

# DUNCHIDEOCK PARISH COUNCIL

Locum Clerk: Mrs P. Clapham, Penton Chapel, Christow, Exeter, Devon, EX6 7NP. Tel 01647 253066  
Email: parishclerk@dunchideock.org.uk

26<sup>th</sup> October 2016

To Members of Dunchideock Parish Council.

You are hereby summoned to attend a Meeting of Dunchideock Parish Council, to be held **on Tuesday 1<sup>st</sup> November 2016 at 7.30 pm in the Village Hall, Dunchideock for the purpose of transacting the following business.**

Members of the public and press are invited to attend the meeting.

*Penny Clapham*

Penny Clapham  
Locum Clerk to the Council

## AGENDA

**1) Co-option of Councillor to advertised vacancy.** Two expressions of interest received, one by email, one by letter.

### **2) PUBLIC DISCUSSION**

An opportunity for members of the public to make representations, answer questions and give evidence in respect of any item of business on the agenda. The period of time designated for public participation shall not exceed 15 minutes. (Standing Orders 1d and 1e).

Reminder that members of the public are not allowed to raise issues when Council is in committee.

**3) Apologies For Absence:** Cllr. Ellis

**4) Declarations Of Interest:** In accordance with the Code of Conduct, members are required to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have, in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at Teignbridge District Council within 28 days of the change.

**5) Matters raised by the Chairman** (for information)

Note – Air ambulance night landing site at Webberton farm has been withdrawn.

**6) District and County Councillor Reports -**

**7) Minutes** – to approve and sign the Minutes of the meeting held on the 5<sup>th</sup> September 2016.

**8) PLANNING**

**Planning Applications** - Teignbridge District Council has asked for comments from the Parish Council on the following planning applications:

- a) Any planning application arriving after the agenda has been published.

**Planning Decisions**

**Planning process** – plans will only be available online in the future as Teignbridge District Council are phasing out paper copies.

**9) FINANCE**

<b>Expenditure</b>	Locum Clerk expenses September & October	£347.85
<b>Income</b>	Second half precept received inc. Council support grant	£1,250.00
	VAT refund received	£93.63

**Council to resolve to accept the accounts.**

**10) Bank Reconciliation and Statement** as at 30<sup>th</sup> September, circulated to all councillors prior to this meeting. To be noted.

**11) External Audit** – Grant Thornton’s report to be discussed.

**12) Budget for 2017/2018** – Discussions for the budget for the next financial year to be commenced.

**13) Data Protection** – As a data controller, Dunchideock should be registered with the Information Commissioner’s Office (ICO). This costs £35 per annum. To action.

**14) Risk Assessment** – for approval as circulated to all councillors prior to the September meeting.

**15) Email complaint received 6<sup>th</sup> September 2016** – Chairman to reply.

**16) Letter received from Aardvark** – to be read.

**17) Removal of the BT phone box at Blacksmiths Hill** – to be discussed.

**18) Storage of parish archives** – possible purchase of a lockable cabinet.

**19) Job description for Clerk/RFO and application form** – circulated by email prior to this meeting. To be agreed.

**20) Councillors' Reports** (for information)

**EXTERNAL MEETINGS ATTENDED - REPORTS**

**Items for Information** - The next council meeting will be on Tuesday, 3<sup>rd</sup> January 2017, 7.30pm in the Village Hall

**Email Circulation**

Elector Fund	ConnectMe Devon
Healthy People	Healthwatch
Devon Community Survey	DALC monthly news
Teignbridge training sessions	