

Newton St Cyres Parish Council

Mandatory and Optional items for future PC agendas 2024/5

Notes from informal agenda planning meeting 18 January 2024

1. Must Do's/regular items

- Budget and financial report (each meeting)
- Approval of expenditure (each meeting)
- Quarterly Bank reconciliation (quarterly)
- Budget and Precept -setting for following financial year (annual)
- Grants to external organisations-agreement to release money (annual)
- Grants to external organisations- reviews (annual)
- Planning Applications in the Parish
- Monthly Parish Council Surgeries. Clerk to circulate rota at next meeting. Method of reporting back – any issues to be notified to the Clerk to be raised at monthly agenda setting meeting with the Chair/vice chair to decide if issue is an agenda item or not
- Annual review of car park – Jenna and Jocelyne
- Review of policies – Clerk to send list of policies that we must have to Liz who will suggest policies that are not needed. Policies that are needed will be allocated to the relevant Cllr for annual review and agreement
- Volunteer of the Year award - continue
- Annual review of risk assessments – allocate to relevant people
- Annual newsletter – Keep
- Community Resilience Plan -review and update (annual) – Peter to review
- Reports from PC sub groups (six monthly) – Terms of reference to be agreed and groups to report every 2 months by rotation (Who is agreeing TOR?)
 - Flood Network
 - A377 Action Group (inc Speedwatch??)
 - Neighbourhood Plan
 - Road Warden Scheme
- Reports from Lead Councillors - Report quarterly by rota every 3 months

2. Optional items

Priorities - 1 = next agenda; 2 = March agenda; 3 = future agenda

- XL Bully Dogs and other dangerous breeds- enforcement by Police and MDDC – delete. Peter to put note in NW
- Locality road safety and transport plans – 1
- Replacement tree on Village Green - 1
- Littering on Village Green- enforcement by Police and MDDC – 1
- Boniface Trail-Consultation on DCC proposals - 3
- Crediton Masterplan -consultation - delete
- MDDC Rural Services Survey - delete
- Assets of Community Value - May wish to add other assets? - 2
- Grants to external organisations- approval of proposed terms and conditions (draft letters pending) send letter and then have meetings with organisations – 2 - April
- Churchyard - future management arrangements - 1 - Feb
- Twinning with Rots - future of and support for – Jocelyne to lead on - 3
- Duke of Edinburgh Award scheme - local opportunities - 2 - June
- RWS – budget, development and maintenance of services - 2 - June
- Speeding and Speedwatch – 2 - July
- Policy on recruiting new Councillors-review and revise – 1 Feb
- Defibrillators – Peter

- Neighbourhood watch – Liz and Peter to discuss
 - Village shop – delete
 - Electric charging point – 3 - September
 - Allotments – possible allotment association Donna - 3
3. Follow up with other agencies of persistent, outstanding action points
- School Hill pavement- annual clearance- DCC
 - Half Moon pavement to bus stop – Hanlons/DCC
 - Permissive Path (Sandown Lane to Pump St) – Jenner Homes/ Steve Parker
 - Village Car Park-lighting- MDDC/PH Trust
 - Mobile data masts-Church tower – Church/Vodafone
 - Planning policy – environmental check list - delete
 - Grass cutting at Court Orchard - NEW and MDDC
 - Verges and hedges around Glebelands – Diocese and/or Lessees
 - Defibrillators
 - Playground equipment - March

Items in 3 above to be followed up in quarterly Cllr reports

Roles and responsibilities

Ali to support John with Roads and Transport and Steve with Footpaths. John is arranging a meeting with DCC Neighbourhood Highways Officer and would invite Graeme and Ali to attend

Liz to continue to support Peter with Community Resilience

Donna – to lead on Environment and climate