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Email: clerk@holneparishcouncil.gov.uk

To: Councillors Owen (Chairman), Applegarth, Fisher, Grun and McLean

You are hereby summoned to attend the **ANNUAL MEETING OF THE PARISH COUNCIL** to be held on **TUESDAY 5 MAY 2026** at **8.00pm** in **HOLNE VILLAGE HALL**.

Also invited: District Councillor, County Councillor, DNPA representatives and Community Police Officers
Members of the press and public are welcome.

Suzanna Hughes
Clerk to the Parish Council

AGENDA

- 1. ELECTION OF CHAIR**
To elect a Chair of the Council and, in accordance with Section 83(a) of the Local Government Act 1972, to receive their properly executed Declaration of Acceptance of Office
- 2. ELECTION OF VICE CHAIR**
To elect a Vice Chair of the Council and, in accordance with Section 83(a) of the Local Government Act 1972, to receive their properly executed Declaration of Acceptance of Office
- 3. APOLOGIES FOR ABSENCE**
To receive apologies for absence
- 4. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION**
Councillors are reminded of their responsibility to continually update their Notice of Registerable Interests and to declare any disclosable interests, including the nature and extent of such interests they have in any items to be considered at this meeting. Unforeseen requests for a Dispensation to be considered at this point only if there was no way a Councillor would have been aware of such before the meeting.
- 5. OPEN FORUM**
Members of the public are invited to address the Council
- 6. MINUTES**
To approve and sign the minutes of the Parish Council meeting held on 3 March 2026
- 7. ROLES AND RESPONSIBILITIES**
To agree the roles and responsibilities of members
- 8. REVIEW OF PARISH COUNCIL GOVERNANCE DOCUMENTS**
It is proposed that no changes are required

9. REPORTS

- 9.1 County Councillor
- 9.2 District Councillor
- 9.3 DNPA

10. FINANCE AND GOVERNANCE

10.1 Payments

To approve the following payments:

- Lee Accounting (SW) Ltd (Internal audit) - £108
- JKE Web Design Ltd (website design and development: final payment) - £405.60
- DALC (Annual membership) - £125.39
- EDF (DAAT mast – inv 23) - £19.53

10.2 Insurance

To review the Council's insurance and receive a quote for 2026/7

10.3 Audit 2025/26

10.3.1 To receive and note the year end bank reconciliation

10.3.2 To receive and note the internal auditor's report to agree that this Council is confident that the internal audit arrangements provided by Lee Accounting (South West) Ltd provides excellent reassurance for the public that the financial systems are robust and fit for purpose and to continue with their appointment as the Internal Auditor to the Parish Council

10.3.3 To agree that this Council is exempt from a limited assurance review under s9 of the Local Audit (Smaller Authorities) Regulations 2015 and to sign the Certificate of Exemption

10.3.4 To complete and approve Section 1 of the Annual Return (Annual Governance Statement 2025/26)

10.3.5 To receive, approve and sign Section 2 of the Annual Return (Accounting Statements 2025/26)

11. WEBSITE

To note that the new Parish Council website is live. Additional information and photographs to be supplied to the clerk for updating.

12. PLANNING

12.1 New applications/appeals

None

12.2 Decisions

None

13. PLAYPARK

Report and update, including response from Holne Church Charity regarding the lease of playpark

14. CLIMATE AND BIODIVERSITY EMERGENCY

15. HIGHWAYS, FOOTPATHS & LEATS

Residents are encouraged to report all potholes:

<https://www.devon.gov.uk/roads-and-transport/report-a-problem/report-a-pothole/>

To report any new highways/footpath issues and update on matters previously reported

16. CHAIRMAN'S URGENT BUSINESS FOR ACTION BY THE CLERK IF COVERED BY DELEGATED POWERS OR FOR INCLUSION ON THE AGENDA OF THE NEXT MEETING

17. CORRESPONDENCE

18. DATE OF NEXT MEETING

7 July 2026

PART 2 – CONFIDENTIAL MATTERS

To resolve to exclude the public and press under the Public Bodies (Admission to Meetings) Act 1960, as the following items contain confidential information.

19. FIELD AT CHURCH PARK