

Chittlehampton Parish Council

Locum Clerk: Mrs P. Clapham, Penton Chapel, Christow, Exeter, Devon, EX6 7NP.
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16th October 2024

To Members of Chittlehampton Parish Council.

You are hereby summoned to attend a Meeting of Chittlehampton Parish Council, to be held **on 23rd October 2024 at 7.30pm in the for the purpose of transacting the following business.**

Members of the public and press are invited to attend the meeting.

Penny Clapham

Penny Clapham BA (Hons) PSLCC
Locum Clerk to the Council

AGENDA

A) Co-option to Council to fill a vacancy -

1) PUBLIC DISCUSSION

An opportunity for members of the public to make representations, answer questions and give evidence in respect of any item of business on the agenda, or any matter of interest to the parish. The period of time designated for public participation shall not exceed 3 minutes per person. (Standing Orders 3e and 3f).

Reminder that members of the public are not allowed to raise issues when Council is in committee.

Peter Bradshaw to update Council on the village hall refurbishment.

2) Apologies For Absence:

3) Declarations Of Interest: In accordance with the Code of Conduct, members are required to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have, in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at District Council within 28 days of the change.

4) Matters raised by the Chairman (for information only)

5) District and County Councillor Reports -

6) Minutes – to approve and sign the Minutes of the meetings held on the 1th September 2024.

7) Ardlul – to receive an update from Cllr. Nicklin.

8) Open Spaces –

- i. To create a committee to manage Council's open spaces. This should consist of 3 councillors and other volunteers who can be co-opted on. Terms of reference will be sourced once the committee is in place.
- ii. To receive the news of the grant from the National Lottery Community Fund for £14,998.
- iii. Play area update to be received.

9) PLANNING

Planning Applications - District Council has asked for observations from the Parish Council on the following planning applications: none received.

10) FINANCE

Expenditure	Umberleigh Village Hall – rental	£20.00	BACs
	Clerk's overtime September	£296.81	BACs
	PKF Littlejohn – external audit	£252.00	BACs
	Locum Clerk expenses	tba	

Income Second half precept £7,350.00 DD
 Bank Reconciliation and Statement, for information – currently not available
 Council to resolve to accept the accounts as presented above.

11) Council emails/phone – Councillors to consider and agree to change from using personal email addresses for council business to dedicated council email address; suggested is surname.chittlehamptonpc@gmail.com
 Council phone – there should be a mobile phone specifically for council business. To consider the purchase of a pay as you go phone.

12) Banking - to agree a retainer for Faye Davies (Clerk) whilst on maternity leave, in order for the banking to be done in good time as she has full internet access to Council's bank account and has agreed to do this task.

13) Remembrance Day – to agree to purchase a wreath.

14) Grant Policy & Application Form – to adopt a grant making policy and application form.

15) Clerk's report

- i. Locum clerk is unable to attend the third Wednesday in January as already committed to East Allington Parish Council.
- ii. Locum clerk is away from her desk 15th to 25th November inclusive.

16) Councillor's reports and External Meetings attended (for information only)

Items for Information - The next council meeting will be on 4th December 2024 at Umberleigh Village Hall.

Email Circulation

Devon Climate Emergency October agenda (sent 11/10) DALC Bulletin 44 (sent 11/10)
 DALC Bulletin 45 (sent 14/10)