

# Kenn Parish Council

Clerk: Mrs P. Clapham, Penton Chapel, Christow, Exeter, Devon, EX6 7NP. Tel 01647 253066  
Email: clerk@kennparishcouncil.co.uk

2nd May 2017

Dear Parish Councillors & Members of the Public

Councillors are summoned and members of the public are invited, to attend the Annual Council Meeting of Kenn Parish Council, to be held in the **Kenn Centre, Kennford, on Tuesday 9th May 2017 at 7.00 pm.**

*Penny Clapham*

Penny Clapham  
Clerk/RFO to the Council

## AGENDA

### **1) Election of Chairman**

- a) Invite nominations and elect a Chairman for the year.
- b) Receive the Declaration of Acceptance of Office by the Chairman.

### **2) Election of Vice Chairman**

**3) Appointment/confirmation** of signatories for cheque payments and internet bank payments.

### **4) To appoint or re-appoint Councillors to the following Committees.**

Teignbridge Association of Local Councils (TALC)  
Kenn Centre Committee  
Footpath Warden / Tree Warden  
Flood Resilience Group 3 Representatives  
Staffing Committee  
Planning Committee  
Finance Committee

### **Commencement of Council Meeting.**

### **5) Apologies For Absence and acceptance of same:**

### **6) 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. The period of time designated for public participation shall not exceed 15 minutes. (Standing Orders 1d and 1e).

Reminder that members of the public are not allowed to raise issues when Council is in committee.

**7) Declarations Of Interest:** In accordance with the Code of Conduct, members are invited 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 Teignbridge District Council within 28 days of the change.

**8) General Power of Competence** - Council to resolve to implement the GPC per the Localism Act 2011, having sufficient elected councillors and a qualified clerk.

**9) Matters raised by the Chairman -**

**10) District and County Councillor Reports -**

**11) Minutes** – to approve and sign the Minutes of the meeting held on the 11th April 2017, and the minutes of the Annual Parish Meeting also held on the 11th April 2017.

**12) Playbox** - Finalisation of the underlease still ongoing - no report received for an update. Quoted works by Exeter Building Services now completed.

### **13) PLANNING**

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

- a) Any planning application arriving after the agenda has been published.

### **Planning Decisions**

- a)

### **14) FINANCE**

|                    |   |            |      |
|--------------------|---|------------|------|
| <b>Expenditure</b> | Visionict design and develop website      | £600.00    | BACs |
|                    | Came & Co. insurance renewal              | £729.49    | BACs |
|                    | Exe Pest Control                          | £32.91     | BACs |
|                    | Clerk's salary April                      | £415.38    | BACs |
|                    | Exeter Building Serv. balance for Playbox | £4,095.00  | BACs |
|                    | Michelmores - Playbox                     | £513.00    | BACs |
|                    | Loan repayment 1st half                   | £6,165.29  | DD   |
|                    | DALC annual subscription (from precept)   | £227.30    |      |
| <b>Income</b>      | DCC community enhancement fund            | £2250.00   |      |
|                    | First half precept payment                | £18,791.71 |      |

**15) Final Accounts** - to resolve to agree the publication of the final accounts as circulated to councillors prior to this meeting.

**16) Bank Reconciliation and Statement:** Circulated to all councillors at the meeting. To be noted.

**17) Dog bin for Clapham** - Annual cost for emptying this dog bin has been reduced to £447.20. This includes collection and disposal services. Council to decide whether to go ahead with this bin.

**18) Highways Consultant** - engaged by Exminster Council and supported by Kenn Council to take half share of the account, approximately £600 + VAT. This to complete a transport assessment review with regard to the proposed employment development at Peamore. To set a date for a special meeting to consider the consultant's report towards the end of May. Submission has to be at Teignbridge Planning by 2nd June.

**19) Internal Audit** - completed by Lee Accounting - no issues raised.

**20) External Audit** - accounting statement to be approved and signed by the Chairman and RFO. To check and agree the explanations for variances between 2016 and 2017. Papers circulated to councillors prior to this meeting.

**21) Insurance renewal**- Came & Co. part of 3 year contract due 1st June 2017 £699.22. Council to check and agree insurance renewal.

**22) Community Enhancement Fund** - grant received to purchase storage container and equipment. Cllr. Chislett to report.

**00) Grass cutting in the parish** - confirmation that monthly grass cuts of designated areas will continue this summer - to be reviewed in the autumn prior to budget setting.

**00) Haldon Forest Park** - At peak times such as bank holidays and summer weekends, the current car park appears to be full, and vehicles are parking on both sides of the road on each side of the entranceway, causing narrowing of an already single track road. Haldon could identify an overflow car park facility.

**00) Rural Aid request** - submitted on 25th April by email for funds towards the defibrillator to be purchased and installed outside the school.

**21) To confirm meeting dates for 2017/18** - currently the 2nd Tuesday of each month.

**22) To agree the publication of draft minutes after each meeting.**

**23) Councillors' Reports and external meetings attended** (for information only)

**24) Clerk's Updates** (for information)

- a) Website completed and live. [www.kennparishcouncil.co.uk](http://www.kennparishcouncil.co.uk)
- b) Limited waiting order, request for appeal; no further information received.
- c) Community Roadwatch - reply received from PC Croft; there is a lot of training required.

**26) Agreement sought from councillors to receive all relevant papers for meetings such as minutes, agendas, by email in advance, eliminating hard copies and cutting council costs.**

**Items for Information** -

Date of the next council meeting Tuesday, 13th June, (TBC) 2017, 7.00pm at the Kenn Centre.

**Email Circulations in the past month**

Village of the Year information

Came & Co. Newsletter

New Website, Teignbridge DC

DALC News

Cash 4 Clubs

Flood Risk News