



MALBOROUGH PARISH COUNCIL

NOTICE OF THE NEXT MEETING

THE ANNUAL MEETING OF THE COUNCIL

Venue:	Village Hall Annex, Malborough
Date:	17 th May 2023
Time:	7.30pm

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 12th May 2023

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. **MINUTES OF PREVIOUS PARISH COUNCIL MEETING (April 2023)**
 4. **DECLARATIONS OF INTEREST**
 5. **CONSENT TO RECEIVING DOCUMENTATION BY EMAIL & REVIEW & ACCEPTANCE OF KEY POLICIES AND PROCEDURES**
 6. **APPOINTMENT OF COUNCILLORS TO COMMITTEES/LEAD ROLES** - Representatives on External Bodies - Agreement of Clerk's mandate of Responsible Financial Officer
 7. **CLERKS REPORT:** Monthly Checks, Fields in Trust and Pump Track/Muga Update, Cycle Path & Access Path, Collaton Rd Post Box, Parish.uk scam, Coronation Event.
 8. **PARISHIONERS OPEN FORUM:**
County Councillor Report: including Public Right of Way discussion & S106 Great Lane
District Councillor Report:
 - **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. Any questions not presented to the council far enough in advance of the meeting may be noted and responded to 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.
 9. **PLANNING & ENFORCEMENT:**
 - 0987/23/LBC, Bolberry Dean, Listed building consent for new replacement sash windows 18/5
 - NEIGHBOURING PARISH CONSULT: 1053/23/HHO, Collaton Farm, extension & alteration; new raised roof to form habitable accommodation, new & revised fenestration & replacement garage (Resubmission of 3230/22/HHO) 25/5
 - NEIGHBOURING PARISH CONSULT: Certificate of lawfulness for existing use to confirm works to make a material start for planning consent 2693/19/FUL 18/5
 - 1111/23/HHO, Townsend Cottage, Higher Town, replacement of existing ground floor lean-to roof with first floor balcony (resubmission of 0311/23/HHO) 25/5
 10. **BUSINESS TO BE DISCUSSED:**
 - a) Renewal of Allotment Lease
 - b) Consideration of additional Public Right Of Way maintenance
 - c) Consideration of a donation to the PTFA £200
 - d) SMASH: No update May 2023.
 - e) Village Hall Update: Village Hall Minutes are available one month in arrears on the parish website.
 11. **FINANCE & GOVERNANCE Receipts & Payments – Month 2**
Accounts to pay – Clerk Salary & HMRC, Do it All Services £100 (access path), Jack Stone Cycle Path £150, Allotments £250, South Hams District Council Paye £120 & Toilet Repair £35.76, G Allan Maintenance £24.81, ICO £35, Alison Marshall £300, **Standing orders:** Dave Bawden MVH £275, SHEPS Burial Ground £190, Do It All Services Malb Park £173.73, Clive Wrangles Public Toilets £459.33
Governance:
 - a) Internal Audit Approval of 2022/23 audit, External Audit
 - b) To resolve a delegated authority agreement to the Parish Clerk & RFO
 - c) Timings of Parish Council Meetings
 12. The meeting will then close to the public and Malborough Parish Council go into closed session to review a proposal by the clerk re employment.
- Signed: *Katharine Harrod* Clerk to Malborough Parish Council

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