



MALBOROUGH PARISH COUNCIL

NOTICE OF THE ANNUAL MEETING OF THE PARISH COUNCIL

Venue:	Malborough Village Hall Annex
Date:	15 th May 2024
Time:	7.00pm

Councillors, I hereby give you notice that the **Annual 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 10th May 2024

To: All Members of the Council cc: District Cllrs Samantha Dennis & Mark Long, 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 NO CHANGE KEY POLICIES AND PROCEDURES**
7. **MINUTES OF PREVIOUS PARISH COUNCIL MEETING**
8. **DECLARATIONS OF INTEREST & UPDATES TO THE REGISTER.**
9. **ADOPTION OF NEW POLICIES & PROCEDURES**
10. **VACANCIES & CO-OPTION OF CANDIDATES**
11. **CLERKS REPORT:** Road Warden Update, Well Hill drainage W241719789, Salcombe Commercial Economic Plan, Reminder Defibrillator Training 24th June, Traffic Notices, P3 Funding & cuts, The Old Vicarage Update, Messenger Invoicing. Communications.
12. **PLANNING & ENFORCEMENT:**
 - Non statutory Consultation: 1412/24/CLP, 3 Well Hill Close, Malborough, Certificate of lawfulness for proposed single storey rear extension
 - 0886/24/VAR, Overbecks, Sharpitor, Variation of condition 2 (approved plans) of planning permission 2693/19/FUL (Formation of extension to car park) to show revised car parking layout 23/5
 - DCC/4366/2023, Malborough Sewage Works, new communications.
 - Variation Premises Licence at The Old Life Boathouse, Bolt Head, South Sands, Salcombe
13. **BUSINESS TO BE NOTED/DISCUSSSED:**
 - a) To support the South Huish Parish Council resolution regarding the potential submission of a planning application for a composting site in Galmpton.
 - b) To approve costs of £60 per hour tool hire and £20 per hour manual labour for CCTV installation.
 - c) To note the Housing Needs Analysis produced by South Hams District Council.
 - d) To receive an allotment update and to approve a letter to all allotment holders confirming that failure to comply with the tenancy obligations will result in notice being given to vacate the plot.
 - e) To discuss options regarding the long term future of the Post Office.
 - f) To approve the purchase of a new noticeboard at £227.98
 - g) Update: Youth Group.
 - h) Project updates.
 - i) Village Hall Update.

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



14. FINANCE & GOVERNANCE Receipts & Payments – Month 2

Accounts to pay: Hiscox/Gallagher £2,050.08, Clive Wrangles £1032.14, Amazon Paints £62.76, Plymouth Self Store £16.20, Information Commissioner £35, Bin bags £10.95, SHEPS £100, Shaws EROB Book £153.60, Jack Stone £tbc, Alison Marshall £250,

Standing orders: Clerk Salary & HMRC, Dave Bawden MVH £275, SHEPS Burial Ground £190 , Do It All Services Malb Park £173.73 , Clive Wrangles Public Toilets £459.33, Hugo Fox £11.99,

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.

15. Proposed dates of next meetings: 19th Jun, 17th Jul, 18th Sept, 16th Oct, 20th Nov, **Village Hall Annex 7pm**

Signed: *Katharine Harrod*
Clerk to Malborough Parish Council