

Clerk to Parish: Tracy Smith, 28 Burnardsfield Road, Colyton, Devon EX24 6PF  
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I hereby give notice of an Annual Meeting of Southleigh Parish Council and summon Members to attend on **Wednesday 18<sup>th</sup> May 2022 at 7.45 pm** in Southleigh Parish Hall.

Members of the public are most welcome to attend and to make representation, ask or answer questions and give evidence on the any item on the agenda before the commencement of the meeting. Each member of the public is entitled to speak once only. The maximum time permitted for public participation will be 5 minutes. Members of the public should contact the clerk.

### **AGENDA**

The election of Chairman shall be the first item of business transacted at the Annual Parish Council meeting (Local Government Act 1972)

Cllr Reed as outgoing Chair will declare the meeting open and immediately resign his post.

In the event of an equality of votes in the election of Chairman the person presiding at the meeting has a casting vote in addition to any other vote he may have (Local Government Act 1972)

**1. ELECTION OF CHAIRMAN**

- i). To receive nominations for Chairman and to resolve to elect a Chairman for 2022/2023
- ii). The Chairman to sign their Declaration of Acceptance of Office.

iii) **ELECTION OF VICE CHAIRMAN**

To received nominations for Vice Chairman and to resolve to elect a Vice Chairman for 2022/2023

**2. APOLOGIES**

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the Members present and that record form part of the minutes of the meeting.

Members who cannot attend a meeting should tender apologies to the Parish Clerk, as it is usual for the grounds upon which are tendered to also be recorded. Under Section 85 (1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

**3. Approval of the Minutes of Parish AGM on**

Minutes of last meeting 19th May 2021.

**4. Next Annual General Meeting will be held sometime in May 2023**

Followed by:

**The Annal General Meeting of Southleigh Parish Council at 8pm**

- 5. Minutes of last meeting 19<sup>th</sup> May 2021 approval required**
- 6. Chairman's Report**
- 7. Reports from:**
  - Church Committee**
  - Southleigh Village Hall Committee**

- 8.** Public Forum.
- 9.** To agree any items to be discussed after the public, including the press have been excluded.
- 10.** Approval of Minutes

Minutes from Wednesday 16<sup>th</sup> March 2022 to be approved and signed by chairman.

- 11.** Planning Application

**Planning Application 22/0948/FUL Mr & Mrs Guest, Glebe House, Southleigh**

- 12.** Finance

Confirmation of receipt of first half of the precept for this year.

Bank reconciliation to be approved and signed by chairman and one other Councillor.

Checking Accounts for Year End 2021/2022

Record of payment over £100.00

Asset Register

AGAR

Checking Application of this year AGAR forms 2022 – deadline for Submission is 1<sup>st</sup> July 2022

Period of Elector's rights

The local Audit and Accountability Act 2014 requires the council to publish its own period of public rights; the period must include the first 10 working days of July. To note that the period of electors rights will commence for 30 days and will commence on Monday 13 June 2022 and will finish on Friday 22 July 2022. Notification will be placed on the noticeboard and website.

Payments already paid since last meeting, agreement of payments, given by chairman and RFO (Karen Luff).

DALC Affliction	£65.54
Jubilee Mugs	£328.80
total	£394.34

Payments to be made (see box below)

<b>Payments to be made</b>	
Payment of hall hire for this meeting	£20.00
Payment to Clerk for Microsoft Subscription x 2 months at £5.99	£11.98
Payment to Clerk for wages March 2022	£166.05
Payment to Clerk for wages April 2022	£167.10*
Total payment to Clerk	£345.13

\* Note. From April 2022 Clerk's Holiday Pay has had an increase, informed by accountants and shown on payslip.

Cheques for the above will be signed at the end of this meeting.

- 13. Highways**
- 14. Reports from:**
  - a) County Councillor Issued to all Councillors prior to the meeting**
  - b) District Councillor**
- 15. Correspondence**
  - New Code of Conduct**
  - Replies to letter sent to 6 parishes re planning issues**
- 16. Any Other Business**
- 17. Next Parish Council Meeting will be held on Wednesday .....**
- 18. Meeting Closed**