

# **Chittlehampton Parish Council**

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

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4<sup>th</sup> June 2025

To Members of Chittlehampton Parish Council.

You are hereby summoned to attend a Meeting of Chittlehampton Parish Council, to be held **on 11<sup>th</sup> June 2025 at the Methodist Rooms 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**

### **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.

### **1a) Co-option to Council to fill a vacancy -**

### **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)**

### **5) District and County Councillor Reports -**

**6) Minutes** – to approve and sign the Minutes of the meeting held on the 7<sup>th</sup> May 2025.

**7) Annual Internal Audit Statement** – to consider and approve this statement. To note actions from the Internal Auditor's report. Circulated prior to this meeting.

**8) Annual Governance Statement** – to resolve to approve this statement.

**9) Annual Accounting Statement** – to resolve to approve this statement.

**10) Public Rights** – to note the dates of the public rights to inspect Council's accounts will be from 13<sup>th</sup> June to 23<sup>rd</sup> July which includes the first 14 days of July as required by law.

**11) Email Consent** – Councillors to give their consent to receive agendas, minutes and associated documents by email.

**12) Council Phone** – to consider the purchase of a pay as you go mobile phone for Council in order to receive bank codes, as well as make and receive council related calls.

**13) Open spaces** –

- i. Safety signage for the play area – to be discussed. To agree actions and associated expenditure.
- ii. VAS signage – to agree actions and associated expenditure
- iii. Speedwatch – to receive an update

#### **14) PLANNING**

**Planning Applications** - North Devon District Council has asked for observations from the Parish Council on the following planning applications:

- i. 80297 Prior approval for change of use of agricultural building to dwelling house (Class Q) at Caveland farm, South Molton.

#### **Planning Decisions**

#### **15) FINANCE**

<b>Expenditure</b>	Community Action – insurance	£606.62	BACs	30/05
	J. Snooks – internal audit fee	£250.00	BACs	
	Locum clerk expenses May	£439.56	BACs	

#### **Income**

Bank Reconciliation and Statement, for information – not available at present  
Council to resolve to accept the accounts.

**14) VJ/End of WW2** – to consider actions to celebrate this event.

**15) Clerk's report** – item of note regarding emails

*The Practitioners Guide assertion 10, digital and data compliance, states under email management, that every authority must have a generic email address hosted on an authority owned domain such as .gov.uk or .org.uk. This makes the emails more secure. It is advisable that councillors do not use their personal email addresses for council business. Gmail is not a secure email server and is not recommended for parish councils. Your data is at risk and I would like to see generic email addresses adopted by all councillors.*

- ii. An IT Policy will be required by the end of March 2026 to comply with internal audits.

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

**Items for Information** - The next council meeting will be on tba 2025 at tba