

Chardstock Parish Council

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I hereby give notice of the Annual Council Meeting of the Parish Council to be held in person on Wednesday 13th May 2026 at 7.00pm to which you are summoned to attend so that you may deal with the business on the agenda below.

This meeting will be held at the Chardstock Community Hall (Committee Room)

Signed:



Danielle Gilpin, Proper Officer dated 7th May 2026

All council meetings are open to members of the public and the press.
(Public Bodies [Admission to Meetings] Act 1960)

ALL MEETINGS MAY BE RECORDED BY MEMBERS OF THE PUBLIC (see below)

Chair will outline fire exits and regulations

AM/26/001 Election of Chair

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

AM/26/002 Election of Vice Chair

AM/26/003 Confirm appointment of signatories for authorising internet bank payments.

Currently these are:

Sheila Hughes

Ian Keam

Caroline Wilson – request to remove submitted

Frederick Eames

Pauline Greer

Michelle Reeves

Sally Freemantle – key contact – request to remove submitted

Danielle Gilpin – request to become key contact and admin

AM/26/004 Appointment to Honorary Roles

- a) Community Hall Representative
- b) DALC Representative: currently the Chair holds this role, *ex officio*
- c) Honorary P3 Footpath Warden
- d) Honorary Tree Warden
- e) Honorary Parish Naturalist

AM/26/005 i) To note members of the Parish Council in attendance

- ii) To receive apologies for absence and to approve reasons given. (LGA 1972 S.85 (1))

iii) To note any members not otherwise accounted for and to receive any other apologies for absence

AM/26/006 To receive any declarations of interest relating to items outlined in this agenda.
(this does not preclude the duty to declare further interests during the meeting as applicable)

Public Forum (at Chair's discretion):

- i) Reports from Honorary Representatives (including Police Report if available)
- ii) Report to Council on Public Rights of Way matters
- iii) Reports from County and District Councillors
 - a) Cllr. Cathy Connor, Devon County Council, Whimble and Blackdown division
 - b) Cllr. Duncan Mackinder, East Devon District Council, Yarty ward
- iv) Public representations and questions to Council

*Limited to 3 minutes per person, 15 minutes maximum duration at Chair's discretion.
Council may choose to provide written answers to any questions raised.*

This provides an opportunity for members of the public (who are not usually permitted to speak during the council meeting, other than on Planning Applications or by special invitation of the Chair) to participate during the meeting by asking questions, highlighting matters of concern or making representations regarding Chardstock parish.

No decisions can be taken on matters raised during this part of the meeting.

Members of the public are asked to give their name and address before speaking.

AM/26/007 To consider any matters listed on this agenda that Councillors consider should be dealt with as confidential business as per the provisions of *The Public Bodies (Admission to Meetings) Act 1960*

AM/26/008 To review minutes of the previous Annual Parish Council Meeting of Chardstock Parish Council held 14th May 2026 as approved and adopted on 10th June 2026

AM/26/009 To consider and, if so agreed, approve the minutes of the Ordinary Meeting of Chardstock Parish Council held 8th April 2026 as previously circulated

AM/26/010 To consider payment of Chair's Allowance for financial year 2026/27

AM/26/011 To consider payments of Member's Allowances for financial year 2026/27

AM/26/012 Internal Audit Report

AM/26/013 Annual Governance Statement – to resolve to agree the Annual Governance Statement is accurate.

AM/26/014 Annual Accounting Statement – to resolve to agree the Annual Accounting Statement is accurate.

AM/26/015 To consider the date for publication of the Notice Period for Exercise of Public Rights for financial period 2025/26

Proposed for Monday 28th June 2026 to 7th August 2026 inclusive

AM/26/016 Annual Review and Adoption of Chardstock Parish Council Policies and Procedures;

- a) Standing orders
- b) Financial regulations
- c) To adopt Council's Code of Conduct Policy for 2026/27
- d) To adopt Council's IT Policy for 2026/27

AM/26/017 Planning Matters

a)i) To consider planning applications received prior to agenda publication:

[26/0776/FUL | Erection of detached garden room to the north of the main house with solar panels on the roof | Hakes Farm Birchill Axminster EX13 7LB](#)

[26/0742/FUL | Change of use from sui generis public house to C3 residential single dwelling house, including partial demolition and external and internal alterations | George Inn Chardstock Axminster EX13 7BX](#)

[26/0743/LBC | Change of use from sui generis public house to C3 residential single dwelling house, including partial demolition and external and internal alterations. | George Inn Chardstock Axminster EX13 7BX](#)

a)ii) To consider planning applications received after agenda publication as per supplementary agenda circulated to members and published online.

b) LPA determinations/decisions advised: None advised to the Council
**Indicates decision was contrary to resolved position of the Parish Council*

c) Tree (Planning) Matters:

Tree Preservation Order (No. 25/0064/TPO) approved

d) Appeals lodged / in progress: None advised to the Council

e) Planning correspondence received: None advised to the Council

f) Planning applications to be considered at forthcoming EDDC Planning Committee meetings: None advised to the Council

AM/26/018 Financial Matters

- a) To consider and, if thought fit, to approve Council's Payments for April 2026
- b) To receive and note RFO report for April 2026
- c) Questions to the RFO in relation to reports circulated to members

d) To consider items of expenditure authorised in under Chair's/Clerk's delegated authority (*Financial Regulations May 2021 S.4.1 and Delegation Appendix*)

e) Resolution: That Chardstock Parish Council has fulfilled, and met, the requirements as required under the Transparency Code regulations for smaller local authorities

f) Resolution: That Chardstock Parish Council will continue to publish all information as required under the relevant regulations for smaller local authorities
Local Audit and Accountability Act 2014, and Accounts and Audit Regulations 2015

g) To confirm insurance arrangements for the next 12 months

AM/26/019 Proposals/Motions/Business to be considered

"Matters of Council consideration may include public participation if so invited by Chair"

a) To consider parish maintenance, highways and footpath (P3) matters

b) To consider any matters pertaining to tree planting projects/initiatives in the parish (Chair to invite Hon. Tree Warden, Michael Davis, to present a report to the Council)

c) To consider ongoing work on the Emergency Planning for parishes including Community Emergency Hubs

d) To discuss Chardstock playpark

e) To consider submission of articles to Parish Newsletter for the June 2026 edition

AM/26/020 Other matters considered as urgent by presiding Chair for discussion only

AM/26/021 Date and Time of next meeting:

Wednesday 10th June 2026 - 7.00pm at Chardstock Community Hall

AM/26/022 It is proposed that, under the provisions of the Public Bodies (Admission to Meetings) Act 1960, as amended by Local Government Act 1972, the public (including the press) be excluded from the meeting as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed. Members to agree upon matters to be discussed in confidential session, as per agenda item AM/26/007 above.

This part of the meeting would not be open to the public or press. Members will consider matters, previously approved above, as confidential business in accordance with the legislation set out in the preceding paragraph.

AM/26/023 Matters to be considered in CONFIDENTIAL session:

To consider any business determined as confidential (see AM/26/007 above)

Thereafter, with no further business to consider, the Chair will close the meeting.

RECORDING OF MEETINGS

Under the Openness of Local Government Bodies Regulations 2014, members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful if you could let the Chair, or Clerk, know that you plan to film or record so that the necessary arrangements can be made to provide reasonable facilities for you to report on meetings. This permission does not extend to parts of meetings which are not open to the public. You should take all recording and photography equipment with you if a public meeting moves into a session which is not open to the public