



Dear Councillor,

You are summoned to attend the meeting of the Parish Council to be held at Moretonhampstead Community Centre on **Tuesday 5<sup>th</sup> May 2026 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 [clerk@moretonhampstead-pc.gov.uk](mailto:clerk@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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## **ANNUAL COUNCIL MEETING 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. ELECTION OF CHAIRMAN**

To elect the Chairman of the Council for 2026-27 and to receive the Chairman's Declaration of Acceptance of Office *Local Government Act 1972 s.15(2)*

### **3. ELECTION OF VICE-CHAIRMAN**

To elect the Vice-Chairman of the Council for 2026-27 and to receive the Vice-Chairman's Declaration of Acceptance of Office *Local Government Act 1972 s.15(6)*

### **4. 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.

### **5. 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.

### **6. MINUTES**

To accept as a true record the minutes of the meeting of the Parish Council held on 7 April 2026 *LGA 1972 Sch 12 para 41(1)*

### **7. 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.

### **8. APPOINTMENT OF COUNCIL COMMITTEES AND WORKING GROUPS AND APPOINTMENT OF MEMBERS**

To establish Council Committees and Working Groups for 2026–27 and appoint Members to serve on them. *LGA 1972 ss 101-106 and Sch. 12*



- Planning Committee – Chairman, Vice Chairman and 6 other Councillors
- Finance and Policy Committee – Chairman, Vice Chairman and 3 other Councillors
- Open Spaces Committee – Chairman, Vice Chairman and 5 other Councillors
- Staffing Committee – Vice Chairman and 3 other Councillors
- Climate Change & Ecological Emergency Working Group
- Housing Working Group
- Highways & Projects Working Group
- Public Toilets Task and Finish Group

## **9. APPOINTMENT OF CHAIRMAN OF PARISH COUNCIL COMMITTEES**

To appoint the Chairman of each Parish Council Committee

## **10. APPOINTMENT OF COUNCILLORS TO OUTSIDE BODIES**

To review and confirm parish Council representatives on community and other groups:

1. Moretonhampstead Development Trust (MDT)
2. Trustees, Bowring Library Trust
3. Moretonhampstead Action on Plastics (MAPS)
4. Moretonhampstead Parish Hall

## **11. APPOINTMENT OF INTERNAL CONTROLS COUNCILLOR**

To appoint the Internal Controls Councillor to carry out monthly internal checks on the Council's accounts *Accounts and Audit Regulations 2015 Reg 3*

## **12. CHAIRMANS ALLOWANCE**

To agree the Chairman's Allowance of £100 *The Local Authorities (Members' Allowances) (England) Regulations 2003 s.25(1)(a)*

## **13. REVIEW AND ADOPTION OF PARISH DOCUMENTATION**

To review and adopt the Standing Orders and the Policies in place listed below:

- Asset Register (Reviewed May 2025)
- Financial Regulations (Reviewed March 2026 by Finance and Policy Committee)
- Risk Assessment (Reviewed March 2026 by Finance and Policy Committee)
- Standing Orders (Reviewed March 2026 by Finance and Policy Committee)
- Statement of Internal Control (Reviewed March 2026 by Finance and Policy Committee)
- Terms of Reference Planning Committee (Reviewed May 2025)
- Terms of Reference Finance and Policy Committee (Reviewed May 2025)
- Terms of Reference Open Spaces Committee (Reviewed May 2025)
- Terms of Reference Staffing Committee (Reviewed May 2025)

## **14. BANK SIGNATORIES**

To agree the Council's bank account signatories:

View and submit level of access: Samantha Parkin, Responsible Financial Officer

View and authorise level of access: 4 Councillors *Financial Regulations 5.7*

## **15. APPOINTMENT OF INTERNAL AUDITOR**

To review the appointment of Penny Clapham as the Parish Council's Internal Auditor *Accounts and Audit Regulations 2015 Reg 5*

## **16. GENERAL POWER OF COMPETENCE**

To review and confirm that the Council meets the eligibility criteria to exercise the General Power of Competence, and to resolve its adoption for the coming year (2026-27).



## **17. COUNCILLOR REPORTS**

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

## **18. MATTERS ARISING FROM THE MINUTES**

To ensure the tasks actioned at the previous meeting have been completed: (For information only)

1. The Clerk has submitted the VAT return for 2025/26

## **19. CHAIRMAN'S DISCRETION**

To note matters under the Chairman's discretion (For information only)

## **20. OPEN SPACES REPORT**

To receive the Open Spaces Report and to consider a request for additional materials required to complete the Sentry bench repairs.

## **21. CLIMATE CHANGE & ECOLOGICAL EMERGENCY WORKING GROUP**

To receive the monthly report

## **22. INSURANCE**

To approve the automatic renewal of the council's insurance policy with Clear Councils in accordance with the 3-year Long Term Undertaking (awaiting renewal invitation and policy schedule)

## **23. INTERNAL CONTROLS COUNCILLOR**

To receive the report of the Internal Controls Councillor

## **24. RENEWAL OF DIRECT DEBITS, STANDING ORDERS AND PAYROLL**

To approve the list of variable direct debits, standing orders and payroll payments (attached) *Financial Regulations 5.6*

## **25. SCHEDULE OF PAYMENTS**

To approve the list of payments (to be tabled at the meeting) and to approve the transfer of the 1<sup>st</sup> half precept into the council's higher interest account *LGA 1972 s150 (5)*

## **26. CORRESPONDENCE**

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

1. Correspondence received and circulated from Devon Association of Local Councils regarding DALC membership for 2026/27. *Local Government Act 1972 s.143*
2. Correspondence received and circulated from Wellmoor regarding potential partnership opportunities.
3. Correspondence received and circulated from Chair of Trustees of the Museum of Dartmoor Life providing a summary of the museum's 2025 work and inviting the council to visit and contribute views on the museum's future direction.

## **27. HIGHWAYS**

To receive the clerk's report and to agree any recommendations

## **28. TWINNING VISIT**

To agree arrangements and budget for hosting a Parish Council reception during the August 2026 Betton Twinning visit.



## Part 2 – CONFIDENTIAL INFORMATION – EXEMPT MATTERS – CONTRACTUAL

**29. The Chair to propose the following resolution –** *“That in view of the confidential nature of the business about to be transacted concerning contractual matters, it is advisable in the public interest that the press and public be temporarily excluded and they be instructed to withdraw.”*

### **30. CONTRACTUAL MATTERS**

To receive an update from the Clerk on a contractual issue relating to grounds maintenance and to agree next steps.

**SIGNED:** *Samantha Parkin*(Parish Clerk) **DATE:** 28/04/2025