

Drewsteignton Parish Council.

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Notice is hereby given that the Annual Council Meeting will take place on Monday 15th May 2023 at 7.30pm in Whiddon Down Village Hall.

All Councillors are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Members of the public are welcome to attend.

An audio recording will be taken from Item 1.5.23 onwards to assist with taking the Minutes the recording will be deleted once the draft minutes are published.

AGENDA

1.5.23: Election of Chair

To include signing of declaration of acceptance of office form.

2.5.23 Election of Vice-Chair

To include signing of declaration of acceptance of office form.

3.5.23 Co-option Vacancies (Clerk)

Cllrs to note that the following vacancies exist following the uncontested election: Whiddon Down 1 vacant seat, Crockernwell 1 vacant seat. Notice of this vacancies has been published and the Council will be in a position to co-opt from 25th May 2023.

4.5.23 Apologies for absence:

Resolution to approve apologies (with reasons) made to the Clerk prior to the meeting.

5.5.23: Minutes of the Last Meeting. [Draft Minutes available on the website by end 12th May.](#)

Cllrs to consider the approval of Minutes of the meeting held Monday 20th February 2023, Monday 20th March 2023, Monday 24th April 2023– Extra-Ordinary Meeting.

6.5.23: Declarations of Interest & Confirmation of Acceptance of Office Forms.

Cllrs are invited to declare any interests they may have in items on this agenda, including the nature of the interest. Cllrs are reminded of their responsibility to keep their Register of Interests updated.

7.5.23: Public Speaking Time (max. 3minutes/person. Session time: 10 minutes).

Members of the public are invited to speak on issues on this Agenda, raise issues for future consideration, or other matters which the council has some control over during this item. Members of the public may not speak during other items unless invited to at the Chair's discretion.

8.5.23: New Planning Applications Click on the application to view documents. (Chair):

- a) WDBC: [0734/23/FUL Conversion of existing barn into 2 holiday let units at Martin Farm, Whiddon Down, EX20 2QL](#) – Deadline 18-05-23.
- b) WDBC: [0735/23/LBC Listed Building Consent for conversion of existing barn into 2 holiday let units at Martin Farm, Whiddon Down, EX20 2QL](#) – Deadline 18-05-23.
- c) DNPA: Listed Building Consent [0175/23 Replace Cable operating the portcullis mechanism and install handrail to basement staircase at National Trust Castle Drogo, Drewsteignton, EX 6 6PB](#) – Deadline 16-05-2023.

9.5.23: To receive reports from County Cllr. James McInnes.

10.5.23 Year End Financial documents. (Clerk)

- a) [To approve Certificate of Exemption from External Audit for the 2022-2023 year.](#)
- b) [To receive Internal Auditors Statement for financial year 2022-23.](#)
- c) [To complete and approve Annual Governance Statement 2022-23.](#)
- d) [To approve Annual Accounting Statement 2022-23](#) & supporting documents as circulated to Cllrs.
- e) Dates for Exercise of Public rights. To consider arrangements.
- f) [Cllrs to approve the Asset Register as of 31st March 2023.](#)

- g) To receive and approve the Year End 2022-23 Budget report and virements as circulated to Cllrs.

11.5.23 Annual Review and approval of: (Chair)

- a) Annual Subscription to NALC/DALC (invoice to be presented at the meeting)

Power to spend: LGA 1972 s.143 (1)(b) Budget: Prof. Fees/Subs

- b) Approval of Cllrs membership on external groups

Description	Current appointments:
Whiddon Down Village Hall	Cllr Ian Rowe
Drewsteignton Car Park	Cllr John Redman
Drewsteignton Village Hall	Cllr Anna Imrie
Dartmoor National Park Authority	Cllr Peter Brennan
Eastern Links	Cllr Anna Imrie
Playing Field Committee	Cllr Andrew di Battista
Snow Warden	Cllr John Redman
Drewsteignton Parish Facebook Page	Clerk / Cllr Imrie
Parish Post	Cllr Peter Brennan

- c) To Confirm Membership of Employment Committee.

- d) To Review & Approve the Council's insurance. Documents presented at meeting.

Power to spend: LGA 1972 s.111 Budget: Admin/Insurance.

12.5.23: Current & New Business.

- a) Cllrs to consider Meeting dates & Venues from May 2023 to May 2024. (Clerk).

- b) Consideration of remedial works by the Bus Shelter in Drewsteignton. (Cllr di Battista)

13.5.23: Finance (Clerk) Documents available at the meeting.

- a) To approve financial schedule of payments as presented at the meeting.

14.5.23 Cllr Reports & items for future agendas:

Councillors are reminded that this is not an opportunity for debate or decision making.

15.5.23: Confirmation of the next Council meeting:

The next meeting will be on Monday 19th June 2022 at 7.30pm at venue tbc.

Please note that any changes to meeting dates or venue will be posted on the Website.

16.5.23 Confidential matters (PART II) Public Bodies (Admission to Meetings) Act 1960 s1 (2)

- a) Resolution required to move the Council into Part II.

- b) Parish Members on Dartmoor National Park Authority – Cllrs to complete Ballot (Clerk)

From DALC: As you will know the existing Parish Members of the Dartmoor National Park Authority will cease to hold office following the elections on 4 May 2023. To put forward Parish Members to fill these places as quickly as possible a timetable has been agreed for all National Park nominations with DEFRA. This is set out below:

Nominations to be returned by:	5.00pm on Thursday 11 May 2023
Ballot Papers to be sent out by:	Friday 12 May 2023
Ballot Papers to be returned to DALC by:	2.00pm on Wednesday 31 May 2023

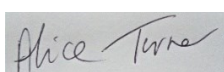
[Election Timetable](#) & [General Information about Dartmoor National Park Authority](#).

- c) To discuss Solicitors Quotes in relation to Drewsteignton Toilet Block lease and Deed of Surrender from Trustee of the Drewsteignton Playing Fields Association (Chair/Clerk) *Contains commercially sensitive information.*

- d) To discuss arrangements relating to the departure of the Clerk from the 19/05/23 and the continuation of Council business (Chair) *Information covered by Employment Law.*

- e) To discuss any Parishioner correspondence (Clerk) *Information restricted by GDPR.*

- f) Chair to return the meeting to public session to hear resolutions.



Alice Turner – Proper Officer

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