th Anniversary Celebrations-18th July 2024-Cllrs Manton & Watt & Clerk
- 2- Community Resilience Plan meeting @ Membury provisional date 3rd September 2024-Cllrs Priestley & Wheeler

20. FINANCE

1-Payment Schedule-to receive and agree to approve the payment schedules

-Eyelid Productions-Annual website support-£100-authorized by RFO-paid

-Clerks salary, NEST pension, HMRC-authorized by RFO-paid

-Regular Payments-DD to H3G for mobile phone-£9.41 paid 10th July and 9th August 2024 & SO to Simon Martin for payroll services-£20 paid on 9th July and 30th August 2024

2-Bank Receipts

-Current Account – HMRC VAT reclaim of £183.88 paid on 6th August 2024 and Precept payment of £10320.50 paid on 2nd September 2024

-Deposit Account-Interest payment £19.07 on 9th July 2024 and £17.45 on 9th August 2024

3-Bank Reconciliation-to be signed off by authorised Parish Councillor

4-Review of Finances-review current budget

5-Assets

-Transfer of land at Stafford Common

-Meeting with EDDC 29th July 2024-Cllrs Girling, Manton Priestley, Watt, Wheeler & Clerk-J Watt

-Current Position

-Stafford Common Lease-tenant is happy to continue lease for 2025-2030 at same terms. Lease will be drawn up by Symonds & Sampson for signature in 2025 before the current lease ends at a cost of £400 (payable when paperwork completed).

21. PARISH MAINTENANCE

1-Village Maintenance-to receive details of any additional works carried out since the last meeting and to consider works required

-Cutting of play park grass and village verges-Hurfords-Cllr Watt

-Grass areas by bus stops A3052-consider options & costs

-Removal of sand bags-quote Hurfords-Cllr Watt

-Play park maintenance as outlined in annual report-Cllr Priestley

-Consider village tidy up before Goose Fayre

2-Footpaths

-Missing posts & signs-reported to Devon Highways PROW

-Obtaining cutting quotes for 2025-details of footpaths cut emailed out to Cllrs

3-Maintenance Management Plan

22. COLYFORD PARISH COUNCIL ACTION PLAN-Cllrs to report on progress of items allocated to them on Action Plan

1-Ambassadors for AONB-Cllr Manton

2-Road Safety-Cllr Watt

3-Cllrs to give update on items allocated to them

23. COAT OF ARMS-update

-insurance/storage-email from insurers 6th August 24

-display

-digital copy

-use

24. FUTURE AGENDA ITEMS-to receive requests from Councillors for future agenda items

25. 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(s) of business.

26. CLOSE OF MEETING

In accordance with The Data Protection Act 2018 all attendees of the meeting are hereby notified that the meeting will be recorded as an aide memoir for the Clerk when compiling the minutes. The recordings are held securely and are deleted after the resolution that the minutes are a true and correct record.

Members of the public should be aware that being present at a meeting of the Council or one of its committees or sub-committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.