

Agenda for the Meeting of Dunkeswell Parish Council 15/05/2023

Chairman:
To be Elected

Clerk:
Kay Smith
16 Liberator Way
Dunkeswell, HONITON, EX14 4XF
tel: 01404 892757
email: clerk@dunkeswell-pc.gov.uk

To all members of the Parish Council

You are hereby summoned to a meeting of **Dunkeswell Parish Council**, The meeting to be held at The Village Hall on **Monday 15th May 2023 from 7.00pm - 7.30pm** for the purpose of transacting the following business; Members of the public and press are invited. **The Annual Parish Meeting will follow at 7.30pm**

Kay Smith - Clerk to the Council - Friday 5th May 2023

To: Cllrs John Barrow, Brendan Procter, Tina Page, Andrew Luscombe, Philip Stevens, Andrew Maynard, John Sipple, David Pidsley, County Councillor Iain Chubb, District Councillor's Colin Brown & Yehudi Levine

[All members to sign their Declaration of Acceptance of Office as elected Councillors to Dunkeswell Parish Council before the meeting commences. \(clerk to countersign\).](#)

All councillors are politely reminded of their obligation to declare interests under the Code of Conduct.

In making decisions the Parish Council recognise their statutory duties provided for in Section 11A(2) of the National Parks and Access to the Countryside Act 1949 (National Parks) and Section 85 of the Countryside and Rights of Way Act 2000 (AONBs) that in exercising or performing any functions in relation to, or so as to affect, land, they shall have regard to their purposes (ie conserve and enhance their natural beauty, wildlife and cultural heritage and to promote opportunities for the understanding and enjoyment of their special qualities by the public).

23/17 Election of the Chairman: To Elect a Chairman

23/18 Election of a Vice Chairman: To Elect the Vice Chairman

23/19 Declaration of Acceptance of Office: Elected Chairman and Vice Chairman to sign the Declaration of Acceptance of Office (clerk to countersign)

23/20 Register of Interests forms: Forms emailed to all elected members for completion and return to EDDC Monitoring Officer, within 28 Days. (Clerk requires a signed copy)

23/21 Appointment of Officers:

- Footpaths and Bridleways
- Tree Warden
- Snow Warden
- **Play areas**
 - New Century Park
 - Churchill Park
 - MUGA/Sportsfield
- Police Advocate

All members of the Council to become members of the Planning Working Group, Park Wardens to become members of the Parks Working Group, all being quorate at 3 members, who have delegated responsibilities to report and/or take action between meetings, as and when necessary.

23/22 General Power of Competence (GPC): To agree to retain the General Power of Competence (GPC) for 23/24. Clerk qualification gained March 2019 and confirming that 2/3rds of the members were elected (8 elected members out of 8 councillor seats).

23/23 a) Review of Policies: To agree the continuance of all Policies, Financial Regulations, Standing Orders and Code of Conduct for a further year (Unless reviewed or amended in the meantime)

b) Agendas: Councillors to confirm that agendas for meetings in 23/24 should continue to be received via email.

23/24 Receive apologies

23/25 Minutes of the previous meeting held on Monday 17th April 2023 to be agreed as a correct record of that meeting.

Agenda for the Meeting of Dunkeswell Parish Council 15/05/2023

- 23/26 **Declarations of Interest and Risk Assessment:** To receive declarations of interest and to note any additional risks.

There will be no Public Open Session at this meeting

Planning

<https://planning.eastdevon.gov.uk/online-applications/>

- 23/27 **Decisions** (for information) - None received to date
- 23/28 **Planning Applications** (to be considered) - None received to date
- 23/29 **Tree Decisions** (for information)
Approved - 23/0387/TCA Rosemary Cottage Dunkeswell Devon EX14 4RE - Leylandii - remove to ground level.
Approved - 23/0163/TCA The Old Rectory Dunkeswell Devon EX14 4RE - Beech: crown reduction of branches growing towards the neighbours house by approximately 1.5 - 2 m, diameter cuts approximately 3 - 5 cm. Western Red Cedar (x2): fell.
- 23/30 **Tree Applications** (for consideration) - None received to date
- 23/31 **Highways**
a) **Issues to report** - Potholes
- 23/32 **Footpaths and Bridleways** -
- 23/33 **Environment**
- 23/34 **Community and Governance**
a) **Parks**
i) **NCP** - To consider what can be done to minimise the damage in the Park, Deferred to June
ii) **Park Inspections** - Inspections have been completed and reports emailed to all councillors on 10th March. To agree any actions required. Deferred to June
b) **Play Inspection 2024** - To consider booking the Play equipment inspection for 2024, in advance.

23/35 Finance (For information/agreement)

a) **Grants Received** -

£

b) **Receipts** -

£

£

c) Payments to be made - May to be agreed	
Cut & Strim gardening services	£TBC
LCAS - Internal Audit to 31/3/2023	£ 175.00
Staffing & Expenses, Stationary & Stamps	£ TBC
DPC HMRC PAYE - Employees & Employers	£ TBC

d) Internal Audit year 22/23 - Internal Audit is complete and report sent to Councillors 18th April 2023.

- i) To confirm receipt of and note the contents of, the Internal Audit Report for year ending 31st March 2023.
- ii) **Employer Allowance** - LCAS noted that DPC are currently investigating the Employer Allowance, clerk awaiting access to the Employer account. Clerk to update council as soon as possible and corrections to be made as required.
- iii) **Recommendation** - Having discussed the Employer Allowance issue with the Internal Auditor the clerk recommends that the Council considers outsourcing all PAYE and Pension responsibilities to an accounting company.
- iv) **Internal Audit for year ending 31st March 2024** - To agree to retain the services of LCAS for year ending 31st March 2024 Internal Audit, contract to be signed and returned.

Agenda for the Meeting of Dunkeswell Parish Council 15/05/2023

e) External Audit - Following completion of the Internal Audit, the External Audit is ready to be sent to PKF Littlejohn, following approval by Council.

i) To Approve the Annual Governance Statement, Section 1, AGAR (for approval).

ii) To Approve the Accounting Statements, Section 2, AGAR (for approval)

iii) The Chairman and the clerk to sign the Annual Governance Statement and the Chairman signs the Accounting Statement. (To be signed following Council approval) The clerk to submit the External Audit for year ending 31st March 2023 to PKF Littlejohn.

iv) Exercise of Public Rights - The clerk has set the dates as Monday 5th June 2023 to Friday 14th July 2023

f) Grants -

i) To consider a £100 grant for the August show for Dunkeswell Garden Society, (this in addition to the £100 grant resolved at the April meeting.)

ii) To agree that the grants agreed in principle at the April meeting, without an application can be paid, following receipt of the application form as follows

- Dunkeswell Preschool

- TRIP

- Dunkeswell Garden Society (£100 April, £100 May, Total £200 if agreed)

- Youth Club

- Blackdown Support Group

23/36 Account balances - at 28th April 2023, statement number (Printed 2.5.23) Closing Balance £59141.25 (This is a reconciled balance at 2nd May 2023)

23/37 **Communications**

23/38 Business at the Chairman's discretion (no decision making during this item)

Email, web and social media enquiries have been responded to and councillors copied in, councillors are asked to consider if further action or correspondence is necessary.

Dates for meetings 2023 - 2024 can be found at <https://www.dunkeswell-pc.gov.uk/>

Next meeting - Parish Council Meeting Monday 15th May 2023, 7.30pm at Dunkeswell Village Hall.

The Annual Meeting of the Council will be closed and the Annual Parish Meeting will commence.

THE DUNKESWELL ANNUAL PARISH MEETING

to be held at
THE VILLAGE HALL

on
Monday 15th May 2023, 7.30pm

AGENDA

1. Minutes of the 2022 Annual Parish Meeting to be approved
2. To receive the report from the Chairman
3. To receive comments in response to the Chairman's report
4. To receive reports from County and District Councillors & local organisations
5. Public Open Session.