

**Clerk:**  
Tracy Smith  
28 Burnardsfield Road  
COLYTON  
Devon  
EX24 6PF

10<sup>th</sup> February 2021

## **AGENDA FOR THE SOUTHLEIGH PARISH COUNCIL MEETING TO BE HELD**

**VIA ZOOM ON Wednesday 17<sup>th</sup> February 2021 at 8pm**

**The meeting ID: 81352570355**

**The Password is: 6NBCH9**

*The Chairman request that those recording the meeting declare so and conform to Standing order and GDPR legislation.*

Dear Parish Councillors and Members of the Public.

Councillors are summoned and members of the public are invited to attend the Council Meeting of Southleigh Parish Council, to be held on **Wednesday 17 February 2021 at 8pm** to discuss the following matters

Tracy Smith  
**Southleigh Parish Clerk**

### **AGENDA**

- 1. To receive and acknowledge apologies for absence.**
- 2. Declaration of Interests:** 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 East Devon District Council within 28 days of the change.
- 3. Minutes of the Parish Council** meeting held on 4<sup>th</sup> November 2020 to be approved and signed.
- 4. To agree any items** to be discussed after the public, including the press have been excluded
- 5. Public Forum**

**6. Financial Matters:**

- a) To approve the following payments:  
Mrs Kathryn Thompson. CHQ £95.20 for salary for January 2021  
Mrs Kathryn Thompson. Reimbursement for Microsoft Office payments  
CHQ £5.99  
Mrs Tracy Smith. CHQ £243.75 for salary for January 2021  
Mrs Tracy Smith. Reimbursement for Microsoft Office 365 payments  
CHQ £5.99  
Mrs Tracy Smith. Reimbursement of monies paid out for stationery items  
£12.34. (receipts have been included)
- b) To acknowledge receipt of payments:
- c) To review bank statements
- e) To report that Petty Cash is holding the amount of £9.97

Any other payments that arise between this agenda being distributed and the meeting

Tracy Smith's had training course with DALC and the fee incurred were  
£30.00 + (1 x £6.00 vat). Payment to due by 20<sup>th</sup> February 2021

2 more training course have been attended and 1 more is due in March so  
a cheque will need to be issued in due course totalling £60.00 + VAT  
Payment due by 10<sup>th</sup> March 2021.

**7. Planning applications:** a) to discuss any planning applications received.  
**21/0061/FUL Virtues Vineyard, Southleigh, Devon EX24 6JA**

**8. To accept reports and agree actions from the following:**

- a) County Councillor
- b) District Councillor
- c) Parish Councillors

**9. To accept any relevant correspondence**

**10. Any other business**

**11. Date of next meeting**