

# LYDFORD PARISH COUNCIL

From the Clerk:

John Bright

website: [www.lydfordparishcouncil.com](http://www.lydfordparishcouncil.com) email: [clerk@lydfordparishcouncil.com](mailto:clerk@lydfordparishcouncil.com)

The Parish Council is summoned  
to meet at the Nicholls Hall, Lydford on

## **Tuesday 14<sup>th</sup> May 2024 immediately following** **Annual Parish Meeting**

Members of the public and press wishing to observe, or to participate in the public session are welcome to attend. Matters for the Council to consider can also be brought to the attention of Councillors or emailed to the Clerk: [clerk@lydfordparishcouncil.com](mailto:clerk@lydfordparishcouncil.com).

## **Annual Council Meeting**

### **Agenda**

1. Apologies for absence
2. Election of Officers
  - a. *To receive nominations and elect a Chair of the Council for the coming year.*
  - b. *To receive the Declaration of Acceptance of Office signed by the incoming Chair.*
  - c. *To receive nominations and elect a Vice Chair of the Council for the coming year.*
3. Minutes of the Annual Council Meeting held on 16<sup>th</sup> May 2023  
*To resolve to accept the minutes.*
4. Matters arising from Annual Parish Meeting  
*To consider any suggestions for future action made at earlier Annual Meeting of the Parish*
5. Annual Audit  
To comply with the SBAA external audit requirements under the Local Audit and Accountability Act 2014, and complete the Council's external audit for the financial year 2023/24.
  - a. *To resolve to approve the Certificate of Exemption 2023/24*
  - b. *To resolve to approve the Governance Statement 2023/24*
  - c. *To resolve to approve the Accounting Statements 2023/24*
6. New council policies  
**To adopt the following policies –**
  - a. Playground equipment
7. Annual review  
Following internal audit, the following Council documents require review and approval by full council.

No existing Council policy requires review at this time.

To be followed by:

# Meeting of the Council Agenda

1. Declarations of Interest  
*In accordance with the Code of Conduct, members are required to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have, in items to be considered at this meeting.*
2. Minutes of the meeting 9<sup>th</sup> April 2024  
***To resolve to agree the minutes.***
3. Matters arising from the meeting 9<sup>th</sup> April 2024  
***(For information only)***
4. Dog waste  
***Cllr Gilpin to update the council on progress of installing bin at the Sports Field***
5. Village website  
***To update Councillors on the progress to transition council online presence to new village website.***
6. Lydford Emergency Plan  
***Cllr Hulett to update the council on progress in acquiring necessary equipment.***
7. Finances
  - a. ***To resolve to approve the payments:***

i. J. Bright	£368.24	May salary
ii. HMRC	£87.60	PAYE May
iii. Penny Clapham	£65.00	Internal audit services
iv. S Hulett	£31.76	Emergency equipment purchased
v. S Hulett	£259.99	Emergency equipment purchased
vi. S Hulett	£329.98	Emergency equipment purchased
vii. Zurich Insurance	£402.00	Council Insurance 1.6.24 – 31.5.25
viii. DM Payroll services	£120.00	Payroll administration 2024-25
  - b. ***Banking reconciliation 30.4.24 – for information***

Opening balance 1.4.24	£10,705.30	Bank holdings at 30.4.24	
Less spending to 30.4.24	£1,191.90	Current A/C balance	£5,004.81
Add receipts to 30.4.23	£4,955.00	Savings A/C balance	£9,463.59
Total "In Hand"	<u>£14,468.40</u>	Total	<u>£14,468.40</u>
8. Playground  
To receive any update on repairs to equipment identified as damaged in recent RoSPA report.

05/2024

9. Planning  
**To respond to applications –**

*For information only.* An appeal has been lodged against refusal of planning permission for change of use at The Cloves, Raddon Farm (application 0441/23). No requirement for Council response.

10. Actions taken under delegated authority.  
**To note actions taken by the Clerk under the Scheme of Delegation**

Nil

11. Any **urgent** business not listed on the agenda below, by permission of the Chair.  
**(For information only)**

12. Date of next meeting – Tuesday 16<sup>th</sup> June 2024



Signed \_\_\_\_\_ Clerk to the Council

Date 7<sup>th</sup> May 2024

**Correspondence distribution:**

1	Emails from Rebecca Hill	Suggestion for erection of dog waste bin at council expense.	Acknowledged. Forwarded to Cllrs.