

WEST ALVINGTON PARISH COUNCIL

NOTICE OF THE ANNUAL MEETING OF THE PARISH COUNCIL

VENUE: Village Hall, West Alvington

DATE: Monday, 12th May 2025

TIME: Immediately Following the Annual Parish Meeting commencing at 7.15pm

Councillors, I hereby give you notice that the next **Meeting of the Parish Council** will be held at the venue, 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 7th May 2025

To: All Members of the Council

cc: South Hams District Council Ward Councillors, County Cllr Wainwright

BUSINESS TO BE TRANSACTED

- a) **ELECTION OF CHAIRMAN & CHAIRMAN ACCEPTANCE OF OFFICE** followed by **ELECTION OF VICE CHAIRMAN**
- b) **ACCEPTANCE OF OFFICE & ADHERENCE TO THE CODE OF CONDUCT**
- c) Welcome & Apologies
- d) **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
- e) **APPOINTMENT OF COUNCILLORS TO COMMITTEES/LEAD ROLES** - Representatives on External Bodies - Agreement of Clerk's mandate of Responsible Financial Officer
- f) **CONSENT TO RECEIVING AGENDAS & DOCUMENTATION BY EMAIL.**
- g) **REVIEW & ACCEPTANCE OF POLICIES AND PROCEDURES**
- h) **TO RECEIVE DECLARATIONS OF INTEREST &/OR AMENDMENTS TO THE REGISTER:**
- i) **TO APPROVE THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING.**
- j) **CLERKS REPORT:** Appendix A
- k) **FOUR COUNCILLOR VACANCIES:** To consider co-option of interested candidates
- l) **PLANNING, LICENSING, DECISIONS & ENFORCEMENT:**
Ratification: 0769/25/FUL, Woodhouse Farm, Retrospective application for Change of Use of Redundant Outbuilding to Dwelling. WAPC do not support this application.
- m) **BUSINESS TO NOTE/DISCUSS:**
 - 1. Ratification: To resolve to sign a joint letter to South West Water from Town and Parish Councils who border the Kingsbridge estuary, requesting the South West Water 2025 – 2030 business plan incorporates the removal of storm overflows from the town centre and construction of a new SO at a location adjacent to the terminal Southville Sewage Pumping Station.
 - 2. To receive an update re the village gateway proposal.
 - 3. To agree how to move forward with the Lower Street wall access to the adult gym area.
- n) **FINANCE & GOVERNANCE Receipts & Payments – Month 2**
 - 1. **Accounts to pay:** Mathias Property £50
Ratification: Mathias Building Services £50 & £175
Monthly Payments: Clerks Salary & HMRC, SHEPS £120, HugoFox £11.99, Hall Hire £20
 - 2. **Governance:**
 - a) Year-end governance/reviews/audits & Internal Review
 - b) To approve delegated authority to the Parish Clerk & Responsible Financial Officer.
 - c) To approve hours of work for the Parish Clerk & Responsible Financial Officer.
 - d) To resolve to exclude the public and press to go into closed session for discussion of confidential staffing issues.

NEXT MEETINGS – 9th June, 7.15pm West Alvington Village Hall.

Signed: *Katharine Harrod* Clerk to West Alvington Parish Council

Clerk: (Mrs) Katharine Harrod, tel: 07704 941150, westalvingtonpc@gmail.com