

LYDFORD PARISH COUNCIL

From the Clerk:

John Bright

website: www.lydfordparishcouncil.com email: clerk@lydfordparishcouncil.com

The Parish Council is summoned
to meet at the Nicholls Hall, Lydford on
Tuesday 16th May 2023 at 7:15pm

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.

Annual Council Meeting Agenda

1. Apologies for absence
2. Election of Officers
 - a. **To receive Acceptances of Office from all Councillors at the start of the term of the new Council.**
 - b. **To receive nominations and elect a Chair of the Council for the coming year.**
 - c. **To receive the Declaration of Acceptance of Office signed by the incoming Chair.**
 - d. **To receive nominations and elect a Vice Chair of the Council for the coming year.**
3. Minutes of the Annual Council Meeting held on 10th May 2022
 - a. **To resolve to accept the minutes.**
4. Matters arising from Annual Parish Meeting
 - a. **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 2022/23.
 - a. **To resolve to approve the Certificate of Exemption 2022/23**
 - b. **To resolve to approve the Governance Statement 2022/23**
 - c. **To resolve to approve the Accounting Statements 2022/23**
6. Annual review
Following internal audit, the following Council documents require review and approval by full council.
 - a. Lydford Council Risk Register – **to amend if required and resolve to approve.**
 - b. Lydford Council Asset Register – **to amend if required and resolve to approve.**

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. Any **urgent** business not listed on the agenda below, by permission of the Chair.
(For information only)
3. Minutes of the meeting 11th April 2023
To resolve to agree the minutes.
4. Matters arising from the meeting 11th April 2023
(For information only)
5. Beating the Bounds 2023
To provide an update to Councillors on the work of the committee planning the event
6. Highways
Cllr Hulett to outline concerns regarding the quality of road surface at different locations in the village, and to consider what actions might be taken.
7. Dog waste
Cllr Lenton to raise the issue of dog waste outside the school and outline proposal for action. (circulated - draft for inclusion in newsletter)
8. Finances
a. To resolve to approve the payments:

i. J. Bright	£340.58	May salary
ii. HMRC	£80.60	PAYE May
iii. J Bright	£14.00	New Councillor induction training
iv. J Bright	£1.85	VAT return postage
v. J Bright	£76.00	Beating the Bounds printing
vi. Penny Clapham	£65.00	Internal Audit fees 2022-23
vii. Zurich Insurance	£402.00	Council Insurance 1.6.23 – 31.5.24
viii. WDBC	£209.39	Recharge electricity 8/22 – 11/22**
ix. WDBC	£49.85	Recharge electricity 11/22 – 2/23**

** Credit notes issued by WDBC to cover water charges.

b. Banking reconciliation 30.4.23 – for information

Opening balance 1.4.23	£10,015.25	Bank holdings at 30.4.23	
Less spending to 30.4.23	£1,523.23	Current A/C balance	£1,740.58
Add receipts to 30.4.23	£4,688.56	Savings A/C balance	£12,000.00
Total "In Hand"	<u>£13,740.58</u>	Total	<u>£13,740.58</u>

9. Playground (standing item)
 - Follow up on ROSPA report received.

05/2023

10. Planning

To respond to applications –

- 0161/23 Clifton Cottage Side and rear extension including new dormer windows and replacement garage.
- 0202/23 West Pulborough Barn Small 1st floor rear extension above existing lean-to.
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- For information only. An application for a certificate of lawfulness has been made for a single storey rear extension at Smalland Farm. No requirement for Council response.

11. Actions taken under delegated authority.

To note actions taken by the Clerk under the Scheme of Delegation

- £12,000 transferred to Council's instant access savings account.



Signed _____ Clerk to the Council

Date 9th May 2023

Correspondence distribution:

	NIL		