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 **Chivelstone Parish Council**

**Annual Parish Meeting** at 7pm followed by the **Annual Parish Council Meeting** of Chivelstone Parish Council to be held in the Chivelstone Parish Community Hall on Monday 15 May 2023. Councillors are requested to attend and members of the parish are invited to attend.

**ANNUAL PARISH MEETING AGENDA**

1. **District and County Councillor reports**
2. **Annual Parish report**
3. **Police report**
4. **Parish organisations updates**
5. **AOB**

# ANNUAL PARISH COUNCIL MEETING AGENDA

1. **Apologies:** none
2. **Election of Chairman:**
3. **Election of Vice-Chairman**:
4. **Declarations of Acceptance** to be signed and **Declarations of Interest**\*. Councillors are invited to declare any interests they may have in any items to be considered at this meeting.
5. **To appoint representatives on the following bodies**:
	1. Coleridge Association of Parish Councils. (2) currently JB & SJ
	2. Coleridge Community Bus Committee. (2) currently CL & RJT
	3. Village Maintenance Officers. (4) currently RH, SJ, AJ & JB.
	4. Tree Warden. (1) currently SJ.
	5. Footpath Warden. (2) currently CL & AJ
	6. CPC Hall committee. (1) currently SJ
6. **Trust Deeds and various legal documents** will be displayed to be inspected by Councillors.
7. **Code of Conduct -** To adopt South Hams PC member’s code of conduct for 2023/2024
8. **Risk Assessment -** To adopt the Chivelstone Parish Council risk assessment for 2023/2024
9. **Minutes –** To approve as a correct record and authorise the Chairman to sign the minutes of the Council meeting held on Monday 3 April 2023.
10. **Matters arising from the minutes of 3 April 2023**
	1. Registering parish common land
	2. Working party for ditches/signs
	3. Scalpings for Green
11. **First Responder**
12. **Matters for the Chairman’s discretion**

See item 17

1. **Cllr. J. Brazil** (SHDC & DCC)
2. **Planning & Enforcements – 1613/23/ARC** Application for approval of details reserved by conditions 4 (ExternalAttachments) and 6 (Extension Roof) of planning consent 2782/22/LBC –Sunny Thatch. **1279/12/TCA** T1: Ash – remove 2 large leaning limbs, signs of die back 1 West End Cottages.
3. **Finance:** To approve year end accounts and sign i) Annual Governance Statement ii) Annual Accounting Statements iii) To declare that the Council meets the qualifying criteria and is therefore exempt from limited assurance review.
	1. Accounts Instant Access £TBA

Number one £TBA

* 1. Paid in Car parking box (April) £ 50.74

 Wayleave £ 14.11

* 1. Paid out by BACs transfer

Payroll/bookkeeping £ 132.00

Community First (insurance) £ 267.57

DALC membership renewal £ 85.74

 1st Responder vehicle £2600.00

 Hawthorns (internal audit) £ 55.00

 Torr Garage (MOT) £ 54.85

1. **Correspondence –** all correspondence forwarded to Councillors
2. **Matters at the Chairman’s discretion, or to be put to the next meeting**

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1. **Public Participation -** Members of the public present are invited to make any comments regarding the parish.
2. **Date of next meeting:** Monday 5 June 2023

Ren Hill

Clerk, Chivelstone Parish Council

\*Councillor register of interests may be completed by accessing

<https://shwd-registerofinterest.oncreate.app/w/webpage/1145GBDKJ1>