

AGENDA

MEETING OF WEST HILL PARISH COUNCIL TO BE HELD ON 16 MAY 2017 AT 7.30 P.M. AT WEST HILL VILLAGE HALL

1. ELECTION OF CHAIRMAN FOR 2017/18

The newly-elected Chair will make a declaration of acceptance of office in the prescribed form. **APPENDIX 1**

2. APPOINTMENT OF VICE CHAIRMAN FOR 2017/18

3. ACCEPTANCE OF OFFICE

To note the completion of the declaration of acceptance of office forms by the parish councillors – **APPENDIX 1**. Also agree electronic service of summons.

4. APPOINTMENT OF PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER

Currently the clerk's duties are being carried out by a locum.

Recommended

Initiate recruitment of a permanent clerk.

5. DISCUSSION RE CO-OPTION TWO MEMBERS TO FILL VACANCIES ON PC

Section 21 of the Representation of the People Act 1985 gives the Parish Council the power of co-option to fill vacancies remaining unfilled following an ordinary election.

The Council believes that it is in the interests of the parish that the vacancies on the Council are filled, and that this be achieved by co-option.

Recommended

1. That eligible persons are encouraged to put their names forward to the Chairman.
2. That local organisations and parishioners are contacted by councillors and the clerk.

Eligibility for co-option, is as follows:

(a) 21 years of age, and

(b) either:

- Be a local government elector for the parish, or
- Be an occupier (owner or tenant) of land or premises in the parish for the previous 12 months, or
- Have their place of work in the parish for the previous 12 months, or
- Have resided in the parish for the previous 12 months, or
- Have resided within three miles of the parish boundary for the previous 12 months.

6. APOLOGIES FOR ABSENCE

7. APPROVE MINUTES OF INTERIM COUNCIL MEETING ON 13TH APRIL

8. TO AGREE THE NAME AND POSTAL ADDRESS FOR THE COUNCIL

9. PUBLIC QUESTIONS AND COMMENTS (3 mins per person)

10. POLICE REPORT

11. REPORTS FROM EDDC COUNCILLORS AND DCC COUNCILLORS

12. CONSIDERATION AND ADOPTION OF MEMBERS' CODE OF CONDUCT

See draft Code of Conduct - **APPENDIX 2** - which contains the requirements of a Model Code of Conduct issued by the Secretary of State. All parish councils are under a duty to pass a resolution adopting a Code of Conduct for Members containing the requirements of the Model Code.

Recommended

That In accordance with the requirements of the Local Government Act 2000, the Parish Council adopts the code of conduct as set out.

13. TO NOTE THE POWERS, DUTIES AND RESPONSIBILITIES OF PARISH COUNCILLORS

The principal powers and duties of parish councils are set out in the Good Councillor Guide published by the National Association of Local Councils **APPENDIX 3**.

14. CONSIDERATION & ADOPTION OF MODEL STANDING ORDERS

Recommended

Adoption of NALC Model Standing Orders 2013 (updated Jan 2016), revised May 2017 for the management of parish council business. **APPENDIX 4**

15. DECLARATIONS OF INTERESTS & REQUESTS FOR DISPENSATIONS

Recommended

1. That councillors abide by the Department for Communities and Local Government (DCLG) guidelines on Openness and Transparency on Personal Interests **APPENDIX 5**.

2. Councillors to submit completed declaration of interest forms **APPENDIX 6**

3. Councillors to declare interests in matters on the agenda for this meeting.

NB Any Councillor who has been granted a dispensation must declare the nature and existence of the dispensation before the commencement of any business to which it relates. A copy of the dispensation will be kept with the Register of Councillors' Interests.

Requests for dispensation – see advice note at **APPENDIX 7**

16. CONSIDER DRAFT FINANCIAL REGULATIONS & ADOPTION OF AN APPROPRIATE MODEL FOR GOVERNANCE OF THE FINANCIAL CONDUCT OF THE PARISH COUNCIL.

Recommended

Adoption of Financial Regulations **APPENDIX 8**

17. CONSIDER OPTIONS FOR ONLINE BANKING

Unity Trust Bank **APPENDIX 9** & other options

Appoint signatories to the bank account.

18. INVESTIGATE SOFTWARE OPTIONS FOR MANAGING PARISH ACCOUNTS

RBS Alpha Software Solutions - <http://www.rbssoftware.co.uk/> & other options

19. CONSIDER OPTIONS FOR PARISH COUNCIL INSURANCE & SELECT PREFERRED QUOTE

Recommended

Consider the offer of a number of companies with experience of insuring parish councils and compare the cost of cover.

20. CONSIDER BENEFITS OF MEMBERSHIP OF THE DEVON ASSOCIATION OF LOCAL COUNCILS (DALC) AND/OR THE SOCIETY FOR LOCAL COUNCIL CLERKS (SLCC).

21. ICT - WEBSITE AND EMAIL: Consider options including .gov.uk domain website & .gov.uk email account for parish councillors

- Investigate a parish website with a .gov.uk domain
- .gov.uk email addresses for councillors
- WestHill-PC.gov.uk OR westhillparishcouncil.gov.uk
- Investigate file sharing options, if required.

22. DISCUSSION RE PLANNING: Agree consultation process with EDDC, adopt a planning protocol and nominate a lead for planning.

(1) That East Devon District Council be advised that this Parish Council wishes to be consulted on all planning applications affecting its area.

(2) That a Planning Protocol be devised for this purpose.

(3) That a nominated lead contact be appointed to liaise with the District Council for all planning matters.

23. CONSIDERATION OF PLANNING APPLICATIONS

Planning decisions received to be noted:

17/0835/FUL 12 Moorlands – Approved

17/0677/FUL Bishopsgate – Approved

17/0611/TRE Rucel – Split decision

17/0605/TRE Woodhayes – Approved

Planning applications to be considered:

17/0798/TRE Fair View, 1 Brackendown

17/0797/TRE Treeferns

17/0882/OUT The Birches

17/0903/TRE 4 Ashley Brake

17/0980/FUL Rose Cottage

17/1003/TRE 2A Ashley Brake

17/0753/RES The Old Vicarage – amended plans

24. NEIGHBOURHOOD PLAN UPDATE

25. COMMUNITY STRATEGY UPDATE: Decision re funding for phase 1

Recommended

Consider the approval of funding for Phase 1

26. PLAY AREA UPDATE: Decision re funding for equipment, insurance and post installation inspection.

Recommended

To discuss and approve, if appropriate, the spending of the s106 monies of £13640 on additional play equipment in West Hill play park and to enter into the deed of grant between (1) West Hill Parish Council (2) East Devon District Council in respect of the s106 monies.

The consideration and, if appropriate, the entering into a contract with Wicksteed for the provision and installation of additional play equipment for West Hill Play Park.

27. ANY OTHER BUSINESS

28. NEXT MEETING

The Annual Parish Meeting is on 30 May 2017 at 7.30 p.m. followed by a Parish Council meeting starting at 8.30 p.m.

There is **no** meeting on 6th June. The next meeting will be on 20th June, and thereafter meetings will be on the first and third Tuesdays of the month in the West Hill Village hall, starting at 7.30 p.m.

Acting Proper Officer: *Carmel Wilkinson*

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