

WITHERIDGE PARISH COUNCIL



NOTICE OF MEETING

A **Meeting** of the **Council** will be held at Witheridge Parish Hall on **Thursday 7th September 2023 19:30**. All members* of the Council are hereby summonsed to attend for the purpose of considering and resolving upon the business as detailed in the attached agenda.

A handwritten signature in black ink, appearing to read 'Peter Dunn'.

31/08/23

* Cllrs: Harvey (Chairman)
Dorrow
Fox
Northam

Richardson
Smith
4 Vacancies

Peter Dunn

Clerk to the Parish Council

(Contact:- **07922 926017**, E-mail:- parishclerk@witheridgepc.org, Web:- www.witheridgepc.org *)

Members of the public are welcome to attend.

Council Agendas, Minutes, Councillors' Register of Interests together with Finance & Policy Documents are available on the parish council website*. For those without personal internet access, computers and printing facilities are provided at Devon Libraries allowing you to read and print any information you require for a small fee. Alternatively following advance payment payable to Witheridge Parish Council documents can be provide by post.

AGENDA

1. **Public Session (maximum 3 mins per subject overall max. 15 minutes).**
2. **To Approve Apologies for Absence.**
3. **To Consider any Application(s) for co-option.**
4. **To receive the following Reports (strictly maximum 15 minutes – long reports should be submitted in advance to allow circulation to councillors prior to the meeting):-**
 - 4.1. **Police update - <https://www.police.uk/your-area/devon-and-cornwall-police/south-molton/>.**
 - 4.2. **District and County.**
 - 4.3. **Parish Groups with Council Representatives.**
5. **Minutes.**
 - 5.1. **03/08/23.** To sign if approved, minutes of the Council.
 - 5.2. **31/08/23.** To sign if approved, minutes of the Council.
6. **To consider Code of Conduct Matters:-**
 - 6.1. **Written councillor dispensation requests arising.**
 - 6.2. **Declarations of Interests.**
(Code of Conduct available on website under Finance & Policy*).
7. **To consider the following Planning & Licensing Matters Matters.**
 - 7.1. **Planning applications received following agenda publication.**
 - 7.2. **Enforcement Issues Arising.**
 - 7.3. **NDC - Public Spaces Protection Order Consultation.**
8. **To consider the following Finance & Policy matters:-**
 - 8.1. **Finance update circulated to councillors' for review.**
 - 8.2. **Sanction payment schedule appended & instruct signatories.**
 - 8.3. **Financial Year Ending 31/03/23 - External Auditor Conclusion of Audit.**
 - 8.4. **Annual Insurance Renewal Quotes.**

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9. To consider the following Property/Environment matters:-
- 9.1. Highways, Drainage & Public Rights of Ways Issues.
<https://devon.roadworks.org/> | <https://www.devon.gov.uk/roadsandtransport/report-a-problem/>
- 9.2. Public Toilet Building Guttering quotes.
- 9.3. Playgrounds.
- 9.3.1. Consider Adventure Playground Refurbishment Post Installation Report & Signed JCT Contract.
- 9.3.2. Review Adventure Playground Signage Requirements.
- 9.3.3. Consider Parish Hall Playground Springer repair/replacement quotes.
- 9.3.4. Consider Parish Hall Playground Railings quotes.
- 9.4. Willow Rise – Northern Public Open Space.
- 9.4.1. Solicitor’s Report on transfer of land to Parish Council.
- 9.4.2. Appointment of signatories.
- 9.5. Drayford Green – Tree works quote(s).
- 9.6. Annual Christmas Tree arrangements.
10. Correspondence / Consultations Received for consideration:-
- 10.1. Resident – winter gritting.
- 10.2. Resident – clock overnight bell striking.
- 10.3. Resident – foul smelling road drain.
11. Dates of Next meetings recommended:-
- 11.1. Parish Council - 05/10/23 – agenda deadline noon 22/09/23.
- 11.2. Agenda Items for consideration by the next meeting.

Payment Schedule

Item	Payee	Purpose	£
8.2.1.	S Sandland	Toilet Management & Cleaning Contract	TBC
8.2.2.	Source for Business	Water & Sewerage Charges 24/08	113.18
8.2.3.	Play Inspection Company	Post Installation Report (3) *383	360.00
8.2.4.	PKF Littlejohn LLP	External Audit Yr end ing 31/03/23 *481	504.00
8.2.5.	Wallgate Ltd	Service Plan Annual Renewal *040	399.00
8.2.6.	PHS Group	Credit 07/08/23-06/09/23	(23.53)
8.2.7.	Ken White Signs	Playground & Storeroom Signage *541	69.60
8.2.8.	Amazon	Storeroom Outside Letter Box	55.49
8.2.9.	Staff Salaries & Expenses		TBC
	To Ratify:-		
8.2.10.	Giffgaff Ltd	Council Mobile Credit *1310	10.00
8.2.11.	Amazon	Printer Toner *8010	57.98
8.2.12.	Amazon	3 Pack 35l Really Useful Storage Crates *AEUI	38.00