



Dear Councillor,

You are summoned to attend the meeting of the Parish Council to be held at Moretonhampstead Community Centre on **Tuesday 3rd May 2022 at 7.00pm**. The meeting will consider the items set out below.

If any members of the public wish to attend and make a statement or raise a question at the meeting, they should contact the Clerk before the meeting email clerk20@moretonhampstead-pc.gov.uk or phone 01647 440041. The Clerk will then guide you with the process the meeting will take.

Before the meeting there will be a public session to enable the people of Moretonhampstead to ask questions of, and make comments, regarding the Parish Council. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next meeting. Members of the public are asked to restrict their comments, and/or questions to three minutes.

ANNUAL COUNCIL MEETING AGENDA

1. PUBLIC PARTICIPATION

To consider requests from members of the public to make representations, answer questions or give evidence in respect of Council business under Standing Orders 3c to 3i

2. ELECTION OF CHAIRMAN

To elect the Chairman of the Council for 2022-23 and to receive the Chairman's Declaration of Acceptance of Office

3. ELECTION OF VICE-CHAIRMAN

To elect the Vice-Chairman of the Council for 2022-23 and to receive the Vice-Chairman's Declaration of Acceptance of Office

4. APOLOGIES FOR ABSENCE

To accept apologies for absence. Under Section 85 of the Local Government Act 1972, members present must decide whether the reason(s) given for a member's absence are acceptable

5. DECLARATIONS OF INTEREST

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it. Requests for Dispensations should be made in writing to the Parish Clerk in advance of the meeting

6. MINUTES

To accept as a true record the minutes of the meeting of the Parish Council held on 5 April 2022



7. APPOINTMENT OF COUNCIL COMMITTEES AND WORKING GROUPS AND APPOINTMENT OF MEMBERS

To agree the appointment of Council Committees and Working Groups below and to appoint Members to Council Committees and Working Groups for the year 2022-23

Planning Committee – Chairman, Vice Chairman and 7 other Councillors

Finance and Policy Committee – Chairman, Vice Chairman and 3 other Councillors

Open Spaces Committee – Chairman, Vice Chairman and 4 other Councillors

Climate Change & Ecological Emergency Working Group

Housing Working Group

Queens Jubilee Working Group

8. APPOINTMENT OF CHAIRMAN OF PARISH COUNCIL COMMITTEES

To appoint the Chairman of each Parish Council Committee

9. APPOINTMENT OF COUNCILLORS TO OUTSIDE BODIES

To review and confirm parish Council representatives on community and other groups:

1. Friends of Moretonhampstead Library (FoML)
2. Wellmoor
3. Moretonhampstead Development Trust (MDT)
4. Moretonhampstead Information Centre
5. Moretonhampstead Association of Youth (MAY)
6. Trustees, Bowring Library Trust
7. Devon Association of Local Councils (DALC)
8. Teignbridge Association of Local Councils (TALC)
9. Moretonhampstead Action on Plastics (MAPS)

10. APPOINTMENT OF INTERNAL FINANCIAL REGULATOR

To appoint the Internal Financial Regulator to carry out monthly internal checks on the Council's accounts

11. CHAIRMANS ALLOWANCE

To agree the Chairman's Allowance of £100

12. REVIEW AND ADOPTION OF PARISH DOCUMENTATION

To review and adopt the Standing Orders and the Policies in place listed below:

- Asset Register (Reviewed May 2022)
- Code of Conduct (Approved Mar 2020)
- Complaints (Approved Nov 2019)
- Coronavirus Risk Assessment (Mar 2020)
- Data Protection (Approved Dec 2020)
- Disciplinary and Grievance (Approved Mar 2020)



- Equalities Policy (Agreed April 2022 by Finance and Policy committee)
- Financial Regulations (Approved May 2018, reviewed May 2021 by Finance and Policy committee)
- Freedom of Information publication (Agreed April 2022 by Finance and Policy committee)
- Grant Awarding Policy (Approved Mar 2021)
- Health and Safety (Approved Dec 2019)
- Pensions and Discretions (Approved Mar 2018)
- Risk Assessment (Approved Dec 2019, reviewed April 2022 by Finance and Policy committee)
- Sickness Absence (Approved Mar 2020)
- Terms of Reference Planning Committee (Approved May 2018)
- Terms of Reference Finance and Policy Committee (Approved May 2018, reviewed May 2022)
- Terms of Reference Open Spaces Committee (Approved May 2018)
- Virtual Meetings Protocol (Approved Jun 2020)

13. BANK SIGNATORIES

To confirm Council's current duly authorised bank signatories as follows:

View and submit level of access: Samantha Parkin

View and authorise level of access: Cllrs Vivienne Hodges, Mike Warner, Jan Evans and Paul Dodd

14. APPOINTMENT OF INTERNAL AUDITOR

To review the appointment of Sian Colridge as the Parish Council's Internal Auditor

15. INTERNAL CONTROLS

To review the Council's Internal Controls (report attached)

16. COUNTY COUNCILLOR REPORT

To receive the County Councillor's Report

17. MATTERS ARISING FROM THE MINUTES

To ensure the tasks actioned at the previous meeting have been completed:

1. The Clerk has submitted the VAT return for 2021/22
2. The Clerk has added the Council's support to the CEE Bill and written to Mel Stride MP

18. CHAIRMAN'S DISCRETION

To note matters under the Chairman's discretion

19. DISTRICT COUNCILLOR'S REPORT

To receive the District Councillor's Report

20. OPEN SPACES REPORT

To receive the Chair of Open Spaces Report

21. CLIMATE CHANGE & ECOLOGICAL EMERGENCY WORKING GROUP

To receive the monthly report and to agree to respond to the consultation on environmental targets



22. INTERNAL FINANCIAL REGULATOR

To receive the report of the Internal Financial Regulator

23. SCHEDULE OF PAYMENTS

To approve the list of payments (to be tabled at the meeting)

24. CORRESPONDENCE

To receive correspondence (attached) and to agree any response:

1. Correspondence received and circulated from Mel Stride MP replying to the Council's letter regarding supporting the Climate and Ecology Bill.
2. Correspondence received and circulated from successful grant applicants

25. VAS SIGN

To agree to investigate funding a VAS Sign in Station road and Doccombe to reduce speeding

26. CORONATION BENCH

To agree to replace the Coronation Bench in Ford Street to commemorate the Queen's Platinum Jubilee

27. INSURANCE

To review the Council's insurance quotes and agree the Council's insurance cover commencing 1st June 2022

28. QUEEN'S PLATINUM JUBILEE

To receive an update (attached) from the working party

29. OPEN SPACES TENDER

To receive the draft minutes of the meeting of the open Spaces Tender Working Group held on 19th April 2022 (attached) and to agree the following recommendation:

The following contracts are awarded to the following contractors as per the quotations:

Contract 1 (St Andrews Churchyard) – Tomlinson Trees

Contract 2 (Sentry and Children's Play Area) – Mr R Austin

Contract 3 (Pound, Henge and around the Coronation Bench) – Mr R Austin

Contract 4 (Grass verges) – Mr R Austin

Contract 5 (Grave digging) – Mr R Austin

SIGNED: *Samantha Parkin* (Parish Clerk)

DATE: 26/04/2022