



Ashford Parish Council

Ashford Parish Council

Locum Parish Clerk: Mrs Victoria Woodhouse, BA (Hons)
Email: clerk@ashfordpc.org.uk

Chairman: Councillor Philip Hughes,
Firs Croft, Strand Lane, Ashford, EX31 4BY.
Tel: 01271 345378

To: Cllrs J Bosley, K Furse, G Holder, P Hughes, B Kettle, V Lawson, & M Withey

You are hereby summoned to attend the Annual Meeting of Ashford Parish Council, which will be held on **Thursday 16th May 2024 at 7pm in The Church Hall**, St Peter's Church, Ashford for the purpose of transacting the following business.

In accordance with The Public Bodies (Admissions to Meetings) Act 1960 members of the public are welcome to attend.

Mrs Victoria Woodhouse BA (Hons)
Locum Parish Clerk

Date of issue: 10th May 2024

AGENDA

- 1 Election of Chairman for 2024/25**
To elect the Chairman for 2024/25
- 2 Declaration of Office – Chairman**
The Chairman will read and sign the prescribed 'Declaration of Acceptance of Office'.
- 3 Election of Vice Chairman for 2024/25**
To elect the Vice-Chairman for 2024/25
- 4 Apologies**
(Please make any apologies known to the Clerk)
- 5 Declarations of interest**
To receive declarations of personal interests and disclosable pecuniary interests (DPIs) in respect of items on this agenda. Members are reminded that all interests should be declared at the beginning of the meeting and prior to the item being discussed.
- 6 Public Participation**
In accordance with Standing Order 3 (d) members of the public are permitted to make representations and ask questions, the period set aside shall not exceed 15 minutes. It should be noted that answers will generally not be given at the meeting where the questions are delivered, each member of the public is entitled to speak once.
- 7 Minutes**
To approve as a correct record and sign the Minutes of the Parish Council

meeting held on Thursday 18th April 2024 (copies have been circulated).

- 8 Review of Standing Orders**
To review the Council's Standing Orders.
- 9 Review of Financial Regulations**
To review the Council's Financial Regulations.
- 10 Members' Code of Conduct**
To review the Members' Code of Conduct.
- 11 Assets Register**
To receive the Council's Assets Register (enclosed).
- 12 Calendar of Meetings**
To consider the frequency of meetings for the remainder of the calendar year.
- 13 County Councillor Report**
To receive a report from the County Councillor.
- 14 District Councillor Report**
To receive a report from the District Councillor.
- 15 Highway Priorities**
- 16 Renewal of Insurance**
To consider quotations for renewal of insurance (information enclosed).
- 17 Payment and Receipts**
To approve payments and receipts (information to follow).
- 18 Annual Governance and Accountability Return 2023/2024**
 - a) To receive the Internal Auditor's Report and agree the Annual Governance Statement 2023/2024 (information to follow).
 - b) To agree the Accounting Statements for 2023/2024 (information to follow).
 - c) To agree to Certify that Ashford Parish Council is Exempt from a limited Assurance Review as gross income and expenditure is under £25,000.
- 19 Planning**
Planning Applications: to consider

78378 Erection of an Implement/garden shed & additional garage at 6 Corn Park Close Ashford Barnstaple
Applicant: Mr and Mrs Sampson
[Link to Application](#)
- 20 Defibrillator**
To receive an update on the purchase and installation of the second defibrillator.

- 21 To resolve:** that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following item as it involves the likely disclosure of confidential information:

PART B

- 22 Recruitment**
To ratify of appointment Parish Clerk & Responsible Financial Officer.