



Dear Councillor,

You are summoned to attend the meeting of the Parish Council to be held at Moretonhampstead Community Centre on **Tuesday 2<sup>nd</sup> September 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](mailto: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.

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## **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 (LGA) 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 1<sup>st</sup> July 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:

- A working party met on 20<sup>th</sup> of August to tidy the town ahead of the 100<sup>th</sup> Carnival
- The council held a successful dedication event on VJ Day to mark the installation of the new memorial stone and bench
- Co-Responder Update – Clerk awaiting responses from Fire Service and Police; MP Mel Stride has written to SWAST
- The Clerk has asked the Community Shed to proceed with the bench repairs in the Sentry

## **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

## **11. INTERNAL CONTROLS COUNCILLOR**

To receive the report of the Internal Controls Councillor *Accounts and Audit Regulations 2015 Regulation 3*

## **12. SCHEDULE OF PAYMENTS**

To approve the list of payments (to be tabled at the meeting) and to note the payments made in August under delegated powers *LGA 1972 s150 (5)*

## **13. CORRESPONDENCE**

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

1. Correspondence received and circulated from Teignbridge District Council consulting the council on the draft review of the statement of licensing policy.
2. Correspondence received and circulated from Teignbridge District Council consulting the council on the Teignbridge Local Plan 2020-2040 Main Modifications.
3. Correspondence received from Devon County Council consulting the council on the draft Traffic Regulation Order at Sawyers Close.
4. Correspondence received and circulated from HCI Data Ltd informing the council its plan to cease to be a registrar for [.gov.uk](https://www.gov.uk) domain names by 31st December 2025.
5. Correspondence received and circulated from the organiser of the Dartmoor Devil Cycle Ride advising the council of its upcoming event.
6. Correspondence received and circulated from Dartmoor National Park regarding their review of the Partnership Plan, which is the Management Plan for the National Park.
7. Correspondence received and circulated from a member of the public regarding a Proposal for a Local Telephone Contact Database
8. Correspondence received and circulated from South West Ambulance Service replying to the council's correspondence regarding the Co-Responder service

## **14. INFORMATION CENTRE**

To receive an update from Cllr Evans (PC representative)

## **15. FINANCE AND POLICY COMMITTEE RECOMMENDATIONS**

To receive the draft minutes of the meeting of the Finance & Policy committee held on 19th August 2025 (attached) and to agree the following recommendations:

1. Recommendation to adopt the Code of Conduct policy.
2. Recommendation to adopt the Sickness Absence policy.
3. Recommendation to adopt the Training and Development policy.
4. Recommendation to adopt the IT policy.
5. Recommendation to award the following grants:
  - a) Moretonhampstead Parish Hall: £700.00
  - b) MED Theatre: £100.00
  - c) Moretonhampstead Community Swimming Pool: £100.00
  - d) Youth Club: £100.00Total Awarded £1,000.00
6. Recommendation to award the fence tender.

## **16. HIGHWAYS WORKING GROUP UPDATE**

To receive the notes of the meeting with Devon County Council and the objectives and UKSPF Towns Fund grant application (attached) submitted by the Highways working group under delegated powers and to agree:

1. to proceed with the application or withdraw the application *Open Spaces Act 1906 s.10*

## **17. ALLOTMENT**

To approve the draft Allotment Hedge tender *Small Holdings and Allotments Act 1908 s.26*

## **18. CHURCHYARD SIGN**

To approve the design of the draft churchyard sign and agree its proposed location, prior to submitting a formal request for permission to the Archdeacon. *LGA 1972 s.214*

## **19. EXTERNAL AUDITOR REPORT**

To receive the Report and Certificate of the external auditor (PKF Littlejohn LLP) for the financial year ended 31 March 2025 (attached) and to note the publication of the Notice of Conclusion of Audit by 30th September 2025. *Accounts and Audit Regulations 2015 Regulation 16*

## **20. BENCH AND MEMORIAL POLICY**

To approve the draft Bench and Memorial policy *LGA 1972 s.111*

## **21. CHRISTMAS LIGHTS**

To approve the purchase of two replacement strips of icicle lights to replace damaged ones *Local Government Act 1972, s.144*

**SIGNED:** *Samantha Parkin*(Parish Clerk) **DATE:** 22/08/2025