

# East Worlington Parish Council

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**Notice is hereby given that a Parish Council Meeting will take place on Thursday 11<sup>th</sup> April 2024 at 7.30pm in the Parish Hall.**

**All Councillors are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.**

**Members of the public are welcome to attend.**

## **AGENDA**

### **1.4.24: Welcome (Chair)**

Chair to open meeting and inform the meeting if a recording is being taken to assist in the preparation of the minutes, the recording will be deleted once the draft minutes are published.

### **2.4.24 Apologies for absence: (Chair)**

Resolution to approve apologies (with reasons) made prior to the meeting.

### **3.4.24: Minutes of the Last Meeting.**

Cllrs to consider the approval of the Minutes of the Meetings held on:

- a) **Thursday 23<sup>rd</sup> November 2023**
- b) **Thursday 11<sup>th</sup> January 2024**
- c) **Wednesday 7<sup>th</sup> February 2024 – Extra-Ordinary Meeting.**

### **4.4.24 Declarations of Interest. (Chair)**

Cllrs are invited to declare any interests they may have in items on this agenda, including the nature of the interest. Cllrs are reminded to keep their Register of Interests updated.

### **5.4.24: Public Speaking Time (max. 3minutes/person. Session time: 10 minutes).**

The public are invited to speak on issues on this Agenda, raise issues for future consideration, other matters which the council has some control over. Members of the public may not speak during other items. Any items raised will not be discussed at this meeting but may be added to the next Agenda.

### **6.4.24: Report to & from Devon County & N.D District Cllrs (Max. 10 minutes)**

\*This is for reports between Cllrs rather than discussion points.

### **7.4.24: Reports to and from the Parish Road Warden relating to highways (Cllr Sturla).**

### **8.4.24: Planning Matters: Update relating to 155 new houses in Witheridge (Cllr Hurst-Bannister).**

### **9.4.24 Council Documents & Policies (Chair/Clerk)**

Cllrs to consider for approval the following draft policies:

- a) **EWPC 013 Sickness Absence Policy – Revisited due to amendments required.**
- b) **EPC 014 Performance Improvement Policy & Procedure – Revisited due to amendments required.**
- c) **EWPC 015 Reserve's Policy – Draft.**
- d) **EWPC 018 Equality and Diversity Policy – Draft.**
- e) **EWPC 019 Disciplinary Policy – Draft.**
- f) **EWPC 020 Internal Control & Audit Policy – Draft.**
- g) **EWPC 021 Cllr Emails & Own Device Policy – Draft.**

#### **10.4.24 Current & New Business:**

- a) Asset inspections – Update on any addition works/inspections required (Chair).
- b) Parish magazine – Update (Cllr Sturla)
- c) Community Survey – Update from working group (Chair/Cllr Smyth)
- d) Consideration of creating a Community Resilience Plan (Cllr Good)
- e) Consideration of developing a Neighbourhood Plan (Chair)
- f) Consideration of HMG Energy Efficient Grant Scheme (Chair)
- g) To confirm members on the HR Committee. (Cllr Good/Smyth)
- h) Consideration of CPRE membership (Cllr Hurst-Bannister).
- i) Consideration of date for Annual Parish meeting (to be held by 1st June) (Chair)
- j) Batsworthy future funding opportunities – Parish Survey (Chair/Clerk)  
Cllrs to consider and agree response to [the Survey](#). Deadline for response is 19<sup>th</sup> April.
- k) To discuss request from Cllrs that meeting Agendas and supporting documents are circulated 7 calendar days before the meeting. (Chair/Clerk)  
Cllrs to consider implication for Extra-ordinary meetings and meetings of the HR Committee as revised Standing Orders will need to be considered at the May meeting.
- l) **Rapid Games Designing Workshop 17th April 2024 9am -4.30pm. (Clerk)**  
“To explore pressures which face farming and the environment looking at flood resilience, resource efficiency and biodiversity. The novel workshop will be held on the 17<sup>th</sup> April at Witheridge Parish Hall, in the heart of the North Devon Biosphere’s DRIP project area. Please see the [invitation with plan for the day for further details](#). Lunch will be provided, please let us know of any dietary requirements.”

#### **11.4.24: Finance (Clerk).**

- a) To consider approval of the Financial Schedule as presented.

#### **12.4.24 Cllr/Clerks Reports & items for future agendas:**

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

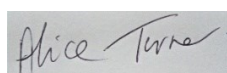
- a) Clerk: Notification of Annual Leave 06/05/2024-12/05/2024 inclusive.
- b) Clerk: Notification of new contact number (as above).

#### **13.4.24: Confirmation of the next meeting: (Chair) Any changes will be on the Website.**

The Annual Council meeting will be on Thursday 23<sup>rd</sup> May 2024, 7.30pm at the Parish Hall.

#### **14.4.24: Confidential items (PART II) Public Bodies (Admission to Meetings) Act 1960 s1 (2).**

- a) Resolution required to move the Council into Part II.
- b) To consider approval and appointment of Internal Auditor for the financial year end 31st March 2024. (Chair/Clerk) *Commercially sensitive.*
- c) War Memorial works – Updated quote (Chair/ Cllr Sturla) *Commercially sensitive.*
- d) Parish Hall lease renewal – To include discussion on costs (Chair) *Commercially sensitive.*
- e) Review of the Clerks return to work arrangements. (H.R. Committee/Clerk) *Confidential Employment Matter.*
- f) To discuss arrangements for conducting Clerks Annual Appraisals (H.R. Committee/Clerk) *Confidential Employment Matter.*
- g) Progress with land transfer (Cllr Smyth/Clerk) *Commercially sensitive.*
- h) The Chair to return the meeting to public session to hear resolutions.



Alice Turner – Proper Officer

Date: 4<sup>th</sup> April 2024