

Colaton Raleigh Parish Council

To Members of Colaton Raleigh Parish Council 8th May 2024 You are duly summoned/required to attend the **Annual Parish Council Meeting** of Colaton Raleigh Parish Council to be held on **Monday 13th May 2024** in the Village Hall, Colaton Raleigh at 7.30pm

Agenda

1. Election of Chair
2. Chair to sign Declaration of Acceptance of Office
3. Election of Vice Chair
4. Vice Chair to sign Declaration of Acceptance of Office
5. **Apologies:** To receive apologies and approve reasons for absence.
6. **Declarations of Interest**
7. **To consider Co-option of members to the Council to fill the Casual Vacancies currently outstanding**
(Representation of the Peoples Act 1985, s.21)
8. **Minutes of previous meeting:** To consider the approval of the minutes of the previous meeting of the Council held on 11th March 2024 (previously circulated)
9. **Election of Representing Officers**
 - a. Village Hall
 - b. Highways
 - c. Playpark
 - d. Emergency Planning inc. brooks/ditches/gulleys
 - e. Defibrillator
 - f. Asset Register
 - g. Website/Transparency/GDPR
 - h. Colaton Raleigh Charities
 - i. Police Liaison
 - j. Section 106/CIL working group
10. **Nominations for Voluntary Footpath (P3) Warden/s**
11. **Review of following policies, procedures, and regulations:**
 - a. Standing Orders
12. **Progress Reports**
 - a. Update/repairs to the Rill
 - b. Section 106/CIL monies
 - c. Bus shelter glass replacement
 - d. Restoration of village benches
 - e. Tree works in playpark

13. Matters Requiring Discussion

- a. To report on the APM and to consider/approve a donation to the OVA
- b. Village ladder – insurance arrangements
- c. Catch-pit at Pound Lane – to approve the issue of instructions to clear and empty
- d. Emergency plan
 - i. To approve the revisions/update to the Community Emergency Plan and
 - ii. To consider the extent of the Parish Council’s current ability to respond in the event of an emergency

14. Correspondence and any response/s required

15. Clerk’s Report

16. Reports (for information)

- a. County Councillor
- b. District Councillor/s
- c. Police
- d. Village Hall
- e. Footpaths
- f. Playing Field
 - i. RoSPA Safety Report
- g. Highways
- h. Landscape Recovery Project

17. Financial Matters

- a. Review of Financial Regulations and Risk Assessment
- b. Review of Asset Register
- c. Confirmation of Parish Council insurance 2024/25
- d. Annual Audit and End of Year Accounts (previously circulated)
 - i. Approve Certificate of Exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. Authority’s gross income for the year or gross annual expenditure for the year did not exceed £25,000
 - ii. Acceptance of Internal Auditors Report for the End of Financial Year Accounts 2023-24
 - iii. Approve Annual Governance Statement 2023-24
 - iv. Review and approve Accounting Statement 2023-24

e. To approve payments out

Halycon Landscaping	£252.54
NDC – payroll	£504.30
S. Tyrrell – Clerks expenses	£85.04
NSG Financials (Audit)	tba
RoSPA Play Safety	£141.60
Rowse Tree Services Limited	£450.00
Colaton Raleigh Village Hall	£30.00
Toby Taylor	£350.00
Devon Assoc. of Local Councils	£295.74
C. Pound – reimbursement	£9.00

To note the following payment made under delegated authority

Sign Vision	£352.80 (24.iii.9g)
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- f. Payments In
- g. Bank balance
- h. Reserve Balances
- i. To approve the transfer of £5,000 to the council's deposit account with Barclays Bank

18. Planning Matters.

- a. To consider applications received

- b. To note applications/appeal/comments since the last meeting (considered under delegated authority)
24/0538/FUL – The Meade, Sanctuary Lane, Woodbury
Change of use of land for the siting of two shepherds huts for holiday use with ancillary decking
Submission: No objections (29.4.24)

- c. To note approvals/refusals by EDDC since last meeting:
23/2730/FUL Barnfield, Shepherds Lane, Colaton Raleigh – approved 6.3.24
23/2470/COU Unit 12, The Old Sawmills, Hawkerland Road, Colaton Raleigh – approved 28.3.24
24/0180/TRE Hawkerland Wood, Exmouth Road, Aylesbeare – split decision 3.4.24
23/0556/FUL Land north of Martins Gate, Sidmouth Road, Aylesbeare – Appeal dismissed 22.4.24

19. Public Questions.

20. Councillors reports and items for future agenda

Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

21. Date of Next Meeting. To confirm the date of the next meeting.

Susan Tyrrell Clerk to Colaton Raleigh Parish Council, 8th May 2024

Susan Tyrrell, Parish Clerk, can be contacted by telephone on 01395 568166 or by email at clerk@colatonraleigh-pc.gov.uk
pc.gov.uk Website: www.colatonraleigh-pc.gov.uk