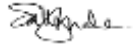


**Modbury Parish Council Annual Meeting and Ordinary May meeting
Tuesday 7 May 2024, 7.00 pm**

To all Members of the Council

You are hereby summoned to attend the Annual Meeting of Modbury Parish Council followed by the ordinary monthly meeting to be held on Tuesday 7th May at 7.00 p.m. in The Pavilion, QEII Recreation Field for the purpose of transacting the following business.



Sally Smale, Clerk to Modbury Parish Council

30th April 2024

**Annual Parish Council Meeting
AGENDA**

Public Forum: **Members of the public and press are welcome to attend**

Reports from Devon County and Souths Hams District Councillors

2024 18 Election of officers

1. Election of Chair
2. Election of Vice-Chair

2024 19 Apologies: To receive apologies and to approve reasons for absence.

Devon County and District Councillors' Reports

2024 20 Declarations of pecuniary and other interests

Register of interests: Councillors are reminded of the need to update their register of interests within 28 days if there have been any changes to their circumstances.

2024 21 To approve Parish Council arrangements

1. To confirm insurance arrangements – Clear Insurance three years to end of March 2027
2. Grass-cutting contract with Arborcure to end of March 2027 pending satisfactory annual reviews
3. Tree surgery work to be undertaken by Coastal Garden Services to end March 2029 pending satisfactory annual reviews
4. Maintenance work to be undertaken by MS Contracting to end November 2028 pending satisfactory annual reviews
5. Annual contract with SHDC for the monthly checks and annual inspection of the Play Parks
6. Membership of DCC Road Warden Scheme and confirmation of Rob West as Road Warden
7. Continuation of formal representation of MPC by out-going Councillor Keel for issues relating to the Penn Parks proposed development
8. Arrangements for Saturday surgeries
9. To confirm agreement to receive the agendas via email

2024 22 To agree representation by members on the committees, sub-committees, working groups and other bodies as detailed in the Scheme of Delegation (Distributed previously)

2024 23 To elect a Councillor onto the Planning and Finance and HR Committees

2024 24 To review and adopt the following policies and council documents as per the agreed review schedule:

- | | |
|---|---|
| 1. Assets Register | 6. Equality and Diversity Policy |
| 2. Standing Orders – slight amendment to update procurement and tendering process | 7. Disciplinary Policy - Date changes only |
| 3. Statement of Internal Control - date changes only | 8. Grievance Procedures - Date changes only |
| 4. Scheme of Delegation | 9. Health and Safety - Date changes only |
| 5. Reserves Policy - Updated with 23-24 end of year figures | 10. Emergency Plan |
| | 11. Co-option Policy and Procedure |
| | 12. Planning Policy and TORs |

2024 25 To agree the dates for the year's meetings – first Tuesday of the month.
Exception Tuesday July 16th and Tuesday 8th Oct

Ordinary Council Meeting

Public Forum: Members of the public and press are welcome to attend

2024 26 Apologies: To receive apologies and to approve reasons for absence.

2024 27 Minutes of Meetings 2nd April 2024 and 23rd April 2024

a) To approve the minutes (distributed previously)

Matters arising:

SHDC decision on the planning application for the accommodation on New Mills Business Estate
Kitterford Cross

2024 28 Finance

1. To consider the payments as listed in Appendix 1
2. To note the reconciliation
3. To consider the grant funding applications:
South Hams CAB £300 Modbury Messenger £450 Modbury Memorial Hall £500
4. To receive the minutes from the last meeting
5. To consider the request to contribute to the purchase of seating for the new orchard area on the Bloor Estate pending approval to install.
6. To agree the amount of money to be ear-marked for the Marvellous Modbury Make-over
7. To receive the end of year accounts

2024 29 Audit

1. To receive the internal audit report and agree any actions as a result of the recommendations
2. To approve Section 1 of the Annual Governance Statement 2023-2024
3. To approve Section 2 Accounting Statements 2023 – 2024 noting the restatement made to accommodate the removal of MARS accounts from the Parish Council
4. To agree the dates for the period for the exercise of public rights to be Wed 22 May to Friday 12 July

2024 30 Planning

1. To receive the minutes from the last meeting and note the decisions made under delegated authority to the committee
2. To consider the more complex applications:
 - a) [0869/24/FUL](#) Development Site At Sx 657 516 Back Street Modbury Proposed new dwelling and alterations to access drive entrance (part retrospective)
 - b) 1038/24/ARC Hardware Store, 2 Broad Street, Modbury, PL21 0PS Application for approval of details reserved by Conditions 4 (Doors/Windows) & 6 (External Attachments) of Planning Consent [4226/23/LBC](#) Approval of Details Reserved by Conditions
3. To note the decisions made by SHDC (See appendix)

2024 31 Maintenance

To receive the minutes from the last committee meeting
To note agreement of contract with Coastal Services for tree works

2024 32 Community Engagement

1. To receive the minutes from the last committee meeting
2. To receive an update from the last meeting of The Marvellous Modbury Makeover team and consider any actions
3. To consider the proposal to develop youth facilities in the parish.

2024 33 MARS update

2024 34 Committees, Sub-committees and Working Groups: To receive updates (If any) from Committees, sub-committees, working Groups not dealt with earlier.

2024 35 **To note Council's actions since the last meeting.**

2024 35 **To agree the Saturday Rota:**

11th May

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18th May

Barbara Price

25th May

Phil Smith

1st June

Dave Trigger

8th June

Ann Turner

15th June

Sarah Wyatt

2024 36

Date of next meeting:

Tuesday 4th June