

# East Allington Parish Council

Locum Clerk: Mrs P. Clapham, Penton Chapel, Christow, Exeter, Devon, EX6 7NP.  
Email: [clerk.eastallingtonpc@gmail.com](mailto:clerk.eastallingtonpc@gmail.com)

10<sup>th</sup> January 2024

To Members of East Allington Parish Council.

You are hereby summoned to attend a Meeting of East Allington Parish Council, to be held **on Wednesday 17<sup>th</sup> January 2024 at 7.15pm in the Village Hall for the purpose of transacting the following business.**

Members of the public and press are welcome to attend the meeting.

*Penny Clapham*

Penny Clapham BA (Hons) PSLCC  
Locum Clerk to the Council

## AGENDA

**1) Locum Clerk** – to resolve to appoint Penny Clapham as Locum Clerk and Responsible Financial Officer to East Allington Parish Council until such time as a permanent clerk is in place.

**2) Council Committees** – to consider the creation of two committees, three councillors on each.

- i. Finance
- ii. Human Resources

### **3) PUBLIC DISCUSSION**

An opportunity for members of the public to make representations, answer questions and give evidence in respect of any item of business on the agenda, or any matter of interest to the parish. The period of time designated for public participation shall not exceed 15 minutes. (Standing Orders 3e and 3f).  
Reminder that members of the public are not allowed to raise issues when Council is in committee.

**4) Apologies For Absence:** Cllr. McCoy.

**5) Declarations Of Interest:** In accordance with the Code of Conduct, members are required to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have, in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at South Hams District Council within 28 days of the change.

**6) Matters raised by the Chairman** (for information only)

**7) District and County Councillor Reports** (for information only)

**8) Minutes** – to approve and sign the Minutes of the planning meeting held on the 4<sup>th</sup> September 2023, and the minutes of the Council meetings held on the 19<sup>th</sup> July and 11<sup>th</sup> October. (No meeting held in November).

**9) Banking** – The method of internet payments made with Lloyds Bank is unsatisfactory. To consider changing banks to Unity Trust Bank <https://www.unity.co.uk/> a socially responsible bank and used by a considerable number of parish and town councils. To agree actions.

**10) Banking** – Should agenda item 9 be agreed, to consider moving the funds from the deposit account into the current account at Lloyds Bank in order to facilitate the change – to agree actions.

**11) Budget and precept setting** – it has not been possible to consider either the budget or the precept at this time. The budget will be worked on and circulated to all councillors prior to the February meeting together with an indication of the precept for 2024 to 2025.

**12) Final accounts for 31<sup>st</sup> March 2023** – Publication of these accounts has not been completed to the current website correctly. Comments from PKF Littlejohn (external auditor) sent to Caroline Porter of Morgan Accountants December 2023 not yet answered. Locum Clerk to explain.

**13) Section Two Accounting Statement for year ending 2022/2023** – to resolve to complete a new section two, to have this approved at the February meeting and if required, to put in place a revised public rights to inspect the accounts option.

**14) Website** – to consider upgrading/replacing the current website with one that is compliant. Quotes received from Parish Online and Aubergine (circulated to councillors prior to this meeting).

## **15) PLANNING**

**Planning Applications** - District Council has asked for observations from the Parish Council on the following planning applications:

- i. 4235/23 Application to determine if prior approval is required for a proposed change of use of agricultural building to 1 No dwellinghouse (class C3) & for associated development (Class Q (a+b)) (resubmission of 3330/20/PDM) Sx780 483 East Allington.
- ii. 0004/24/VAR Application for variation of condition 2 (approved plans) of planning consent 1856/23/FUL, development site at Sx 773 493, Lower Poole Farm, East Allington.

### **Planning Decisions**

## **16) FINANCE**

<b>Expenditure</b>	Locum Clerk (Microsdoft 365)	£59.99	Cq
	Check and update computer	£35.00	Cq
	Both the above payable to the locum clerk/		

### **Income**

Bank Reconciliation and Statement, for information – currently not available.

Council to resolve to accept the accounts.

**17) Asset Register** – councillors to compile a list of all assets in the parish in order to create a full asset register.

**18) Committee Terms of Reference** – (should the committees be set up as per agenda item 2)

- i. Finance Committee TOR
- ii. HR Committee TOR

To resolve to adopt these terms of reference.

**19) Councillor Training** – to consider up to date training from the Devon Association of Local Councils for all councillors; available evening dates to be discussed at the meeting.

**20) Village Shop** – To consider the removal of the village shop container. To agree actions and associated expenditure.

**21) Clerk's report (for information only)**

- i. The computer has been checked by IBIS UK and some issues have been resolved.
- ii. South Hams payroll will file nil returns until such time as PAYE is reactivated.
- iii. Microsoft 365 in J. Turrell's name will be deleted. Microsoft 365 has now been set up as a personal account under [clerk.eastallingtonpc@gmail.com](mailto:clerk.eastallingtonpc@gmail.com)

**Next meeting** – to consider bringing forward the February meeting in order to comply with precept setting requirements for the district council.

**Councillor's reports and External Meetings attended (for information only)**

**Items for Information** - The next council meeting will be on tba 2024 at the Village Hall.

**Email Circulation**