

Horrabridge Parish Council

To all members of the Parish Council

You are hereby summoned to attend the Annual Meeting of Horrabridge Parish Council on **Tuesday 14th May 2024 at 7.30pm in the Village Hall** for the purpose of transacting the business set out below.

Members of the public and press are welcome to attend.

C Ellis

Mrs Caroline Ellis, Clerk to the Council 25th April 2024

ANNUAL COUNCIL MEETING AGENDA

A fire alarm is not planned. In the event that the alarm sounds, please make your way out of the building via the nearest exit.

No decision can be taken on items not detailed on the published agenda.

1. **Election of Chairman for 2024/2025** – To elect a Cllr as Chairman for 2024/2025 and to sign the Acceptance of Office Form.
2. **Election of Vice-Chairman for 2024/2025** –To elect a Cllr as vice-Chairman for 2024/2025.
3. **Consideration of Co-option** – To consider applications for co-option.
4. **Absence without apologies.**
5. **Declarations of interest** – To receive disclosures of interests from Councillors on matters to be considered at the Meeting. The disclosure shall include the nature of the interest. If a member becomes aware, during the course of the Meeting, of an interest that has not been disclosed they must do so immediately.
6. **To elect of members to the following committees;**
 - Planning
 - Finance
 - Personnel
 - Outside Spaces
7. **To elect of Representatives to the following external bodies;**
 - Twinning
 - Youth Club
 - Community Hall
8. **Public Participation** – To receive questions or comments from members of the public regarding parish matters. (Please note that decisions cannot be made on items not detailed on the agenda.
9. **Confirmation of the minutes of the Parish Council meeting held on Tuesday 9th April 2024** –
10. **Planning** – No planning applications to consider.
- 10.1 **To note the following decision of the Planning Authority**

0103/24 Use of land as domestic garden, land between Nos 4 and 10 Pencreber Road, Horrabridge, Devon PL20 7SF
Grant of Conditional Planning Permission
- 10.2 **Field Opposite Devon Oaks** – To receive an update from the Clerk

11. **Finance –**
 - The Bank Reconciliation, Trial Balance and Budget Report dated 30th April 2024 for the consideration of the Council.
 - Consideration of approval of the following Payments on the attached report and approve Clerk's and staff pay.
 - To note Cllrs Roche, Farrar and Glinn had conducted audits of the monthly accounts and raised no issues.
12. **Internal Auditor –** To consider the Internal Auditor's Annual report of 2023/2024 accounts.
13. **Annual Governance Statement –** To resolve and approve the Annual Governance Statement 2023/2024 and for the Chairman and Clerk to sign.
14. **Accounting Statements –** To resolve and approve the Accounting Statements 2023/2024 and for the Chairman and Clerk to sign
15. **Village Hall -** To consider village hall maintenance progress and to approve future works.
16. **Legionella Reports –** To receive a report from the Clerk regarding the recent inspection of the Pavilion and the Village Hall
17. **Christmas Tree, Weir Park –** To consider hiring a cherry picker and replacing the lights on the tree.
18. **80th D-Day Anniversary –** To receive an update from Cllr Farrar.
19. **Horrabridge Twinning Group -** To consider hosting a Civic event in the Village Hall on 20th May 2024 and to consider allowing the Twinning Group to hire the Village Hall on 19th May 2024 6pm – 7pm free of charge.
20. **King Charles III –** To note the Clerk had applied and received a free portrait of King Charles III.
21. **Open Spaces Report –** To receive an update from the Chair of Open Spaces.
22. **Progress Reports –** To receive updates from Councillors.
23. **Borough and County Councillors report –** To receive a report if present.
24. **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.
25. **Public Participation –** To receive questions or comments from members of the public regarding parish matters. (Please note that decisions cannot be made on items not detailed on the agenda.

Next Meeting 11th June 2024