

**To: Members of Branscombe Parish Council**

You are duly summoned to attend the **Annual Meeting of Branscombe Parish Council to be held at 1930hrs on Thursday 12<sup>th</sup> May 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 attend the meeting are asked to contact the Clerk by 12 noon the day before the meeting.

**A G E N D A**

1.0	Welcome
2.0	<b>Election of the Chairman</b> , followed by the signing of the Declaration of Office
3.0	<b>Election of the Vice-Chairman</b> , followed by the signing of the Declaration of Office
4.0	<b>Public Question Time</b>
5.0	<p><b>External Reports</b>            To receive any other reports (further to those presented at the Annual Parish Meeting) from:</p> <ol style="list-style-type: none"> <li>1. Cllr Hartnell, DCC</li> <li>2. Cllr Pook, EDDC</li> <li>3. National Trust</li> <li>4. Devon &amp; Cornwall Police</li> </ol>
6.0	<p><b>Apologies</b>            To receive apologies and approve reasons for absence.</p>
7.0	<p><b>Declarations of Interests</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).</p>
8.0	<p><b>Minutes</b>            To approve the Minutes of the Ordinary Parish Council Meeting held on 7<sup>th</sup> April 2022 and consider any matters arising that are not covered by subsequent agenda items.</p>

9.0	<p><b>Review and Confirmation of Representatives and Working Groups</b> To review and confirm responsibilities as:</p> <ol style="list-style-type: none"> <li>1. Village Hall Representative</li> <li>2. Branscombe Road Wardens</li> <li>3. BPC Community Emergency Response Lead and Team</li> </ol>								
11.0	<p><b>Confirmation of Bank Signatories</b> To confirm bank signatories and revise if required.</p>								
12.0	<p><b>Annual Review and Adoption of BPC Policies and Documents</b></p>								
12.1	<p>To review and adopt the following:</p> <ol style="list-style-type: none"> <li>1. Asset Register (as at 31.03.2022)</li> <li>2. <a href="#">Data Protection Policy &amp; Privacy Notice</a></li> <li>3. <a href="#">Website Accessibility Notice</a></li> <li>4. <a href="#">Emergency Plan</a></li> </ol>								
12.2	<p>To note the upcoming review of Standing Orders and Financial Regulations and the production of all other required policies and documents for adoption by Council during 2022/23.</p>								
13.0	<p><b>Planning Application</b> To consider the following:</p> <p><a href="#">22/0645/OUT - Littlecombe Shoot Beach Huts Branscombe Footpath 9A Branscombe Devon - Construction of dwelling (outline application with all matters reserved).</a></p>								
14.0	<p><b>Queen's Platinum Jubilee Celebrations (2<sup>nd</sup> - 5<sup>th</sup> June 2022)</b> To receive an update from the Platinum Jubilee Committee on final arrangements for the programme of events over the Platinum Jubilee weekend. <i>(Cllrs Cox and Powell)</i></p>								
15.0	<p><b>Parish Notice Boards</b> To consider and agree</p> <ol style="list-style-type: none"> <li>1. The 'refurbishment' of the Parish Notice Boards</li> <li>2. What notices/posters should be displayed on the Parish Notice Boards</li> <li>3. Responsibility for placing and removing notices/posters.</li> </ol>								
16.0	<p><b>Finance</b></p>								
16.1	<p><b>Final Position at Year End (31.03.2022)</b> To note the final financial position at year end (31.03.2022)</p> <table border="1" data-bbox="379 1823 1043 2038"> <tr> <td>Total receipts for year (Includes £563.12 of CIL monies)</td> <td>£9,058.68</td> </tr> <tr> <td>Total payments for year</td> <td>£11,420.79</td> </tr> <tr> <td>Difference</td> <td>-£2,362.11</td> </tr> <tr> <td>Current Balance</td> <td>£20,172.98</td> </tr> </table>	Total receipts for year (Includes £563.12 of CIL monies)	£9,058.68	Total payments for year	£11,420.79	Difference	-£2,362.11	Current Balance	£20,172.98
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16.2	<p><b>Payments</b> To approve the following payments (and if necessary, any last-minute payments arising following the issue of the agenda)</p> <table border="1" data-bbox="379 387 1353 1294"> <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 colspan="4"><i>Payments approved at April Meeting, but cheques not signed due to lack of cheques.</i></td> </tr> <tr> <td>1103</td> <td>Clerk</td> <td>Salary &amp; Expenses (March 2022)</td> <td>236.59</td> </tr> <tr> <td>1104</td> <td>Former Clerk</td> <td>Backdated pay award</td> <td>£17.64</td> </tr> <tr> <td colspan="4"><i>Payments for approval and signing:</i></td> </tr> <tr> <td>1105</td> <td>Clerk</td> <td>Salary &amp; Expenses (April 2022)</td> <td>305.63</td> </tr> <tr> <td>1106</td> <td>Clerk</td> <td>Reimbursement for payments made on behalf of the Council due to no cheques being available - details given below.</td> <td>£480.14</td> </tr> <tr> <td>1107</td> <td>Thomas Westcott</td> <td>Annual payroll services to April 2022</td> <td>£408.00</td> </tr> </tbody> </table> <table border="1" data-bbox="379 1328 1353 1765"> <thead> <tr> <th colspan="4"><i>Payments made by clerk</i></th> </tr> </thead> <tbody> <tr> <td>14.04.22</td> <td>HMRC</td> <td>Tax due</td> <td>£176.64</td> </tr> <tr> <td>14.04.22</td> <td>ICO</td> <td>Annual data protection fee</td> <td>£40.00</td> </tr> <tr> <td>14.04.22</td> <td>Branoc Hall</td> <td>Hall hire for Jan-March 2022</td> <td>30.00</td> </tr> <tr> <td>29.04.22</td> <td>Devon Association of Local Councils</td> <td>Membership Renewal Fee</td> <td>£125.50</td> </tr> <tr> <td>29.04.22</td> <td>Devon Association of Local Councils</td> <td>Training Courses x 3</td> <td>£108.00</td> </tr> <tr> <td></td> <td><b>Total</b></td> <td></td> <td><b>£480.14</b></td> </tr> </tbody> </table>	<i>Cheque</i>	<i>Payee</i>	<i>Goods/Services</i>	<i>Amount</i>	<i>Payments approved at April Meeting, but cheques not signed due to lack of cheques.</i>				1103	Clerk	Salary & Expenses (March 2022)	236.59	1104	Former Clerk	Backdated pay award	£17.64	<i>Payments for approval and signing:</i>				1105	Clerk	Salary & Expenses (April 2022)	305.63	1106	Clerk	Reimbursement for payments made on behalf of the Council due to no cheques being available - details given below.	£480.14	1107	Thomas Westcott	Annual payroll services to April 2022	£408.00	<i>Payments made by clerk</i>				14.04.22	HMRC	Tax due	£176.64	14.04.22	ICO	Annual data protection fee	£40.00	14.04.22	Branoc Hall	Hall hire for Jan-March 2022	30.00	29.04.22	Devon Association of Local Councils	Membership Renewal Fee	£125.50	29.04.22	Devon Association of Local Councils	Training Courses x 3	£108.00		<b>Total</b>		<b>£480.14</b>
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17.0	<p><b>Correspondence Received</b> To note the correspondence received from EDDC during April - see Appendix A.</p>																																																												
18.0	<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>																																																												

19.0	<b>Date of Next Meeting</b> To confirm the date of the next meeting scheduled for Thursday 9 <sup>th</sup> June 2022.
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Signed:



Adrienne Long  
Clerk to Branscombe Parish Council,

Dated: 7th May 2022

Appendix A

Correspondence Circulated April 2022

1.	EDDC letter and Draft Amendment Order No 2 2022 & Notice of Proposed Amendment Order advising of EDDC's proposal to add electric vehicle charging bays to the Off-Street Parking Places Order (2008)	13.08.22
2.	EDDC Notification of 'Made' Neighbourhood Plan for the Parish of Dalwood	21.04.22
3.	EDDC letter re the Emptying of Waste Bins and revised collection charges	07.05.22