

Exbourne with Jacobstowe Parish Council.

Clerk: Miss Alice Turner, Rowans, Kings Farm Lane, Winkleigh, EX19 8HF

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Notice is hereby given that the Annual meeting of the Council will take place on Tuesday 31st May 2022 at 7.30pm in Exbourne Village 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.

Covid-19 Safety Protocol:

- Please do not attend if you have Covid-19 to protect others.
- All members of the public are asked to remain seated while attending the meeting.

An audio recording will be taken from Item 1.5.22 onwards to assist with taking the Minutes.

AGENDA

1.5.22: Welcome.

Chair to open the meeting & remind everyone that the Clerk is taking an audio recording to aid with taking the minutes, the recording will be deleted once the draft minutes are published.

2.5.22: Election of Chair

To include signing of declaration of acceptance of office form.

3.5.22 Election of Vice-Chair

To include signing of declaration of acceptance of office form.

4.5.22 Co-option Vacancies (Chair)

Cllrs to consider candidates who have been confirmed as eligible to stand prior the Meeting.

5.5.22 Apologies for absence:

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

6.5.22: Minutes of the Last Meeting. [Draft Minutes available on the website.](#)

Cllrs to consider the approval of Minutes of the meeting held Tuesday 26th April 2022.

7.5.22: Declarations of Interest.

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

8.5.22: Public Speaking Time (max. 3minutes/person. Session time: 10 minutes).

Members of the public are invited to speak on issues on this Agenda, or other matters which the council has some control over at this point. The public may not speak during other agenda items.

9.5.22: To receive reports from County Cllr. McInnes & Borough Cllrs Ratcliffe & Samuel.

10.5.22 Year End Financial documents. (Clerk) [Documents available on the website.](#)

- a) To receive Internal Auditors Report for financial year 2021-22.
- b) To approve Certificate of Exemption from External Audit for the 2021-2022 year.
- c) To complete and approve Annual Governance Statement 2021-22.
- d) To approve Annual Accounting Statement 2021-22 & supporting documents.
- e) Dates for Exercise of Public rights. (1st June 2022 to 14th July 2022) for information.

11.5.22 Council Documents & Policies - Cllrs to consider/review the following policies:

- a) [EJPC 001 Standing Orders V2.0 R1](#)
- b) [EJPC 002 Code of Conduct V2.0 R1](#)
- c) [EJPC 003 Financial Regulations V2.0 R1](#)
- d) [EJPC 004 Scheme of Delegation V1.0 R2](#)

12.5.22 Annual Review and approval of:

- a) Cllrs membership on external groups as discussed at the meeting.
- b) [Asset register](#) – to review and amend as required.
- c) To Review & Approve the Council's insurance as presented at the meeting.

Power to spend: LGA 1972 s.111 Budget: Admin/Insurance.

13.5.22: Planning - Click on the application to view the planning documents. (Chair)

- a) New Applications:
 - i. [1579/22/CLE Certificate of Lawfulness for existing change of occupancy use from holiday cottage \(Class C3\) to residential annexe \(Class C3\) at Shilstone Farm, Exbourne, EX20 3QS](#) – Deadline 17th May 2022.
- b) Other Planning matters, for information only unless listed on agenda:

14.5.22: Current & New Business.

- a) Neighbourhood Plan -Update and discussion on Physical meeting with the group (Clerk)
- b) Arrangements to celebrate the Platinum Jubilee of H.M. The Queen (Cllr Brady/Chair)
The Bank holiday is Thursday 2nd June & Friday 3rd June and national celebrations will also run over the weekend of the 4th & 5th. Cllrs to receive update on arrangements from working group.
The official plans for the jubilee can be found on www.royal.uk/platinum-jubilee-central-weekend other guidance can be found at www.platinumjubilee.gov.uk/

15.5.22: Finance (Clerk) Documents available at the meeting.

- a) To approve financial schedule of payments as presented at the meeting.

16.5.22: Clerks Reports:

- a) Update Request from the Village Hall Committee to Contact WDBC & DCC to install signage at both ends of Hayfield Road & Arrangements for site visit with DCC NHO.
- b) Notification of new employment as Clerk & RFO to East Worlington Parish Council & Spreyton Parish Council.
- c) Approval of Overtime as presented at the meeting.

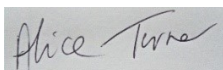
17.5.22 Cllr Reports & items for future agendas:

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

18.5.22: Confirmation of the next Council meeting:

The next meeting will be on Tuesday 28th June 2022 at 7.30pm at Jacobstowe Church.

Please note that any changes to meeting dates or venue will be posted on the Website.



Alice Turner – Proper Officer
Publication Date: 24th May 2022