Dear Councillor,

You are summoned to attend the meeting of the Parish Council to be held at Moretonhampstead Community Centre on **Tuesday 1st September 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 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 (LGA), 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 7th July 2026 *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 Council was awarded bronze in the Cemetery of the Year competition.
- Cllr Hampton, Keep and the Clerk had attended the Library site visit.

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

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 Clerk of Bideford Town Council advising that she is no longer able to cover the November meeting and offering her apologies.

14. 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 approve the Complaints policy (attached)
2. Recommendation to approve the Schedule of Delegation policy (attached)
3. Recommendation regarding awarding the second round of grants (attached)
4. Recommendation to budget £2,500 per year to fund the Community Governance qualification

15. COURT STREET PUBLIC TOILETS

To consider agreeing in principle to accept the transfer of the Court Street public toilets from Teignbridge District Council (Business Case attached)

16. EXTERNAL AUDITOR REPORT

To receive the Report and Certificate of the external auditor (PKF Littlejohn LLP) for the financial year ended 31 March 2026 (attached) and to note the publication of the Notice of Conclusion of Audit by 30th September 2026. *Accounts and Audit Regulations 2015 Regulation 16*

17. COMMUNITY FIRST AID TRAINING

To consider whether the Council wishes to explore options for providing community first aid training (report attached)

18. ALLOTMENT

To consider reinstating the annual Open Spaces site visit with the Allotment Committee and to agree a suitable date in September for members to attend.

19. PERSONAL DATA RETENTION POLICY FOR SCHEME EMPLOYERS

To approve the Personal Data Retention policy

SIGNED: *Samantha Parkin*(Parish Clerk) **DATE:** 21/08/2026