

# **STOKE CANON PARISH COUNCIL**

## **ANNUAL PARISH COUNCIL MEETING**

I hereby give notice of the **Annual Parish Council Meeting of Stoke Canon Parish Council** to be held on **Thursday 8<sup>th</sup> May 2025 at 7.00pm at The Bridge**, to which Councillors are summoned.

Members of the public are welcome to attend the meeting and may speak at the Public Question Time. Members of the public wishing to ask a question at public question time can send the question to the Clerk 24 hours before the commencement of the meeting and the Chairman will read this out on your behalf if you cannot attend in person.

Tracy Watkins  
Parish Clerk  
Stoke Canon Parish Council

30<sup>th</sup> April 2025

Stoke Canon Parish Council: Cllr K Scott-Clarke, Cllr J Maunder, Cllr D Boustred and Cllr M Kemp

Most papers that have been circulated to Councillors will be available (on request) to members of the public at or after the council meeting.

### **AGENDA**

#### **1. Election of Chair**

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

#### **2. Election of Vice Chair**

#### **3. Election of representing Councillors**

To elect and receive declarations of acceptance from all Councillors

#### **3. Apologies - To receive any apologies for absence**

#### **4. Declarations of Interest Under the Code of Conduct**

Councillors are reminded of the requirement to declare any interest, including the type of interest, and reason for that interest, either at this stage of the meeting or as soon as they become aware of that interest.

**5. Minutes of previous meetings (circulated)**

To resolve to adopt the minutes of the APM on 2<sup>nd</sup> May 2024 and the Ordinary meeting of the Council on 6<sup>th</sup> March 2025 as a true record

**6. Report from the Chair**

To receive the annual report from the Chair

**7. Report from County Councillor**

The final report from Cllr Sara Randall-Johnson has already been circulated to Councillors

**8. Report from District Councillor**

The April report from Fabian King has already been circulated to Councillors

**9. Public Question Time**

Up to 5 minutes **Public Question Time** for members of the public to bring forward any issues not on the agenda (where a matter is already on the agenda members of the public will be given an opportunity to speak when that item is considered, within the framework of the Council's standing orders). Where a decision is required, the issue will be placed on the following agenda.

**10. The Certificate of Exemption**

To resolve to approve the Notice of Public Rights Exemption Certificate. The relevant dates are from

**11. The Annual Internal Audit Report**

The report from the auditor has been circulated to Councillors. The recommendations have been noted and will be acted upon during this financial year. To resolve to approve this report and publish.

**12. Annual Governance Statement**

Circulated to councillors – to resolve to complete and approve this statement

**13. Annual Accounting Statement**

Circulated to councillors – to resolve to agree and sign this statement

**14. End of Year Bank Reconciliation and Explanation of Variances**

Reconciled accounts and details of variances have already been circulated to Councilors. To be noted

**15. Notice of Public Rights and Publication of Council's accounts – to resolve to agree the dates of publication from Tuesday 3<sup>rd</sup> June 2025 to Monday 14<sup>th</sup> July**

2025 thus including the first 14 days of July as required by law. The notice to be published on the website.

## **16. Financial Matters**

To resolve to approve the end of year accounts and statements to 31<sup>st</sup> March 2025. (circulated)

To receive the accounts summary to 30<sup>th</sup> April 2025 (previously approved by Cllrs Maunder and Scott-Clark).

2 x Payments to North Devon payroll for wages (February and March salary)

1 x Payment of £513.78 for replacement laptop (02.04.2025)

1 x payment of £47.00 to ICO (22.04.2025)

1 x Payment to EDF £8.19 (23.04.2025)

1 x payment to Yu for electricity of £0.85 (24.04.2025)

1 x Payment received of £5500 Precept (01.04.2025)

To **NOTE** the following payments were approved remotely in accordance with Financial Regulations:

Note: Payments approved by Councillors K Scott-Clarke and Cllr J Maunder in accordance with the Financial Regulations.

**To confirm appointment of signatories** for cheque payments and approvers for all BACS transaction currently Cllr. Scott-Clarke and Cllr Maunder

**Budgets and account variations** – To resolve to review the budgets and discuss the variations in accounts from 2023/24

## **17. Planning**

To discuss any planning applications received since the last meeting

**APPEAL BY: Mr R May**

**APPEAL REF: APP/U1105/W/25/3364022**

**PROPOSAL: Prior approval (Class Q) for a change of use of a building as an agricultural unit to 5no. dwellinghouses (Use Class C3)**

**LOCATION: Oakhay Barton Stoke Canon Exeter EX5 4ED**

## **18. Asset Register (circulated)**

Asset register to be checked and approved.

**19. Financial Risk Assessment (circulated)**

To resolve to approve and publish the financial risk assessment

**20. Policies (circulated)**

To resolve to approve and adopt the following policies:

- Financial Regulations
- Equality and Diversity
- Standing Orders
- Privacy Policy
- Transparency Code
- Internal Control Policy
- Reserves Policy
- Complaints procedure

**21. Date of Next Meetings:**

Thursday 3<sup>rd</sup> July, Thursday 4<sup>th</sup> September and Thursday 6<sup>th</sup> November 2025