

**To: Members of Branscombe Parish Council**

You are duly summoned to attend the next meeting of Branscombe Parish Council to be held at 1930hrs on **Thursday 7<sup>th</sup> April 2022** at Branoc Hall, Branscombe.

**Information for members of the public and press**

Members of the public and press are welcome to attend parish council meetings, as observers. There will also be a maximum of 15 minutes at the beginning of the Council meeting for members of the public to give their views and question the Parish Council on issues on the agenda or raise issues for future consideration at the discretion of the Chair. Each speaker will be limited to 3 minutes. Members of the public wishing to comment on an item, but not wishing to speak, may submit this in writing to the Clerk by 12 noon the day before the meeting.

**A G E N D A**

1.0	Welcome
2.0	<b>Apologies</b> To receive apologies and approve reasons for absence.
3.0	<b>Public Question Time</b> (if requested)
4.0	<b>Declarations of Interest</b> To declare any personal interests in items on the agenda and their nature and/or to declare any disclosable pecuniary interests (DPIs) in items on the agenda and their nature. (Councillors with DPIs must leave the room for the relevant items).
5.0	<b>Minutes</b> To approve the Minutes of the Parish Council Meeting held on 3 <sup>rd</sup> March 2022.
6.0	<b>Organisations' Reports</b> To receive reports for information (where provided) from:
6.1	Devon & Cornwall Police
6.2	National Trust
6.3	Village Hall
7.0	<b>District and County Councillor's Reports</b> To receive reports for information (any items raised for decision will appear on the agenda for the next meeting) from:
7.1	Cllr Hartnell, DCC
7.2	Cllr Pook, EDDC

8.0	<b>Matters Arising</b> (from previous minutes and not covered by subsequent agenda items)
8.1	<b>Benches</b> To note the installation of the 2 new benches at Castle Hill bus stop and the removal of the old benches.
8.2	<b>Purchase of Waste Bin</b> To consider a proposal from Cllr Pike that the Council should purchase a waste bin for use near the Village Hall, and to explore whether funding for this purchase can be obtained from the Locality Budget. <i>(Cllr Pike)</i>
9.0	<b>Planning</b>
9.1	<b>Parish Planning Update</b> To note the Update (circulated with the Agenda).
9.2	<b>Proposal for the Future Consideration of Planning Applications</b> To receive and consider a proposal from the Chairman on the way in which the Council considers future planning applications. <i>(Chairman)</i>
10.0	<b>Queen's Platinum Jubilee Celebrations (2<sup>nd</sup> - 5<sup>th</sup> June 2022)</b>
10.1	<b>Planting of Oak Sapling</b> To note the planting by EDDC of the Platinum Jubilee oak sapling; and to consider arrangements for a 'dedication ceremony' during the Jubilee weekend and for the 'initial' care of the sapling. <i>(Cllrs Cox and Powell)</i>
10.2	<b>Platinum Jubilee Committee</b> To receive an update from the Platinum Jubilee Committee on progress with arrangements for the programme of events over the Jubilee weekend. <i>(Cllrs Cox and Powell)</i>
11.0	<b>Core Policies and Documents for Parish Councils</b>  To receive a brief report from Clerk following the meeting of the Chairman, Cllr Evans and the Clerk to discuss the production of core policies and documents for the Council. <i>(Clerk)</i>
12.0	<b>Arrangements for the Parish Meeting and Annual Meeting of the Council - 12<sup>th</sup> May 2022</b>  To consider and agree the arrangements and format for the Parish Meeting to be held on Thursday 12 <sup>th</sup> May at 1830hrs, followed by the Annual Meeting of the Council. <i>(Clerk)</i>
13.0	<b>Annual Governance and Accountability Return (AGAR) 2021/22</b>  To note the process and agree the proposed schedule for the completion and return of the AGAR 2021/22. <i>(Clerk)</i>

14.0	<b>Finance</b>																																
14.1	<p><b>Finance Update</b> To note the current financial position:</p> <table border="1"> <tr> <td>Total receipts for year (Includes £563.12 of CIL monies)</td> <td>£9,058.16</td> </tr> <tr> <td>Total payments for year</td> <td>£11,420.69</td> </tr> <tr> <td>Difference</td> <td>-£2,362.53</td> </tr> <tr> <td>Current Balance</td> <td>£20,172,56</td> </tr> </table>	Total receipts for year (Includes £563.12 of CIL monies)	£9,058.16	Total payments for year	£11,420.69	Difference	-£2,362.53	Current Balance	£20,172,56																								
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14.2	<p><b>Receipts</b> To note receipt of the first instalment of the Precept payment (£4,000.00).</p>																																
14.3	<p><b>Payments</b> To approve the following payments (and if necessary, any last-minute payments arising since the issue of the agenda)</p> <table border="1"> <thead> <tr> <th><i>Cheque</i></th> <th><i>Payee</i></th> <th><i>Goods/Services</i></th> <th><i>Amount</i></th> </tr> </thead> <tbody> <tr> <td>1103</td> <td>HMRC</td> <td>Income Tax</td> <td>£176.64</td> </tr> <tr> <td>1104</td> <td>Former Clerk</td> <td>Backdated pay award*</td> <td>£17.64</td> </tr> <tr> <td>1105</td> <td>Clerk</td> <td>Salary &amp; Expenses</td> <td>£236.59</td> </tr> <tr> <td>1106</td> <td>ICO</td> <td>Annual data protection fee</td> <td>£40.00</td> </tr> <tr> <td>1107</td> <td>Branoc Hall</td> <td>Hall hire for Jan-March 2022</td> <td>30.00</td> </tr> <tr> <td>1108</td> <td>Devon Association of Local Councils</td> <td>Membership Renewal Fee</td> <td>£125.50</td> </tr> <tr> <td>1109</td> <td>Devon Association of Local Councils</td> <td>Training Courses x 3</td> <td>£108.00</td> </tr> </tbody> </table> <p>*The National Joint Council for Local Government Services has now agreed the pay award for the 2021/22 financial year. The overall <b>increase is 1.75% and is back dated for all staff from 1<sup>st</sup> April 2021.</b></p>	<i>Cheque</i>	<i>Payee</i>	<i>Goods/Services</i>	<i>Amount</i>	1103	HMRC	Income Tax	£176.64	1104	Former Clerk	Backdated pay award*	£17.64	1105	Clerk	Salary & Expenses	£236.59	1106	ICO	Annual data protection fee	£40.00	1107	Branoc Hall	Hall hire for Jan-March 2022	30.00	1108	Devon Association of Local Councils	Membership Renewal Fee	£125.50	1109	Devon Association of Local Councils	Training Courses x 3	£108.00
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15.0	<p><b>Correspondence Received</b> To note the correspondence received and circulated during March (see Appendix 1) and to receive any suggestions on issues to be raised with NALC's Smaller Councils Committee.</p>																																
16.0	<p><b>Councillors Reports and Items for Next Agenda</b> For Councillors to report minor matters not included elsewhere on the agenda and to raise items for the next or future agenda.</p>																																
17.0	<p><b>Date of Next Meeting</b> To confirm the date of the next meeting scheduled for Thursday 9<sup>th</sup> June 2022.</p>																																

Signed:



Adrienne Long  
Clerk to Branscombe Parish Council,  
Dated: 2<sup>nd</sup> April 2022

Appendix 1.

Correspondence Circulated March 2022

	Item	Date Circulated
1.	DCC Divisional Report (Seaton & Colyton) - Cllr Hartnell	08.03.22
2.	DCC Highways Roadmap Newsletter Spring edition	21.03.22
3.	NALC's Smaller Councils Committee Letter to all smaller councils asking what issues they would like the committee to address	21.03.22
4.	Devon & Cornwall Police Rural Affairs Team - alert re increase in reports of heating oil theft	21.03.22
5.	Devon Climate Emergency - final consultation on DCE's Responses to Devon Climate Assembly	21.03.22