

SOUTH MILTON PARISH COUNCIL

NOTICE OF THE ANNUAL MEETING OF THE PARISH COUNCIL

VENUE: Village Hall, South Milton
DATE: Monday 26th May 2025
TIME: 7.30pm

Councillors, I hereby give you notice that the next Meeting of the Parish Council will be held at South Milton Village Hall at the date and time above. All Members of the Council are summoned to attend for the purposes of determining and resolving upon the business to be transacted as set out below. Dated this 21st May 2025

To: All Members of the Council cc: SHDC Ward Councillors & County Cllr Rufus Gilbert

BUSINESS TO BE TRANSACTED

1. **ELECTION OF CHAIRMAN & CHAIRMAN ACCEPTANCE OF OFFICE** followed by **ELECTION OF VICE CHAIRMAN**
2. **Welcome & Apologies:**
3. **PARISHIONERS OPEN FORUM** (allocated time not longer than 15 minutes, a member of the public shall not speak for more than 2 minutes as per Standing Orders)
During the Public Open Forum: Members of the public should note that the council is only allowed to take decisions on topics that are publicised on the agenda; items not on the agenda can be carried forward for a response at a later date.
After the Public Open Forum: Members of the public are asked to respect the fact that it is a meeting to conduct council business and participation during the remainder of the meeting is not permitted without the express consent of the Chairman.
 - **TO RECEIVE REPORTS FROM: DEVON COUNTY COUNCIL & SOUTH HAMS DISTRICT COUNCIL**
4. **APPOINTMENT OF COUNCILLORS TO COMMITTEES/LEAD ROLES** - Representatives on External Bodies - Agreement of Clerk's mandate of Responsible Financial Officer
5. **CONSENT TO RECEIVING AGENDAS & DOCUMENTATION BY EMAIL.**
6. **REVIEW & ACCEPTANCE OF KEY POLICIES AND PROCEDURES** – See below.
7. **TO APPROVE THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING.**
8. **TO RECEIVE DECLARATIONS OF INTEREST and ALTERATIONS TO THE REGISTER.**
9. **TO RECEIVE AND TAKE AS READ THE CLERKS REPORT: Appendix A**
10. **PLANNING, NEIGHBOURHOOD PLAN & ENFORCEMENT** –
 - a. To receive local planning updates: Dairy Site/Wakeham Farm.
 - b. Non Statutory Consultation: 1239/25/AGR, Lower Terawhiti, Application to determine if prior approval is required for a proposed agricultural storage building measuring 22.5m (L) x 27m (B) x 7.5m height to ridge
 - c. Land adjacent to car park being included within parking area
11. **BUSINESS TO BE DISCUSSED:**
 - a. Burial Ground Update
 - b. South West Water Updates
 - c. Insurance update: Query re thermal imaging camera (defibrillator to be added).
 - d. To approve purchase of a new box and agree where to site the defibrillator following the fire at the Beach House.
 - e. Resilience Planning including highways issues and flood mitigation.
 - f. Road Warden Update.
 - g. To approve a review of the Neighbourhood Plan to ensure that it is still relevant and to confirm that it continues to provide for the housing need until 2034.
12. **FINANCE & GOVERNANCE: Receipts & Payments – Month 2**
 - a) **Accounts to pay:** Ratification Parish Magazine Printing £60.75. Insurance Renewal £206.99 (initial figure prior to updates), ICO Renewal £35,
Monthly Payments: Clerks Salary including HMRC, Monthly bank charge £8, Hall Hire £20, Hugo Fox £11.99, SHEPS £120.
 - b) **Governance:**
 1. Year-end governance/reviews/audits & Internal Review.
 2. To approve delegated authority to the Parish Clerk & Responsible Financial Officer.
 3. To approve hours of work for the Parish Clerk & Responsible Financial Officer.
 4. To resolve to exclude the public and press to go into closed session for discussion of confidential issues including staffing and parish contracts.

Contacts: Chairman: Cllr Paul Booker, paul.booker@hotmail.co.uk
Clerk: (Mrs) Katharine Harrod, tel: 07704 941150, south.milton@gmail.com

2025 MEETINGS: 23rd June, 28th July, 22nd Sept, 27th Oct, 24th Nov, 7.30pm, South Milton Village Hall.

Signed: *Katharine Harrod*

Clerk to South Milton Parish Council

POLICY/PROCEDURE NAME:	Details of changes to be made (other than dates)
1. Model Standing Orders	
2. Statement of Internal Controls	
3. Code of Conduct	
4. NALC Model Financial Regulations	
5. Protocol on the filming & recording of local council & committee meetings	
5a. Public Session Procedure Guide to Meetings	
6. Council Complaints Policy	
6a. All complaints handling NALC LTN 9E	
7. Risk Management Scheme	
8. Publication Scheme under the FOI Act 2019 _1-4	
8a. Data Protection Privacy Notices NALC - Processing Personal Data	
8b. GDPR Document Data Retention Policy SLCC Copyright	
8c. GDPR Data Protection Policy	
8d. GDPR Subject Access Request Policy	
8e. GDPR MD 172 Data Breach Reporting Form	
9. Transparency Code	
9a. Transparency Code for Smaller Authorities	
10. Equal Opportunities Policy	New NALC policy to be adopted. Draft issued with Agenda.
11. Annual Community Award & Nomination	
13. Co-option Policy	
14. Habitual or Vexatious Complaints	
15. NALC LTN23 Health & Safety	
16. Website Accessibility Statement	Change contact details and remove reference to Covid restrictions. Carry out new tests & update accordingly.
NALC Grievance Policy	

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