

# LYDFORD PARISH COUNCIL

From the Clerk:

John Bright

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The Parish Council is summoned  
to meet at the Nicholls Hall, Lydford on

## **Tuesday 13<sup>th</sup> May 2025 on the rising of the Annual Parish Meeting which commences at 6.00pm**

Members of the public and press wishing to observe, or to participate in the public session are welcome to attend. Matters for the Council to consider can also be brought to the attention of Councillors or emailed to the Clerk: [clerk@lydfordparishcouncil.com](mailto:clerk@lydfordparishcouncil.com).

### Agenda of the Annual Council Meeting

1. Apologies for absence
2. Election of Officers
  - a. ***To receive nominations and elect a Chair of the Council for the coming year.***
  - b. ***To receive the Declaration of Acceptance of Office signed by the incoming Chair.***
  - c. ***To receive nominations and elect a Vice Chair of the Council for the coming year.***
3. Minutes of the Annual Council Meeting held on 14<sup>th</sup> May 2024  
***To resolve to accept the minutes.***
4. Matters arising from Annual Parish Meeting
  - a. ***To consider any suggestions for future action made at earlier Annual Meeting of the Parish***
  - b. ***To agree council objectives for the year ahead***
5. Annual Audit
  - i. Feedback from internal audit  
***Clerk to apprise Councillors with feedback from the internal audit***
  - ii. Documents required for external audit. To comply with the SBAA external audit requirements under the Local Audit and Accountability Act 2014, and complete the Council's external audit for the financial year 2024-25.
    - a. ***To resolve to approve the Certificate of Exemption 2024-25***
    - b. ***To resolve to approve the Governance Statement 2024-25***
    - c. ***To resolve to approve the Accounting Statements 2024-25***
    - d. ***To approve the dates for public rights to access financial documents 2024-25***
6. Annual review  
Following internal audit, the following Council documents require review and approval by full council.

Standing Orders  
Financial Regulations

To be followed by:

## Monthly Meeting of the Parish Council

(To be held on the rising of the Annual Parish Council Meeting)

1. Public Session (15 minutes)  
*An opportunity for parishioners and members of the public to make representations to the council.*
2. Apologies for absence
3. Declarations of Interest  
*In accordance with the Code of Conduct, members are required 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.*
4. Minutes of the meeting 8<sup>th</sup> April 2025  
**To resolve to agree the minutes.**
5. Matters arising from the meeting 8<sup>th</sup> April 2025, not included elsewhere on the agenda
6. Housing needs survey  
**The survey has been circulated to Councillors. What actions are needed now?**
7. Invite in principle to a proposed meeting with Geoffrey Cox MP on protecting the area of West Devon from large scale development.  
**For Councillors to consider, agree a response and nominate representative(s) if appropriate.**
8. Planning  
For discussion, and **for the council to agree formal responses** to the following application(s):  
  
Presently there are no applications to consider.
9. Council email addresses:  
The 2025 Practitioner's Guide (Audit) changes the requirement on Data Compliance relating to council email accounts: by next audit the council needs to have created a generic email account hosted on an authority-owned domain.  
**Councillors to consider how this objective might best be achieved.**
10. Superfast Broadband  
**To receive an update.**
11. Finances  
**a. To resolve to approve the payments:**

|                        |         |                              |
|------------------------|---------|------------------------------|
| i. J. Bright           | £386.77 | May salary                   |
| ii. HMRC               | £92.20  | PAYE May                     |
| iii. Zurich Insurance  | £366.00 | Annual council insurance     |
| iv. Penny Clapham      | £105.70 | Internal audit fees          |
| v. DM Payroll Services | £120.00 | Payroll services             |
| vi. Nicholls Hall      | £110.00 | Room hire 2024-25            |
| vii. Devon ALC         | £19.20  | New Councillor training fees |

05/2025 (ACM)

b. Clerk overtime:

**To approve 23.25 hours  
overtime for the six  
month period  
November 2024 to April  
2025.**


c. Banking reconciliation for period 1.4.25 to 30.4.25  
**for information**

|                        |                |                          |                  |
|------------------------|----------------|--------------------------|------------------|
| Opening balance 1.4.25 | £10,606.72     | Bank holdings at 30.4.25 |                  |
| Add receipts           | £5,726.79      | Deposit Account          | £10,330.89       |
| Less payments          | <u>£904.97</u> | Current Account          | <u>£5,097.65</u> |
|                        | £15,428.54     |                          | £15,428.54       |

d. Payments made by the Clerk under the Scheme of Delegation

Nil

12. Any **urgent** business not listed on the agenda below, by permission of the Chair.  
**(For information only)**

Signed  Clerk to the Council

Date 6<sup>th</sup> May 2025

**Minutes of the meeting of the Council**  
**Tuesday 14<sup>th</sup> May 2014**  
*Held on the rising of the Annual Council Meeting*

1. Declarations of Interest
2. Minutes of the meeting 9<sup>th</sup> April 2024  
***To resolve to agree the minutes.***
3. Matters arising from the meeting 9<sup>th</sup> April 2024  
***(For information only)***
4. Dog waste  
*Cllr Gilpin to update the council on progress of installing bin at the Sports Field*
5. *Village website*  
*To update Councillors on the progress to transition council online presence to new village website.*
6. Lydford Emergency Plan  
*Cllr Hulett to update the council on progress in acquiring necessary equipment.*
7. Finances
  - a. ***To resolve to approve the payments:***
    - i. J. Bright £368.24 May salary
    - ii. HMRC £87.60 PAYE May
    - iii. Penny Clapham £65.00 Internal audit services
    - iv. S Hulett £31.76 Emergency equipment purchased
    - v. S Hulett £259.99 Emergency equipment purchased
    - vi. S Hulett £329.98 Emergency equipment purchased
    - vii. Zurich Insurance £402.00 Council Insurance 1.6.24 – 31.5.25
    - viii. DM Payroll services £120.00 Payroll administration 2024-25
  - b. ***Banking reconciliation 30.4.24 – for information***

|                          |                   |                          |                   |
|--------------------------|-------------------|--------------------------|-------------------|
| Opening balance 1.4.24   | £10,705.30        | Bank holdings at 30.4.24 |                   |
| Less spending to 30.4.24 | £1,191.90         | Current A/C balance      | £5,004.81         |
| Add receipts to 30.4.23  | £4,955.00         | Savings A/C balance      | £9,463.59         |
| Total "In Hand"          | <u>£14,468.40</u> | Total                    | <u>£14,468.40</u> |
8. Playground  
*To receive any update on repairs to equipment identified as damaged in recent RoSPA report.*

05/2025 (ACM)

9. Planning

***To respond to applications –***

*For information only.* An appeal has been lodged against refusal of planning permission for change of use at The Cloves, Raddon Farm (application 0441/23). No requirement for Council response.

10. Actions taken under delegated authority.

*To note actions taken by the Clerk under the Scheme of Delegation*

Nil

11. Any **urgent** business not listed on the agenda below, by permission of the Chair.

***(For information only)***

12. Date of next meeting – Tuesday 16<sup>th</sup> June 2024



Signed \_\_\_\_\_ Clerk to the Council

Date 7<sup>th</sup> May 2024

**Correspondence distribution:**

|   |                          |  |                                   |
|---|--------------------------|--|-----------------------------------|
| 1 | Emails from Rebecca Hill | Suggestion for erection of dog waste bin at council expense. | Acknowledged. Forwarded to Cllrs. |
|   |                          |  |                                   |