



## NOTICE OF MEETING

A **Meeting** of the **Council** will be held at **Wetheridge Rest A While Day Centre** on **Thursday 2nd May 2024 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.

**26/04/24**

* Cllrs:	Harvey (Chairman)	Fox
	Northam (Vice Chairman)	Goodwin
	Bibby	Richardson
	Cunningham	Smith
	Dorow	Vacancy

**Peter Dunn**

Clerk to the Parish Council

(Contact:- **07922 926017**, E-mail:- [parishclerk@wetheridgepc.org](mailto:parishclerk@wetheridgepc.org), Web:- [www.wetheridgepc.org](http://www.wetheridgepc.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 Wetheridge Parish Council documents can be provide by post.**

## AGENDA

### Annual Council Business

1. To Elect the Council Chairman.
2. To receive the Chairman's declaration of acceptance of office in accordance with LGA72s83.
3. To Elect the Council Vice-Chairman.
4. To Approve Apologies for Absence.
5. To Appoint Committees and representatives for the Council Year:-
  - 5.1. Finance & General Purposes Committee (Chair, Vice Chair + 3).
  - 5.2. Parish Hall Committee Council Representatives (3 cllrs required by the Trust Deed).
  - 5.3. Sports Field Management Committee (1 cllr required by the Trust Deed).
  - 5.4. Wetheridge in Bloom.
  - 5.5. Any Other Appointments.

### Monthly Business

6. **Public Session (maximum 3 mins per subject overall max. 15 minutes).**  
(Please note in accordance with Council Standing Order 3(h) a question shall not give rise to a debate or require an immediate response).
7. **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):-**
  - 7.1. Police update - <https://www.police.uk/pu/your-area/devon-and-cornwall-police/south-molton/>.
  - 7.2. District and County.
  - 7.3. Parish Groups with Council Representatives.
8. **Minutes.**
  - 8.1. **04/04/24.** To sign if approved, minutes of the Council.



## NOTICE OF MEETING

9. To consider Code of Conduct Matters:-
  - 9.1. Written councillor dispensation requests arising.
  - 9.2. Declarations of Interests.  
(Code of Conduct available on website under Finance & Policy\*).
10. To consider the following Planning & Licensing Matters.
  - 10.1. Planning applications received following agenda publication.
  - 10.2. Enforcement Issues Arising.
11. To consider the following Finance & Policy matters:-
  - 11.1. Finance update circulated to councillors' for review (to include Cllrs Richardson & Smith's trial payments update).
  - 11.2. Sanction payment schedule appended & instruct signatories.
  - 11.3. Financial Year End 31/03/23.
    - 11.3.1. Note VAT126 Reclaim submitted.
    - 11.3.2. Note Public Works Loan Board Annual Audit Statement.
    - 11.3.3. Re-state payees approved for payments by Standing Order & Direct Debit.
    - 11.3.4. Review Bank Signatories.
    - 11.3.5. Approve Asset Register & Annual Risk Assessment \*.
    - 11.3.6. Approve Annual Governance Statement \*.
    - 11.3.7. Approve Bank Reconciliation, Accounts & Accounting Statements \*.
    - 11.3.8. Internal Audit Submission.
  - \* Documents available <https://www.middevonparish.co.uk/witheridge/finance-policy/>
  - 11.4. Review Parish Hall Committee response to 2023 Grounds Maintenance Re-Charge.
  - 11.5. Allison Homes Development (Juniper Way) Section 106 Funding Projects (Dist. Cllr Jones).
12. To consider the following Property/Environment matters:-
  - 12.1. Highways, Drainage & Public Rights of Ways Issues.  
<https://devon.roadworks.org/> | <https://www.devon.gov.uk/roadsandtransport/report-a-problem/>
  - 12.2. Public Toilet Building.
    - 12.2.1. Wallgate Service Report.
    - 12.2.2. Toilet door mortice lock (Cllr Northam).
  - 12.3. Playgrounds.
    - 12.3.1. Skateramp Repairs Update (Cllr Dorow).
    - 12.3.2. BMX Track Restorations Update (Cllr Cunningham).
    - 12.3.3. Parish Hall Playground Lease (Cllr Dorow).
    - 12.3.4. Qtlly Playgrounds Inspection Reports.
    - 12.3.5. Vandalism.
  - 12.4. Public Defibrillator Provision Update (Cllr Fox).
  - 12.5. Litter Pick insurance requirements.
13. Correspondence / Consultations Received for consideration:-
  - 13.1. St Johns Fair – Grant Enquiry.
14. Dates of Next meetings recommended:-
  - 14.1. Parish Council - 06/06/24 – agenda deadline noon 24/05/24.
  - 14.2. Agenda Items for consideration by the next meeting.



## NOTICE OF MEETING

### Payment Schedule

Item	Payee	Purpose	£
11.2.1.	Hooper Service Ltd	Grounds Maintenance *191	636.00
11.2.2.	Mid Devon District Council	Trade Waste Service 01/04-30/09 *293	122.10
11.2.3.	North Devon District Council	Dog Waste Bins Service 01/24-03/24 *135	249.60
11.2.4.	PHS Group	Public Toilet Sanitary Waste Bin Service 16/05/24-15/05/25 *475	237.18
11.2.5.	Wicksteed Leisure Ltd	Qtly Inspections *051	338.58
11.2.6.	Devon Association of Local Councils	Annual Membership renewal *768	555.46
11.2.7.	S Sandland	Toilet Management & Cleaning Contract Apr	220.00
11.2.8.	McAfee	Livesafe Subscription Annual renewal *377	74.99
11.2.9.	J Harvey	Chairman's Allowance Expenditure	20.76
11.2.10.	Libraries Unlimited	19/04 Audit Printing	5.30
11.2.11.	Staff Salaries & Expenses		TBC
	<b>To Ratify:-</b>		
11.2.12.	Libraries Unlimited	28/03 Printing	2.70