**Chittlehampton Parish Council**

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

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**01/05/2025**

**To all Councillors.**

**You are hereby summoned to attend the Annual Council Meeting of Chittlehampton Parish Council to be held on Wednesday May 7th 2025 at 7.00 pm in the Methodist Rooms for the purpose of transacting the following business.**

**Members of the public and press are welcome to all council meetings.**

***Penny Clapham***

**Penny Clapham, BA (Hons) PSLCC**

**Locum Clerk to the Council**

**ANNUAL COUNCIL MEETING AGENDA**

**1) Election of Chairman**

 a) Invite nominations and elect a Chairman for the year.

 b) Receive the Declaration of Acceptance of Office by the Chairman.

**2)** **Election of Vice Chairman**

**3) Confirm appointment** ofsignatories for cheque payments and authorised internet bank payments. Currently these are Cllr. Jones

**4)** **Appointment/Confirmation of Committees**

1. Planning Committee
2. Finance Committee
3. HR Committee
4. Open Spaces Committee

**5) Appointment to Working Groups**

P3 Footpath Warden

**6) Apologies and Acceptance for Absence:** Cllr. Ditchburn.

**7) 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 North Devon District Council within 28 days of the change

**8) Public Discussion** – To allow any questions, reports by members of the public on any matters relating to the agenda of this meeting or any matters the public would like the Council to consider on a future agenda. The period of time designated for public participation shall not exceed 30 minutes. Standing Order 3 (e,f.) refers.

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

**9) Chairman’s Report (for information only) -**

**10)) County & District Councillor reports:-**

**11) Minutes – to approve and sign the Minutes of the meeting held on the 4th April 2025.**

 **12) PLANNING:**

**Planning Applications** - North Devon District Council has asked for comments from the Parish Council

1. 79957 Listed building consent for demolition of sun room, extension to dwelling, erection of porch, replacement windows together with internal alterations at Rowan Cottage, Chittlehampton. Planning meeting decision.
2. DBX/DCC/4429/2025 Install a 4KWp ground mounted PV system with battery storage (subject to DNO approval) connected to the house supply meter, Great Blakewell Farm, Umberleigh.

Planning meeting decision.

1. 80029 Erection of a general purpose agricultural building and associated access track at Springfield Farm, Chittlehampton. Still to be discussed.

**Planning Decisions**:

80013 Listed building consent for removal of failing cement render then repair with cob and lime, repairs to stone plinth, Clevedon, The Square, Chittlehampton.

APPROVED

**13) FINANCE:**

**Expenditure:** North Devon Council – dog bins £262.08 BACs

  Locum Clerk expenses £250.25 BACs

 Insurance premium tba

**Income:** First half precept £7,687.00

Bank Reconciliation circulated to all councillors as soon as available

Council to resolve to accept the receipts and payments account.

**14) Insurance renewal –** to be discussed as renewal date 1st June.

**15) CiLCA training for the Clerk –** to be confirmed; to agree expenditure. Cllr. Nicklin.

**16) Highways –**

1. Installation of a mirror opposite the school from April agenda.
2. Chapter 8 training – to receive an update.

**PART II**

**17) Council are excluding members of the public and the press to progress a matter of a confidential nature.** Public Bodies (Admissions to Meetings Act) 1960. Local Government Act 1972, ss 100 and 102.

**18) Clerk’s contract of employment –** to discuss together with the job description.

**Items for Information**

Planning meeting minutes sent out with this agenda.

The next Council meeting is on Wednesday tba June 2025 at 7.30pm

**Email circulations during the past month**

DALC Newsletter 18 (sent 11/04) NALC Chief Executive’s Bulletin (sent 11/04)

DALC Newsletter 19 (sent 01/05)