

BORDEN GATE PARISH COUNCIL
Clayhanger, Hockworthy and Huntsham

Clerk to the Council P Bainbridge, 35 Mount Street, Bishops Lydeard, Taunton TA4 3LH 07504 507558

To Members of Borden Gate Parish Council, May 2024

You are duly summoned to attend the Annual Meeting of Borden Gate Parish Council to be held immediately following the Annual Parish Meeting in Clayhanger WI Hall at 7:00 pm on Wednesday 29th May 2024

Public question time: There will be an open forum for any questions or concerns at the beginning of the meeting. Before the start of the meeting residents are welcome to raise any issues on this agenda or to suggest items for future consideration, or simply to listen to the meeting. Because there is a limited time available in the meeting it would be preferable if any concerns are addressed to the Clerk or the Chair beforehand. Members of the public may not take part in the Parish Council meeting itself.

AGENDA OF THE ANNUAL MEETING OF THE PARISH COUNCIL

A. i. Election of Chair*

*A signed Acceptance of Office form to be returned to the Clerk.

ii. Election of the Vice Chair.

1. Apologies: To receive apologies and to approve reasons for absence.

2. Declarations of Interest

- a. Register of Interests.
- b. To declare any personal interests in items on the agenda and their nature.
- c. To declare any pecuniary interests in items on the agenda and their nature.

3. Minutes of the Previous Meeting (27/03/2024)

To consider the approval of the draft minutes of the Parish Council held on 27th March 2024.

4. To review:

- i. Code of Conduct
- ii. Standing Orders
- iii. Financial Regulations
- iv. Risk Assessment
- v. Banking Mandate and signatories
- vi. The Council's Insurance
- vii. The Asset Register
- viii. Council's subscriptions to other bodies
- ix. To agree a list of regular payments through the financial year.

5. Matters Outstanding

- a. Chimney Down (S106) – to submit S106 proposal, and to resolve to apply for DCC locality budget for £250 from DCC Cllr Ray Raford towards the replacement of the millennium bench. To make a decision to purchase.
- b. The Parish Paths Partnership (PROW) – update.
- c. Huntsham Bench – to consider the purchase and quote for installation.
- d. Roads and Traffic Issues – update and to discuss and consider DCC Road Warden Scheme

6. Planning applications received/registered/for comment

- a. **24/00622/CAT** Notification of intention to fell 1 Oak and a group of 17 Ash within the Conservation Area Huntsham Barton Huntsham Tiverton Devon EX16 7NJ
- b. **24/00620/CLP** Certificate of Lawfulness for the proposed erection of single storey rear extension Eliza's Cottage Clayhanger Tiverton Devon EX16 7NY

Planning permissions granted For full conditions please refer to Mid Devon District Council's planning portal

- c. **24/00126/FULL** Erection of cover over existing manure store Land at NGR 303345 119919 (Higher Staple Farm) Staple Cross Hockworthy Devon TA21 0NH – Grant Permission

Planning Applications Withdrawn

- d. **24/00143/FULL** Variation of condition 2 of planning permission 21/02158/FULL to allow substitute plans - Variation of condition 2 of planning permission 21/00443/FULL to allow substitute plans - Change of use of land for the siting of 2 glamping tents and associated facilities Deer Park Camping Hockworthy Wellington Devon TA21 0NW

7. Finance

a. Income Received

- | | |
|-------------------------|-----------------|
| i. Precept Clayhanger | £1656.33 |
| ii. Precept Huntsham | £1899.48 |
| iii. Precept Hockworthy | <u>£2429.28</u> |
| Total | £5985.09 |
- iv. Bank Interest – March £5.75 & April £6.16 = £11.91

b. Expenditure for Approval

- i. Clerk's wages for May £214.16 and June £214.16 (including payments to HMRC)
- ii. Clerk's wages - £50 balance from 2023-24 and £14.16 unpaid for April (including payments to HMRC)
- iii. Internal Auditor's Fee Mr Tim Payne £100
- iv. Clayhanger WI Hall Meeting Hire £15
- v. Community First Insurance – £127.92 (LTA) amount subject to change
- vi. DALC (NALC Affiliation, DALC Service Charge, DALC Affiliation) £180.68

Payments Already Made Via Direct Debit

- vii. HSBC Monthly Service Charge April & May @ £5
- viii. HugoFox Ltd Website – April & May @ £9.99 (+VAT)

c. Bank Reconciliations

- i. 31st March 2024 – Balance at bank £10,172.63
- ii. 30th April 2024 – Balance at bank £15,946.89

d. AGAR

- i. Internal Audit report – to consider
- ii. Annual Governance Statement - for approval
- iii. Accounting Statements - for approval
- iv. Certificate of Exemption (basic review) or intermediate review - for approval

8. Police report

9. District and County councillors' reports for information

10. Clerk's Report including Correspondence – to include any response the Council wishes to make to Mid Devon District Council's Town & Parish Charter review.

11. Councillors' reports and items for future agendas

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

12. Date of next meeting – to confirm the date of the next meeting & arrange meeting schedule for the coming year.

Patricia Bainbridge

Clerk to Borden Gate Parish Council

22nd May 2024