

HENNOCK PARISH COUNCIL

Notice is hereby given and all Parish Councillors are summoned to the
Annual Meeting of the Parish Council that will be held on **Tuesday 10th May 2022**
at **Chudleigh Knighton Village Hall – Main Hall Upstairs** starting at **7.30pm**

Members of the public are encouraged to let the Clerk know in advance of the meeting if they are planning to attend to ensure social distancing and current government guidelines can be adhered to. If members of public arrive after we have reached capacity, they may be asked to leave.

Signed: *Elly Maynard*

Clerk Dated: 3rd May 2022

AGENDA PART I (Open to the Public)

1. Election of Chairman and declaration of acceptance of office.
2. Election of Vice-Chairman and declaration of acceptance of office.
3. Elected members of the Council to sign a declaration of acceptance of office.
This is not needed as it's not an election year; the Clerk has on file declaration of acceptance of office from all councillors
4. A reminder to all in attendance at the meeting that they may be recorded or otherwise reported about.
5. To receive apologies for absence and to approve the reasons for absence.
6. Declaration of any personal or prejudicial interests for items included on the agenda and their nature and a reminder to councillors to update their register of interests where appropriate.
7. Requests for dispensations
To discuss and vote on the Parish Precept, Councillor Carol Godwin
8. **Public participation:** an opportunity for members of the public to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration by the parish council. Members of the public may not take part in the Parish Council meeting itself.
9. Reports for information if provided:
 - 9.1. Police Officer
 - 9.2. County Councillor
 - 9.3. District Councillors
 - 9.4. Dartmoor National Park Parish Link Member
 - 9.5. Devon County Council Neighbourhood Highways Officer
10. Committee/Working Party membership:
 - 10.1. Allotments Committee
 - 10.2. Planning Committee
 - 10.3. Human Resources Review Team Committee
 - 10.4. Parish Plan Steering Group
 - 10.5. Climate Emergency Working Group
 - 10.6. Infrastructure and Development Working Group
11. Parish Council representatives on outside bodies and other appointments:
 - 11.1. Dartmoor National Park Authority Forum



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- 11.2. Heathfield Liaison Committee
- 11.3. Hennock Village Hall Committee
- 11.4. Chudleigh Knighton Village Hall Committee.

12. Other appointments:

- 12.1. Independent member of the public responsible for checking financial records
- 12.2. Tree Guardian to the Parish
- 12.3. Facebook page www.facebook.com/hennockparishcouncil
- 12.4. Webmaster www.hennockpc.org.uk
- 12.5. Responsibility for Chudleigh Knighton notice boards x 3
- 12.6. Responsibility for Hennock notice boards x 2
- 12.7. Responsibility for Teign Village notice board x 1
- 12.8. Responsibility for Chudleigh Knighton Defibrillator
- 12.9. Responsibility for Hennock Defibrillator
- 12.10. Responsibility for Teign Village Defibrillator

13. Approval of the Minutes: To consider the approval of the minutes of the last Parish Council Meeting held on Tuesday 12th April 2022

14. To consider the nominations received to fill the 3 vacancies by co-option in Hennock Parish Council.

15. Progress reports from the Clerk for information and consideration:

15.1. Clerk's Actions from Full Parish Council Meeting held Tuesday 12th April 2022

15.2. Clerk's Training Attended and Meetings

- SLCC Virtual Branch Meeting, 20th April 2022
- Teign Valley Clerk's Meeting, Christow, 29th April 2022

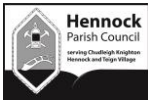
15.3. To consider correspondence received from Country Bus regarding installation of Bus Stop sign

16. Articles for the Parish News

17. Agreement of agenda between Parts I & II.

18. Financial matters and payments:

- 18.1. Payment of invoices (*Details of proposed payments to be presented at the meeting*)
- 18.2. Financial Statements – Summary of Receipts and Payments, Bank Reconciliation, Receipts list
- 18.3. [Approve Community Infrastructure Levy \(CIL\) Annual report](#)
- 18.4. [Review/note the Annual Internal Audit Report for 2021/22](#)
- 18.5. [Review/approve the Standing Orders](#)
- 18.6. [Review/approve the Financial Regulations](#)
- 18.7. [Approve the adoption of the Joint Panel on Accountability Governance Practitioner's Guide March 2022.](#)
- 18.8. [Approve the General and Financial Risk Assessment, "Risk Management"](#)
- 18.9. [Approve the Statement of Internal Control](#)
- 18.10. [Approve the GDPR policy](#)
- 18.11. [Approve the Fixed Asset Valuation policy](#)
- 18.12. [Approve the CIL Policy](#)
- 18.13. [Consider the Annual Governance Statement & approve Section 1 of the AGAR \(Annual Governance and Accountability Return\) Part 3: Annual governance statement 2021/22](#)
- 18.14. [Consider the Accounting Statements & approve Section 2 of the AGAR: Accounting Statements 2021/22](#)
- 18.15. [Approve the Fixed Assets Register](#) (*Approved at 12/04/22 meeting, agenda item 12.5*)
- 18.16. [Approve the Bank reconciliation for year ended 31st March 2021](#) (*Approved 12/04/22, item 12.3*)



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18.17. [Approve the Variance explanation to be submitted with the Annual Return for the year ended 31st March 2022](#) and [Box 3 explanation](#)

18.18. Approve the analysis of earmarked and restricted reserves

18.19. [Note the period for the exercise of public rights](#)

18.20. Receipt of first half year precept

19. Play Parks and Old Football Field matters

19.1. To consider any maintenance issues arising from weekly inspections.

20. Allotment Matters

20.1 To consider any issues arising relating to the allotments

21. Reports from Parish Councillors on training attended and meetings with outside bodies.

23. Matters brought forward by Parish Councillors.

Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

24. Dates, venues and times of next Parish Council meetings:

To confirm the dates of the next Parish Council and Planning Committee Meetings

Tuesday 24th May 2022: Planning Committee meeting, Chudleigh Knighton Village Hall starting at 7.30pm.

Tuesday 14th June 2022: Full Parish Council Meeting, Chudleigh Knighton Village Hall starting at 7.30pm.

PART II (Private):

Councillors are reminded that they must declare any interest they may have in any item to be considered at this meeting prior to any discussion taking place on that item.

Councillors are also reminded of the need to ensure that the Register of Interests is kept up to date. Items for inclusion on the agenda of Parish Council meetings should be sent in writing to the Clerk at Blindwell Farmhouse, 55 Fore Street, Kingsteignton, TQ12 3AX at least 8 CLEAR DAYS before the date of the meeting. Tel: 07841 215606