



Dear Councillor,

You are summoned to attend the meeting of the Parish Council to be held at Moretonhampstead Community Centre on **Tuesday 3rd June 2025 at 7.00pm**. The meeting will consider the items set out below.

Public Participation

If any members of the public wish to attend and speak at the meeting, please contact the Clerk in advance by email at clerk20@moretonhampstead-pc.gov.uk or phone 01647 440041. The Clerk will explain the meeting process.

A public session will be held before the meeting to allow residents to ask questions or make comments to the Parish Council. Questions not answered at the time may receive a written response or be added to a future agenda. Public comments or questions are limited to three minutes.

AGENDA

1. PUBLIC PARTICIPATION

To consider requests from members of the public to make representations, answer questions or give evidence in respect of Council business under Standing Orders 3d to 3n.

2. APOLOGIES FOR ABSENCE

To accept apologies for absence. Under Section 85 of the Local Government Act 1972, members present should decide whether to approve the reason(s) given for absence.

3. DECLARATIONS OF INTEREST

Under the Localism Act 2011 and the Council's Code of Conduct, members must declare any interests not already registered or notified to the Monitoring Officer. Requests for dispensations should be submitted in writing to the Clerk before the meeting.

4. MINUTES

To accept as a true record the minutes of the meeting of the Parish Council held on 6th May 2025 *LGA 1972 Sch 12 para 41(1)*.

5. STANDING ITEM – CLIMATE AND ECOLOGY EMERGENCY:

To note the Council's Climate and Ecology Emergency Declaration and commit to embedding it across all services, activities, plans, and decisions, ensuring environmental impact is considered and a fully integrated approach to climate change mitigation is adopted.

6. COUNCILLOR REPORTS

To receive reports of the County Councillor, District Councillor, and the Dartmoor National Park representative if available

7. MATTERS ARISING FROM THE MINUTES

To ensure the tasks actioned at the previous meeting have been completed:

- The Clerk has reminded the grass cutter to clear grass from the road and display warning signs.
- The Council's insurance has been renewed with Clear Councils

8. CHAIRMAN'S DISCRETION

To note matters under the Chairman's discretion

9. OPEN SPACES REPORT

To receive the monthly report *LGA 1972 s139*

10. CLIMATE CHANGE & ECOLOGICAL EMERGENCY WORKING GROUP

To receive the monthly report and Churchyard Biodiversity survey results

11. INTERNAL CONTROLS COUNCILLOR

To receive the report of the Internal Controls Councillor

12. SCHEDULE OF PAYMENTS

To approve the list of payments (to be tabled at the meeting) *LGA 1972 s150 (5)*

13. CORRESPONDENCE

To receive correspondence (attached) and to agree any response or action:

1. Correspondence received and circulated from Moretonhampstead Development Trust inviting the council to a meeting to discuss the office service charge

14. INTERNAL AUDIT REPORT

To receive the Internal Audit Report for the financial year 1 April 2024 – 31 March 2025 *The Accounts and Audit Regulations 2015, reg 5*

15. ANNUAL GOVERNANCE STATEMENT

To approve the Annual Governance Statement for the financial year 1 April 2024 – 31 March 2025 (attached) *The Accounts and Audit Regulations 2015, reg 6(2)(b)(ii)*

16. ACCOUNTING STATEMENTS

To approve the Accounting Statements for the financial year 1 April 2024 – 31 March 2025 (attached) *The Accounts and Audit Regulations 2015, reg 9*

17. PERIOD OF PUBLIC RIGHTS

To approve the dates for the period for the exercise of public rights as Monday 9 June to Friday 18 July 2025 *The Accounts and Audit Regulations 2015, reg 14*

18. FINANCE AND POLICY RECOMMENDATIONS

To receive the draft minutes of the meeting of the Finance & Policy committee held on 20th May 2025 (attached) and to agree the following recommendations:

1. Recommendation to approve the Health and Safety Policy (attached).
2. Recommendation to approve the Retention and Disposal Policy (attached).

19. OPEN SPACES RECOMMENDATIONS

To receive the draft minutes of the meeting of the Open Spaces committee held on 20th May 2025 (attached) and to agree the following recommendations:

1. Recommendation that Cllrs Keep and Austin will provide specifications for the Allotment boundary works so that the Clerk can prepare a tender. The tender will be shared with the shared boundary owner prior to being advertised. Cllrs Evans and Hampton, along with the Clerk, will research potential grant funding to support the works.
2. Recommendation to purchase grass anchors to secure the sentry picnic bench. *Open Spaces Act 1906*

20. SUMMER BASH

To agree to organise a Fun Day in aid of Hospiscare on Saturday 19th of July 2025. *LGA 1972 s.145*

21. CHURCHYARD WELCOME SIGN

To agree a style of sign and to proceed with the Churchyard Welcome sign *Open Spaces Act 1906 s10*

22. OFFICE

To agree the purchase of a new computer and printer to replace the outdated system, and to consider purchasing a mobile phone to support compliance with data protection and Freedom of Information requirements. *LGA 1972 s.111*

23. PHONE AND BROADBAND

To consider a new phone and broadband provider (quotes attached) *LGA 1972 s.111*

SIGNED: *Samantha Parkin*(Parish Clerk) **DATE:** 21/05/2025