SOUTH MILTON PARISH COUNCIL

NOTICE OF THE ANNUAL MEETING OF THE PARISH COUNCIL

VENUE: Village Hall, South Milton
DATE: Monday 18th May 2026
TIME: 7.30pm

Councillors, I hereby give you notice that the next **Meeting of the Parish Council** will be held at South Milton Village Hall at the date and time above. All Members of the Council are summoned to attend for the purposes of determining and resolving upon the business to be transacted as set out below. Dated this 13th May 2026

To: All Members of the Council cc: SHDC Ward Councillors & County Cllr Louise Wainwright

BUSINESS TO BE TRANSACTED

1. **ELECTION OF CHAIRMAN & CHAIRMAN ACCEPTANCE OF OFFICE** followed by **ELECTION OF VICE CHAIRMAN**
2. **Welcome & Apologies:**
3. **PARISHIONERS OPEN FORUM** (allocated time not longer than 15 minutes, a member of the public shall not speak for more than 2 minutes as per Standing Orders)
   During the Public Open Forum: Members of the public should note that the council is only allowed to take decisions on topics that are publicised on the agenda; items not on the agenda can be carried forward for a response at a later date.
   After the Public Open Forum: Members of the public are asked to respect the fact that it is a meeting to conduct council business and participation during the remainder of the meeting is not permitted without the express consent of the Chairman.
   - **TO RECEIVE REPORTS FROM: DEVON COUNTY COUNCIL & SOUTH HAMS DISTRICT COUNCIL**
4. **APPOINTMENT OF COUNCILLORS TO COMMITTEES/LEAD ROLES** - Representatives on External Bodies - Agreement of Clerk's mandate of Responsible Financial Officer
5. **CONSENT TO RECEIVING AGENDAS & DOCUMENTATION BY EMAIL.**
6. **REVIEW & ACCEPTANCE OF KEY POLICIES AND PROCEDURES –** See below.
7. **TO APPROVE THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING.**
8. **TO RECEIVE DECLARATIONS OF INTEREST and ALTERATIONS TO THE REGISTER.**
9. **TO RECEIVE AND TAKE AS READ THE CLERKS REPORT: Appendix A**
10. **PLANNING, NEIGHBOURHOOD PLAN & ENFORCEMENT** –

a. No planning applications this month.
b. To receive local updates: Dairy Site

11. **BUSINESS TO BE DISCUSSED:**

a. Burial Ground Update
b. South West Water Updates
c. Rockbox
d. Emergency planning
e. Road Warden and Highways issues, current works in South Milton and flood mitigation.
f. The Neighbourhood Plan

12. **FINANCE & GOVERNANCE: Receipts & Payments –** Month 2

a) Accounts to pay: Gaynor Day War Memorial £47.89, Parish Magazine Printing £64.84, Insurance Renewal £209.45, ICO Renewal £47, DALC Renewal £166.77.

Monthly Payments: Clerks Salary including HMRC, Hall Hire £20, Hugo Fox £11.99, Hugo Fox £20.99, SHEPS £120.

b) Governance:

1. Year-end governance/reviews/audits & Internal Review.
2. To approve delegated authority to the Parish Clerk & Responsible Financial Officer.
3. To approve hours of work for the Parish Clerk & Responsible Financial Officer.

2026 MEETINGS: June 29th, July 27th, September 28th, October 26th, November 30th, South Milton Village Hall.

Signed: *Julia Waldron* Clerk to South Milton Parish Council

Contacts: Chairman: Cllr Paul Booker, cllrbooker@southmiltonparishcouncil.gov.uk
Clerk: (Mrs) Julia Waldron, clerk@westalvingtonparishcouncil.gov.uk tel: 07395432176

POLICY/PROCEDURE NAME:	Details of changes to be made (other than dates)
1. Model Standing Orders	
2. Statement of Internal Controls	
3. Code of Conduct	
4. NALC Model Financial Regulations	
5. Protocol on the filming & recording of local council & committee meetings	
5a. Public Session Procedure Guide to Meetings	
6. Council Complaints Policy	
6a. All complaints handling NALC LTN 9E	
7. Risk Management Scheme	
8. Publication Scheme under the FOI Act 2019 _1-4	
8a. Data Protection Privacy Notices NALC – Processing Personal Data	
9. Transparency Code	
9a. Transparency Code for Smaller Authorities	
10. Equal Opportunities Policy	
12. Safeguarding Policy	
13. Co-option Policy	
15. NALC LTN23 Health & Safety	
16. Website Accessibility Statement	Updated in March 2026
22. Data Audit (new)	