

SAMPFORD PEVERELL PARISH COUNCIL

I hereby give notice that the 2021 Annual Parish Meeting will take place on **TUESDAY 4 MAY 2021** starting at **7.00 pm**. This will be a virtual meeting conducted by 'Zoom'. It will be immediately followed by the 2021/22 Annual Meeting of the Parish Council.

All Members of the Parish Council are hereby summoned to take part for the purpose of considering and resolving the business as set out hereunder.

Dated this 28 April 2021

M J Aspray
Clerk to the Parish Council

Connection details are given below (see also Parish website)

Topic: Sampford Peverell Parish Council Annual Meeting
Time: May 4, 2021 19:00 London

Join Zoom Meeting

<https://us02web.zoom.us/j/7747263641>

Meeting ID: 774 726 3641

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AGENDA

ALL MEMBERS ARE REMINDED OF THE NEED TO MAKE DECLARATIONS OF INTEREST PRIOR TO ANY RELEVANT DISCUSSIONS THAT MAY TAKE PLACE DURING THIS MEETING

2021 Annual Parish Meeting (to be Chaired by the 2020/21 Chairman, Cllr D Cutts)

1 Chairman's opening remarks

2 Attendance of Members and apologies for absence

continued.....

- 3 Minutes of the 2019 Annual Parish Meeting held on 7 May 2019 (note: the
2020 Annual Parish Meeting due to be held on 19 May 2020 was
cancelled due to the Covid-19 pandemic restrictions)
- 4 Matters arising from these Minutes
- 5 Annual report by the Chairman of the Parish Council
- 6 Accounts of the Parish Council for 2020/21
- 7 Open Forum (for comments/questions from parishioners on Parish matters)
- 8 Any other matters by leave of the Chairman
- 9 Close of meeting

2021/22 Annual Meeting of the Parish Council

- 1 Election of Chairman for 2021/22
 - Declaration of Acceptance of Office as Chairman
- 2 Election of Vice-Chairman for 2021/22
 - Declaration of Acceptance of Office as Vice-Chairman
- 3 Confirmation of applicable Code of Conduct for Members in 2021/22
- 4 Confirmation of Standing Orders of the Parish Council
- 5 Open Forum (for questions relating to the agenda for this meeting)
- 6 Attendance of Members and apologies for absence
- 7 Minutes of the business meeting of the Parish Council held on 23 March 2021
 - Matters arising from these Minutes (other than items to follow)
 - Declarations of Interests made by Members at the above Meeting
- 8 Planning matters: applications considered by sub-committee/decisions notified
by MDDC/ Appeals notified/ new applications and matters notified after
28 April 2021/ enforcement matters/ planning correspondence
- 9 Finance: (a) payments made since last meeting (23 March 2021)
 - (b) statement of accounts
 - (c) authority to pay accounts rendered
 - (d) accounts for 2020/21
 - (e) internal audit arrangements
 - (f) external audit: Annual Return for 2020/21
- 10 Parish Council Working Groups - reports from outgoing Chairmen
 - Publicity (Cllr Cutts)
 - Environment (Cllr Burt)
 - Climate change issues (Cllr Burt)
 - Public Convenience Development Group (Cllr Cutts)
 - Affordable housing - Community Land Trust (Cllr Culpin)
 - Snow Warden (Cllr S Taylor)
 - Tidiness/Litter picking (Cllr Burt)
 - Defibrillators maintenance (Cllr S Taylor)
- 11 Reports by 2020/21 Parish Council representatives:
 - (a) Village Hall & Recreation Ground Charity Committee
(Cllr Cutts)
 - (b) Grand Western Canal Joint Advisory Committee (Cllr Cutts)
 - (c) Sampford Peverell Society (Cllr Culpin)

continued.....

- 11 continued.....
- (d) Sampford Peverell & District Twinning Association
(Cllr L Taylor)
- (e) Tree Wardens (Mr P Bowers)
- 12 Appointment of Members to Committees of the Parish Council for 2021/22
- (a) Planning Committee
- (b) Finance Committee
- 13 Working Groups for 2021/22: Publicity
- Environment and Climate Change
Public Convenience Development Group
Affordable Housing
- appointment of Chairmen and members
 - terms of reference
 - individual responsibilities (snow warden: tidiness;
defibrillator maintenance)
- 14 Appointment for 2021/22 of a Parish Council representative for.....
- (a) Village Hall & Recreation Ground Charity Committee
- (b) Grand Western Canal Joint Advisory Committee
- (c) Sampford Peverell Society Committee
- (d) Sampford Peverell & District Twinning Association Committee
- (e) Tree Wardens group
- 15 Highways and other village matters
- proposed closure of Lower Town and Turnpike to facilitate patching
 - poor road surface in Boobery, especially at western end
- 16 Discussion with the County Councillor and District Councillors
- 17 Appointment for 2021/22 of.....
- (a) Publicity Officer(s) of the Parish Council
- (b) Responsible Finance Officer of the Parish Council
- 18 Correspondence
- 19 Next bi-monthly business meeting of the Parish Council: to be decided (date,
time and location)
- 20 Dates to be booked for other meetings in 2021/22 (to be decided):
- bi-monthly business meetings: September 2021
November 2021
January 2022
March 2022
- Finance Committee meeting: December 2021
(budget and precept for 2022/23)
- 2022 Annual Parish Meeting and 2022/23 Annual Meeting of the
Parish Council: May 2022
(approval of accounts for 2021/22 and preparations for annual
audit)
- 21 Any other matters by leave of the Chairman

continued.....

Supplementary information for the Annual Meeting of the Parish Council

- Item 7 Declaration of interests: none
- Item 9(a) Payments made since last meeting (23 March 2021)
(i) MPJ Drew: timber for additional shelving in telephone kiosk:
£20.27
- 9(c) Accounts to be paid:
(i) M J Aspray: Clerk's salary for April & May 2021: £650.00
(ii) DALC: membership subscription 2021/22: £299.25
(iii) Zurich Municipal: insurance premium due 1 June 2021: £395.91
(iv) Friends of the GW Canal: annual corporate membership fee due
1 April 2021: £25.00
(v) Sampford Peverell Village Hall Charity: funds received through the
'Giving Scheme': £232.00

(Note:

The annual grant to the SP VH Charity, usually paid in May, will be paid later if and when required.)

M J Aspray
Clerk to Sampford Peverell Parish Council
28 April 2021