

# SOUTH HUISH PARISH COUNCIL

## NOTICE OF THE ANNUAL MEETING OF THE PARISH COUNCIL

**VENUE:** Galmpton Village Hall  
**DATE:** Tuesday 6<sup>th</sup> May 2025  
**TIME:** 6.30pm

Councillors, I hereby give you notice that the next meeting of the **Parish Council** will be held at the date, time and venue above. All Members of the Council are summoned to attend for the purposes of determining and resolving upon the business to be transacted as set out below.

Dated this 30<sup>th</sup> April 2025

To: All Members of the Council      cc: South Hams District Council Ward Councillors, County Cllr Rufus Gilbert

### BUSINESS TO BE TRANSACTED

1. **ELECTION OF CHAIRMAN & CHAIRMAN ACCEPTANCE OF OFFICE** followed by **ELECTION OF VICE CHAIRMAN**
2. **ACCEPTANCE OF OFFICE & ADHERENCE TO THE CODE OF CONDUCT**
3. Welcome & Apologies
4. **PARISHIONERS OPEN FORUM** (allocated time not longer than 15 minutes, a member of the public shall not speak for more than 2 minutes as per Standing Orders)  
**During the Public Open Forum:** Members of the public should note that the council is only allowed to take decisions on topics that are publicised on the agenda; items not on the agenda can be carried forward for a response at a later date.  
**After the Public Open Forum:** Members of the public are asked to respect the fact that it is a meeting to conduct council business and participation during the remainder of the meeting is not permitted without the express consent of the Chairman.  
**TO RECEIVE REPORTS FROM: DEVON COUNTY COUNCIL & SOUTH HAMS DISTRICT COUNCIL**
5. **APPOINTMENT OF COUNCILLORS TO COMMITTEES/LEAD ROLES** - Representatives on External Bodies - Agreement of Clerk's mandate of Responsible Financial Officer
6. **CONSENT TO RECEIVING AGENDAS & DOCUMENTATION BY EMAIL.**
7. **REVIEW & ACCEPTANCE OF POLICIES AND PROCEDURES** see Paper 1 attached to Agenda
8. **TO RECEIVE DECLARATIONS OF INTEREST &/OR AMENDMENTS TO THE REGISTER:**
9. **TO APPROVE THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING.**
10. **CLERKS REPORT:** Appendix A
11. **PLANNING, LICENSING, DECISIONS & ENFORCEMENT:**
  - a) 0992/25/VAR, Paradies, Bolberry Rd, variation of conditions 2 (approved plans) and 5 (external lighting) of planning consent 0469/24/HHO, 8/5
  - b) 1095/25/VAR, Sea Thrift, Hope Cove, for variation of conditions 2 (approved plans), 4 (CEMP), 6 (external lighting), 7 (Landscaping) & 9 (Surface Water) of planning consent 3910/22/FUL (Appeal ref. APP/K1128/W/23/3320867), 15/5
  - c) 0922/25/FUL, Westward, Grand View Road, Demolition of existing dwelling & replacement dwelling/holiday let 5/6
  - d) 1296/25/ARC, St Andrews Church, South Huish, approval of details reserved by condition 5 (Sample Panel) of planning consent 2713/24/LBC, 5/6
  - e) 3933/24/ARC, Crab Pot, Hope Cove, for approval of details reserved by condition 2 (Stone Sample Panel) of planning consent 2709/24/HHO, 21/5
  - f) Secretary of State Appeal: 2867/24/LBC & 3175/24/HHO, Listed building consent AND Householder application for Installation of ensuite to existing Bedroom at first floor level, 28/5
  - g) Non statutory consultation notification: 1158/25/CTN, Burton Farm, Galmpton, Temporary Campsite Notification to operate during July, August, September for a 60 day duration.
12. **BUSINESS TO BE DISCUSSED/NOTED:**
  - a) To agree a response to South Hams District Council re potential locations for new cycle storage.
  - b) South West Water - regarding cliff stability potentially affecting their sewage pipe.
  - c) To note that SMASH will operate in respect of major future projects only and to approve continued support subject to receipt of sufficient prior notification/risk assessments etc to ensure policy and procedures are adhered to.
  - d) To receive an update on Community Composting and agree how to proceed.
  - e) Neighbourhood Plan Modification Update.
  - f) Defibrillator Update.
13. **FINANCE & GOVERNANCE:**  
**Receipts & Payments – Month 2,**

*Contacts: Chairman: Cllr J Hocking, tel: 01548 561275,  
 Clerk: (Mrs) Katharine Harrod, tel: 07704 941150, clerk.southhuishpc@gmail.com*

**Accounts to pay:** Hope Cove Weekend £240,

**Monthly payments:** Clerks Salary & HMRC, Hugo Fox £11.99, Galmpton Hall Hire £20, Clive Wrangles £200.  
Lloyds £4.25 per account

**Governance:**

- a) Year-end governance/audit documents & Internal Review.
- b) To approve delegated authority to the Parish Clerk & Responsible Financial Officer.
- c) To approve hours of work for the Parish Clerk & Responsible Financial Officer.
- d) To approve the interview panel and to provide said panel delegated powers to employ a new Parish Clerk from mid-May.
- e) To resolve to exclude members of the public and press to discuss confidential issues regards staffing.

Proposed dates of future meetings: Jun 11, Jul 9, Sept 10, Oct 8, Nov 12

**Signed:** *Katharine Harrod* Clerk to South Huish Parish Council

**Paper 1 Policies to be adopted:**

POLICY/PROCEDURE NAME:	Details of changes to be made (other than dates)
1. Model Standing Orders	
2. Statement of Internal Controls	
3. Code of Conduct	
4. NALC Model Financial Regulations	
5. Protocol on the filming & recording of local council & committee meetings	
5a. Public Session Procedure Guide to Meetings	
6. South Huish Parish Council Complaints Policy	
6a. All complaints handling NALC LTN 9E	
7. Risk Management Scheme	
8. Publication Scheme under the FOI Act 2019 _1-4	
8a. Data Protection Privacy Notices NALC – Processing Personal Data	
8b. .SHPC GDPR Document Data Retention Policy SLCC Copyright	
8c. GDPR Data Protection Policy	
8d. GDPR Subject Access Request Policy	
8e. GDPR MD 172 Data Breach Reporting Form	
9. Transparency Code	Update the final sentence to show: In the interests of full transparency, South Huish Parish Council continues to adopt this code despite having a turnover in excess of £25,000.
9a. Transparency Code for Smaller Authorities	
10. Equal Opportunities Policy	New NALC policy to be adopted. Draft issued with Agenda.
11. Annual Community Award & Nomination	
12. Safeguarding Policy	
13. Co-option Policy	
14. .SHPC Habitual or Vexatious Complaints	
15. NALC LTN23 Health & Safety	
16. Website Accessibility Statement	Defer until new clerk started, change contact details and remove reference to Covid restrictions. Carry out new tests & update accordingly.
Social Media Policy	
Memorial Benches Policy	
NALC Grievance Policy	

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