



Coffinswell Parish Council

Serving the Communities of
Coffinswell & Dacombe

The Girl Bunting is the UK's rarest farmland bird. The entire breeding population is found between Exeter and Plymouth.

AGENDA FOR THE COFFINSWELL ANNUAL PARISH COUNCIL MEETING TUESDAY 16th MAY 2023 AT 7PM IN ST BARTHOLOMEW'S CHURCH

You are hereby summoned to attend the Annual Meeting of the Council, which is to be held at St Bartholomew's Church, Coffinswell on Tuesday 16th May 2023 at 7pm for the purpose of transacting the following business:

- 1. Election of Chair and signing of Declaration of Acceptance of Office.**
- 2. Election of Vice Chair and signing of Declaration of Acceptance of Office.**
- 3. The Chairman will open the meeting and receive apologies.**
- 4. To declare any interests arising at this meeting.**
- 5. Co-option of new Councillors – two posts available**
- 6. Election of new Councillors and signing of Declaration of Acceptance of Office.**
- 7. Reports:**
 - 7.1** County Councillors' report.
 - 7.2** District Councillors' report.
 - 7.3** Police Advocate and Neighbourhood Watch reports and updates.
- 8. Approval to consider, amend as agreed by the Council and approve the minutes of the following meetings:**
 - Tuesday 21st March 2023,
 - Tuesday 18th April 2023 - Extra Parish Council meeting
 - Tuesday 18th April 2023 - Annual Parish Meeting.
- 9. Finance**
 - 9.1** To agree and approve the payments schedule.
 - 9.2** To agree and approve the bank reconciliations for March (year-end) and April 2023.
 - 9.3** To note the final quarterly budget update for the year 2022-23
- 10. Audit 2022-23**
 - 10.1** To note the Summary of Receipts and Payments for year ending 31st March 2023.
 - 10.2** To agree the Fixed Assets List as at 31st March 2023.
 - 10.3** To request an extra meeting due to updated guidance on required audit documents.
- 11. Funding & Grants:**
 - 11.1** To receive an update on grants received.

12. Footpaths & Highways:

12.1 To receive an update on any footpath and highways issues.

13. To note any correspondence received

To include any other items that do not relate to planning or enforcement, plus any other standing orders that have been omitted on this agenda, that should be otherwise included.

14. Parish Matters:

14.1 To agree to approve the reviewed Risk Policy and Assessment Schedule.

14.2 To agree to approve the reviewed Internal Control Policy

14.3 To agree and approve the reviewed Health & Safety Policy

14.4 To agree and approve the reviewed Code of Conduct.

14.5 To agree and adopt the Sickness and Absence Policy

14.6 To agree and adopt the Internet Banking Policy.

14.7 To note that all remaining council documents and policies are due to be reviewed.

15. Planning & Enforcement Public Question Time:

A period of 10 minutes will be allowed for members of the public to ask questions or make comment regarding planning applications and/or enforcement issues that affect Coffinswell Parish Council.

16. Planning:

16.1 To discuss the following planning applications:

23/00755/HOU – High Meadow, Coffinswell

Renovation and extension of existing bungalow including creation of new first floor, detached garage, garden room and swimming pool.

17. Enforcement Issues:

17.1 To receive any updates on outstanding enforcement issues.

18. General Public Question Time:

A period of 5 minutes will be allowed for members of the public to ask questions or make comment on the work of Coffinswell Parish Council or on matters arising that affect the Council.

19. To note the date of the next meeting:

Tuesday 18th July 2023

Signed: *L Moore*
Clerk to Coffinswell Parish Council

Dated: Wednesday 10th May 2023