



Dear Councillor,

You are summoned to attend the meeting of the Parish Council to be held at Moretonhampstead Community Centre on **Tuesday 16th May 2023 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 2023-24 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 2023-24 and to receive the Vice-Chairman's Declaration of Acceptance of Office

4. DECLARATIONS OF ACCEPTANCE OF OFFICE

To confirm that all Members have signed the Declaration of Acceptance of Office. LGA 1972 Section 83(30)

The Clerk would like to remind all councillors that they will need to submit a declaration and return of expenses by 30th May. They must do this even if it is a nil return and, if they fail to do this, they should not sit or vote on the council.

5. 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

6. 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



7. MINUTES

To accept as a true record the minutes of the meeting of the Parish Council held on 28 March 2023
LGA 1972 Sch 12 para 41(1)

8. 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 2023-24
LGA 1972 sections 101-106 and schedule 12

Planning Committee – Chairman, Vice Chairman and 6 other Councillors

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

Open Spaces Committee – Chairman, Vice Chairman and 3 other Councillors

Staffing Committee – Vice Chairman and 2 other Councillors

Climate Change & Ecological Emergency Working Group

Housing Working Group

Highways Working Group

9. APPOINTMENT OF CHAIRMAN OF PARISH COUNCIL COMMITTEES

To appoint the Chairman of each Parish Council Committee

10. 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. Teignbridge Association of Local Councils (TALC)
8. Moretonhampstead Action on Plastics (MAPS)

11. APPOINTMENT OF INTERNAL FINANCIAL REGULATOR

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

12. CHAIRMANS ALLOWANCE

To agree the Chairman's Allowance of £100

13. REVIEW AND ADOPTION OF PARISH DOCUMENTATION

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

- Action Plan (Reviewed May 2023)
- Asset Register (Reviewed May 2023)
- Code of Conduct (Approved Mar 2020)
- Complaints (Approved Nov 2019)



- Data Protection (Approved Dec 2020)
- Data Retention Policy (Approved Dec 2022)
- Disciplinary and Grievance (Approved Mar 2020)
- Equalities Policy (Approved May 2022)
- Financial Regulations (Approved March 2023)
- Grant Awarding Policy (Approved Dec 2022)
- Health and Safety (Approved Dec 2019)
- Pensions and Discretions (Approved Mar 2018)
- Publication Scheme (Approved Dec 2022)
- Risk Assessment (Approved Dec 2019, reviewed April 2023 by Finance and Policy committee)
- Scheme of Delegation
- Sickness Absence (Approved Mar 2020)
- Standing Orders (Approved Oct 2022)
- 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)
- Terms of Reference Staffing Committee (Approved)
- Training and Development Policy (Approved Sept 2022)

14. BANK SIGNATORIES

To agree the Council's bank account signatories:

View and submit level of access: Samantha Parkin, Responsible Financial Officer

View and authorise level of access: 4 Councillors

15. GENERAL POWER OF COMPETENCE

To resolve to adopt the General Power of Competence. Council has qualified for this (Localism Act 2011) having two-thirds councillors elected and a qualified Clerk (CILCA)

16. APPOINTMENT OF INTERNAL AUDITOR

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

17. INTERNAL CONTROLS

To review the Council's Statement of Internal Controls (attached)

18. COUNTY COUNCILLOR REPORT

To receive the County Councillor's Report

19. 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 2022/23
2. The Clerk has submitted the nomination form to Dartmoor National Park

20. CHAIRMAN'S DISCRETION

To note matters under the Chairman's discretion

21. DISTRICT COUNCILLOR'S REPORT

To receive the District Councillor's Report



22. OPEN SPACES REPORT

To receive the Open Spaces Report

23. INTERNAL FINANCIAL REGULATOR

To receive the report of the Internal Financial Regulator

24. SCHEDULE OF PAYMENTS

To approve the list of payments (to be tabled at the meeting) and to note the payments made in May under delegated powers (attached) LGA 1972 s150 (5)

25. CORRESPONDENCE

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

1. Correspondence received and circulated from TDC Parking Services Manager replying to the Council's letter regarding the increased parking charges
2. Correspondence received and circulated from a member of the public replying to the council's letter regarding the 20mph request.
3. Correspondence received and circulated from Citizens Advice regarding their Q4 report
4. Correspondence received and circulated from Moretonhampstead Motor Museum requesting parking spaces outside the Motor Museum

26. HIGHWAYS

To receive the Highways 'drop in' report

27. DECISIONS MADE UNDER DELEGATED POWERS

To receive a list of the decisions made under delegated powers

28. PLANNING APPLICATIONS

To consider the following Planning Applications:

1. 0249/22: Appeal: Refusal of Full Planning Permission - Householder 16 Pound Street, Moretonhampstead, TQ13 8NX
2. 0189/23 & 0190/23: Proposed: Linhay - proposed conversion to holiday let / Store - proposed alterations, Lowton, Moretonhampstead, Newton Abbot, Devon, TQ13 8PN (Moretonhampstead)

29. PHONE AND BROADBAND

To note the information provided by Plusnet informing the council of the price increase

30. COUNCIL BENCHES

To agree to relocate the bench at Green Hill to the Wray Valley Trail and apply to DCC and to agree to purchase a bench to commemorate the Coronation of King Charles III

SIGNED: *Samantha Parkin* (Parish Clerk) **DATE:** 10/05/2022