

Sampford Peverell Parish Council (SPPC)

Meeting of the Parish Council

I hereby give notice that a Meeting of the Parish Council will take place on Monday, 16 June 2025 starting at 7.00pm in the Committee Room of the Memorial Hall, Lower Town, Sampford Peverell. All Members of the Parish Council are hereby summoned to take part for the purpose of considering and resolving the business as set out hereunder.

Dated this 9 June 2025

Susan McGeever

Clerk to the Parish Council

AGENDA

All Members are reminded of the need to make declarations of interest prior to any relevant discussion that may take place during this meeting.

| Item | | Report Pages |
|------|---|--------------|
| 1 | Public Open Forum Members of the public may speak for a period of 3 minutes on matters they wish to bring to the attention of the Parish Council and these matters may be related to items on the agenda. | N/A |
| 2 | Apologies and vacancies | N/A |
| 3 | Declarations of Interest and dispensations | N/A |
| 4 | Approval of the Minutes of the meeting of the Parish Council held on 13 May 2025 | 2-10 |
| 5 | Discussions with DCC Council Member Simon Clist and with MDDC Ward Members, Councillors Lock and Westcott | N/A |
| 6 | Matters Arising from the minutes and actions not included elsewhere on the agenda and/or raised by the Clerk | 11 |
| 7 | Review of Parish Council documentation for approval: Vexatious Policy Grant policy | N/A |
| 8 | Internal Audit 2024/25 Review of the Internal Auditor's Report Appointment of an auditor for 2025/26 | N/A |
| 9 | Annual Governance Statement 2024/25 | N/A |
| 10 | Accounting Statements 2024/25 | N/A |
| 11 | Planning matters | 12 |
| 12 | Financial matters | 13-14 |
| 13 | Reports from Councillors not considered under Item 6 | 15 |
| 14 | Brief reports from Parish Council representatives on any recent activities | 16 |
| 15 | Any business items for the next meeting | N/A |
| 16 | Date of the next meeting | 17 |

Susan McGeever

Clerk and Responsible Financial Officer

Sampford Peverell Parish Council

SAMPFORD PEVERELL PARISH COUNCIL

| | | |
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| 4 | Approval of the Minutes of the meeting of the Parish Council held on 13 May 2025 | 2-10 |
|----------|---|-------------|

12 May 2025 - DRAFT

Summonses to the Meeting of Sampford Peverell Parish Council to be held at the Memorial Hall, Lower Town on 12 May 2025, starting at 7.00 pm, were distributed with the agenda and posted on the website 5 May 2025.

Minutes of the Annual Meeting of Sampford Peverell Parish Council held on 12 May 2025

Present:

Councillors T Burt (Chair), D Burtin, C Cottrell, A Fasey, A Mackenzie, S Taylor (Vice-Chair) and A Williams together with S McGeever (Clerk).

In the absence of any members of the public, Councillor Burt opened the meeting at 7.15pm and welcomed those present.

2025/26/033/1 Election of Chair for 2025/26

Councillor Mackenzie proposed that Councillor Burt continue as Chair.

PROPOSER: Councillor Mackenzie

SECONDER: Councillor Williams

DECISION: unanimous

Councillor Burt accepted the position of Chair and signed the declaration.

2025/26/033/2 Election of Vice-Chair for 2025/26

Councillor Williams proposed that Councillor Taylor continue as Vice-Chair.

PROPOSER: Councillor Williams

SECONDER: Councillor Mackenzie

DECISION: unanimous

Councillor Taylor accepted the position of Vice-Chair and signed the declaration.

2025/26/033/3 - Open Forum

No members of the public were present.

2025/26/033/4 - Apologies

Councillor E Castle and the newly elected Devon County Council Councillor Simon Clist had given their apologies for the meeting.

Mid Devon District Councillors J Lock and G Westcott were not present.

2025/26/033/5 - Declarations of Interest

There were no declarations of interest.

2025/26/033/6 - Approval of the Minutes of the meeting of the Parish Council held on 28 April 2025

It was RESOLVED that the minutes of the meeting held on 28 April 2025 were a true record of proceedings and they were duly initialled and signed by the Chair.

The Parish Council noted the wording used by the Community Land Trust during the public forum when addressing the Mountain Oak planning application in as much as 'it was the only site the CLT had been offered'.

Councillors expressed concern over the tone of an email received from a member of the public and it was RESOLVED to put a vexatious policy in place.

Action: Clerk

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2025/26/033/7 Review/Approval of Parish Council documentation including but not limited to Code of Conduct, Standing Orders and Financial Regulations.

The documentation had been circulated to Parish Councillors and/or viewed on the website due to their length.

The Clerk advised that NALC had recently published revised Standing Orders with changes to sections 14 and 18. Information in the current Standing Orders could be transferred to the revised version if the Parish Council were mindful to do so.

Councillor Taylor proposed and Councillor Bartin seconded the proposal that the core documents as listed below be approved and this was unanimously agreed.

Code of Conduct (no change)

Standing Orders (duly updated)

Financial Regulations (no change)

Risk Management Scheme (no change)

Publication Scheme (no change)

Privacy Notice (no change)

Website Accessibility Statement (no change)

Equality and Diversity Policy (no change)

Health and Safety Policy (no change)

Asset Register (updated)

Contract of Employment (no change)

2025/26/033/8 – Review of Actions from the previous meeting

The Parish Council noted that:

- a) The review of financial arrangements between Village Hall and Parish Council with regard to the:
 - DAAT letter
 - Play Park equipment and
 - Swingwere awaiting the outcome of the VAT discussions.
A letter has been received and circulated to councillors. See Finance.
- b) Purchase of a projector
The Clerk would bring the projector to the next meeting, and it would be tried out before Councillor Mackenzie spoke to the Village Hall about the screen.
- c) Climate change statement
Councillor Burt advised that there was nothing to report.
- d) Defibrillator cabinets and lighting
Awaiting the Parish Council debit card – application submitted and acknowledged.
- e) Mid Devon Wildlife grant
Councillor Mackenzie advised that there was nothing to report.
- f) Emergency Plan
The article in the Parish Magazine would be put up on the website and social media. Posters would be made to advertise the open meeting booked in the village hall for 31 May 2025 from 3-5pm.
Councillor Bartin would circulate the presentation for comment, and it could be updated following Councillors Burt, Bartin and Taylors' attendance the Emergency Plan meeting on 20 May 2025.
- g) Neighbourhood Plan

The Clerk was arranging a meeting with a planning consultant and it was likely to be in late June/early July.

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- h) Review of assets and programme of risk assessments and safety checks
Councillor Williams advised that the review of assets and programme of risk assessments and safety checks was ongoing. The first bench had been cleaned, and one bench has been removed to be repaired. The pump required cleaning and re-painting in situ.

2025/26/033/9 - Discussions with Cllr Simon Clist, DCC and also with MDDC Ward Members, Cllrs Jane Lock and Gill Westcott

In the absence of the newly elected Devon County Council Councillor Simon Clist and Mid Devon District Councillors J Lock and G Westcott no discussions took place.

2025/26/033/10 – Planning

- a) Consultation requests received since the last full Parish Council meeting:

Planning consultations had been considered at the meeting on 28/4/2025 and no new applications had been received.

The Clerk had contacted the Planning Department and the concerns of the Parish Council with regard to increased traffic were understood.

- b) decisions notified by MDDC

25/00441/PNAG – NO OBJECTION – 1 May 2025

Proposal: Prior Notification for proposed excavation works to form an earth bank slurry lagoon

Location: Land at NGR 303935 117520 Butteridge Farm Westleigh Devon

- c) enforcement matters

No update received.

- d) any other planning matters and planning correspondence

The Clerk was following up on the planter at the Edenstone development together with the utility companies.

The Parish Council noted the response received on the allotments at The Orchard.

2025/26/033/11 – Finance

- a) Financial figures for 2024/25

The internal audit will be completed for the June meeting

| | 2024/25 |
|-----------|----------|
| INCOME | |
| Precept | 19293.00 |
| Play area | 19.00 |
| Grants | 0.00 |
| S106 | 1372.28 |
| Interest | 501.89 |
| Total | 21186.17 |

EXPENDITURE

GENERAL COSTS

| | |
|----------------|---------|
| Clerk's salary | 5926.96 |
|----------------|---------|

| | |
|---|-----------------|
| Clerk's Expenses | 89.27 |
| Training (Clerk/Councillor) | 60.00 |
| Page 219 | |
| Opening/closing/cleaning of public conveniences | 4590.00 |
| Toilet materials | 127.31 |
| Npower | 575.77 |
| Source for business | 379.53 |
| Hall hire | 55.00 |
| Insurance | 1273.51 |
| Office equipment/website | 0.00 |
| Audit fees | 335.00 |
| Subscriptions | 584.00 |
| Election provision | 0.00 |
| Website | 285.00 |
| Bank charges | 62.90 |
| MAINTENANCE | |
| Tree works | 0.00 |
| Tree Warden | 0.00 |
| Snow Warden | 0.00 |
| Defibrillators maintenance | 0.00 |
| Toilet maintenance/ (following improvements) | 1377.57 |
| Telephone kiosk (see below) | 0.00 |
| General maintenance of assets | 253.93 |
| Grass cutting | 1433.96 |
| DAAT | 778.44 |
| Grants and donations | |
| Donations | 695.97 |
| WORKS/PROJECTS | |
| Sports Field fencing | |
| Public convenience | |
| Road Safety Fund | |
| Environmental Improvement Fund | |
| Amenity car park maintenance fund | |
| King's Coronation | |
| Station Road bin supply | |
| Station Road emptying (2 years) | |
| Salt bins | |
| S106 FUNDING | |
| Recreation field - payments | 1465.08 |
| OTHER | |
| Christmas tree | 20.00 |
| Misc | 17.86 |
| VAT paid | 1010.83 |
| Total | 21397.89 |
| Current opening balance at 1 April 2024 | 12428.92 |
| Reserve opening balance at 1 April 2024 | 14100.98 |
| less | 2858.77 |
| | 23671.13 |

| | |
|---|-----------------|
| Receipts | |
| current account | 20684.28 |
| reserve account | 501.89 |
| | 21186.17 |
| Payments inc VAT | |
| current account | 21397.89 |
| reserve account | 0.00 |
| | 21397.89 |
| | |
| <i>Reserve closing balance at 31 March 2025</i> | 21462.64 |
| <i>Current closing balance at 31 March 2025</i> | 1996.77 |
| | 23459.41 |

Funds at year end to be allocated to reserves:

| | | |
|---|---------------|----------|
| Reserves as at 31/03/2025 | | |
| General (50 % of annual running costs) | 14344.25 +15% | 7900.00 |
| Maintenance | 3843.90+ 10% | 2250.00 |
| Grants and donations | 700 + 10% | 770.00 |
| Known Projects | | 2700.00 |
| Contingency | | 426.30 |
| VAT liability 14205.15* | | 9413.11 |
| If not repaid by Village Hall and using VAT refunds | | 23459.41 |

b) Financial figures for 2025/26

| | | |
|---------------------------------|------------------|-----------|
| Reserve Account (Unity) | | |
| Balance on 31 March 2025 | £21462.64 | |
| Receipts | | |
| Transfer (precept) | £12000.00 | |
| Payments | | |
| Transfer (to current) | £ 2500.00 | |
| Balance on 30 April 2025 | £30962.64 | |
| | | |
| Current Account (Unity) | | |
| Balance on 31 March 2025 | £ 1996.77 | |
| Receipts | | |
| Precept | £13440.00 | |
| Transfer | £ 2500.00 | £15940.00 |
| Payments | | |
| Transfer (to deposit) | £12000.00 | |
| Royal British Legion | £ 100.00 | |
| DALC (membership) | £ 519.34 | |
| HMRC (PAYE) | £ 100.80 | |
| S McGeever (Wages) | £ 402.90 | |
| N Power (electricity) | £ 71.82 | |
| ICO (direct debit) | £ 47.00 | |
| Service Charge | £ 6.00 | £13247.94 |
| Balance on 30 April 2025 | £ 4688.91 | |

Payments made since the last meeting:
Village Hall – room hire £120.00

Authority to pay accounts rendered:

| | |
|---|----------|
| Npower (public convenience electricity) | £ 80.09 |
| S McGeever (March wages) | £ 403.10 |
| HMRC (March PAYE) | £ 113.60 |
| Includes National Insurance change (£13.00) | |
| DALC (50% of training invoice) | £ 173.22 |
| Insurance | £ 937.26 |
| B O'Connell (public conveniences) | £1392.51 |
| S Taylor (public conveniences) | £ 27.18 |
| Village Hall (meeting rooms) | £ 75.00 |

PROPOSAL: The above payments should be made.

PROPOSER: Councillor Burt

SECONDER: Councillor Williams

DECISION: Unanimous

The Parish Council RESOLVED to issue a contract of employment to Mr O'Connell for the opening/closing and cleaning of the toilets. It was essential that the toilets were kept clean and the storeroom needed to be cleaned out.

Action: Clerk

The Parish Council would seek applicants that could carry out the essential maintenance tasks around the village.

Action: Clerk

The cumulative bank reconciliation had been prepared and would be signed at the next meeting.

c) VAT situation

The Parish Council considered the letter received from the Recreation Ground and Village Hall Charity concerning the VAT amounts paid across by the Parish Council. The Parish Council RESOLVED to seek further advice before responding to the letter.

The Parish Council RESOLVED that the Clerk should submit the VAT reimbursement claims for 2022/23, 2023/24 and 2024/25.

Action: Clerk

d) Annual Clerk Review

Councillor Burt advised that the Clerk had been thanked for her work and the knowledge she brought to the Parish Council was appreciated.

The Parish Council recognised the workload and looked to assist where possible. In order to streamline meetings, reports would be requested prior to a meeting and a template circulated.

Action: Clerk

e) Unity Trust Bank

The debit card application had been re-submitted and acknowledged.

f) Insurance

The insurance falls due on 1 June 2025, the premium for 2025/26 was £937.26 – a reduction on the previous year.

g) AGAR - Signing of the Annual Governance Statement and the Accounting Statement

The Internal Audit and finalised accounts will be presented to the June meeting.

The Annual Governance Statement should be signed before the Accounting Statement is signed off and this includes considering any actions resulting from the Internal Audit. The Parish Council is eligible to provide a Certificate of Exemption but will need to fulfil the requirements of the Intermediate Review which 5% of councils are asked to do each year.

h) The Parish Council should review its expenditure incurred under s.137 of the Local Government Act 1972.

There was no expenditure under S.137.

2025/26/033/11 - Report from Working Groups/Individual Roles

The Parish Council reviewed the current working groups, individual roles and arrangements for reporting back and RESOLVED that no additional changes to those made during the past year were required.

It was noted that the Parish Council did not run any formal committees and, therefore, there are no minutes from committees to review, no recommendations to consider and no review of the delegation arrangements required that would not be covered in the Standing Orders and Financial Regulations.

a) Communications & Engagement (publicity) - Councillors Castle and Cottrell

Councillor Cottrell advised that Councillor Castle was the only person to have the Facebook login details. In the interest of business continuity, the Clerk would write to Councillor Castle for the details.

Action: Clerk

b) Climate Change and environmental issues – Councillor Burt

Councillor Burt advised that he had nothing to report.

c) Public Convenience Development Group - Councillors Taylor and Williams

- maintenance issues/costs
- cleaning and daily locking
- utility accounts received
- planning permission update
- servery – opening hours, rent agreement etc.

Councillor Taylor advised that the work on the servery was almost complete, and it was hoped that the outcome of the planning application would be known soon.

The Parish Council RESOLVED to start seeking someone to run the servery using the wording 'subject to planning permission'. Councillor Taylor would supply Councillor Cottrell with photographs.

The public convenience itself needed a deep clean.

d) Affordable Housing – Community Lands Trust

The Parish Council did not have a representative on the Community Lands Trust and there nothing to report as the result of the planning application was awaited.

e) Highways

- Snow Warden - Councillor Taylor

Nothing to report

- Road Warden scheme - Councillors Taylor/Williams

A meeting with the Neighbourhood Highways Officer was being sought.

- Joint Traffic Meeting – Councillor Burt
Nothing to report.

Roads, Pavements & Footpaths/Road Safety - Councillors Burt, Castle, Fasey and Williams
- traffic speed survey
Nothing to report – Councillors Williams to speak to Councillor Castle regarding Community Speedwatch.

- '20 is plenty' signage/national '20 is plenty' membership/speed limits
Nothing to report.

- overgrown hedge in the park
Councillor Mackenzie advised that a hedge in Whitnage Road next to the canal bridge required cutting and he would speak to the owner.

- trees on The Brendons
DCC would only act if the trees were dangerous
MDDC is going to look at the trees as it may be the developer's responsibility

- Chains Road
DCC had advised that they would not take any action.
The Clerk was investigating the cost of additional signs.

- Car parking at Tiverton Parkway junction
The Clerk remained in discussion with DCC Highways, the police, the local MP and was hoping to speak to GWR. The double yellow line application was in process.

- Turnpike audit
Correspondence was ongoing with DCC Highways, and it was hoped the Parish Council could attend the next meeting with the safety auditors.

Councillor Williams asked what was happening with the proposed bin at Whitnage Road and the Clerk advised that MDDC were assessing the problem for three months and would report back to the Parish Council and a decision taken.

The Clerk advised that DCC were looking at the graffiti on the underpass.

The Clerk would report the sign that had been knocked down at The Brendons.

f) Footpaths – Councillor Burt
Nothing to report.

g) Defibrillator maintenance - Councillor Fasey
Councillor Taylor was working with Councillor Fasey to hand over the defibrillator maintenance.

2025/26/033/12 - Brief reports from Parish Council representatives on any recent activities

A review of the current representative roles was undertaken, and it was RESOLVED that no changes were required.

a) Village Hall and Recreation Ground Charity Committee – Councillor Bartin
The Clerk would write a letter of introduction so that Councillor Bartin could be the Parish Council's representative.

Action: Clerk

b) Grand Western Canal Joint Advisory Committee - Councillor Taylor
Councillor Taylor advised a response to the Mountain Oak planning permission had been submitted with a comment that if the application was approved, no further development between the site and the canal should be permitted.

c) Sampford Peverell and District Twinning Association – Councillor Castle
In the absence of Councillor Castle, no report was given.

d) Sampford Peverell Society
Given no representative was required, this item would come off the agenda.

2025/26/033/13 - Any business items for the next meeting

There were no items of business for the next meeting raised.

2025/26/033/15 – Next meetings of the Parish Council

The proposed dates for the next meetings were agreed as follows:

16 June 25

21 July 25

15 September 25

20 October 25

17 November (Finance) 25

19 January 26

16 March 26

11 May 26

Annual Meeting of the Parish Council.

The Parish Council would consider the best way to improve public attendance at the Annual Parish Meeting and a date would be set at the next meeting.

It was noted that additional meetings could be added, if required.

The Chair closed the meeting at 8.45pm

Signed _____
Chairman

Date: _____

SAMPFORD PEVERELL PARISH COUNCIL

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| 6 | Matters Arising from the minutes and actions not included elsewhere on the agenda and/or raised by the Clerk | 11 |
|----------|---|-----------|

- a) Review of financial arrangements between Village Hall and Parish Council:
 - DAAT letter
 - Play park equipment
 - SwingAwaiting outcome of VAT discussions
- b) Climate change statement
Councillor Burt – nothing to report.
- c) Defibrillator cabinets and lighting
Card application re-submitted
- d) Mid Devon Wildlife grant
- e) Emergency Plan
Update on Public meeting
- f) Neighbourhood Plan
The Clerk is arranging a meeting with a planning consultant
- g) Update on programme of risk assessments and safety checks

SAMPFORD PEVERELL PARISH COUNCIL

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| 11 | Planning matters | 12 |
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a) Consultation requests received:

25/00660/MFUL

Proposal: Erection of an agricultural livestock building

Location: Land at NGR 300663 112446 Bycott Farm Lower Town Halberton

Grid Ref: 300682 / 112516

Parish: Halberton 25

Deadline for comments: 17 June 2025

b) decisions notified by MDDC

25/00510/CAT – APPROVAL – 13 May 2025

Proposal: Notification of intention to fell 1 Cherry Tree (T2) in a Conservation Area

Location: 21 Higher Town Sampford Peverell Tiverton Devon

25/00523/HOUSE – REFUSAL – 4 June 2025

Proposal: Erection of workshop

Location: 23 Court Way Sampford Peverell Tiverton Devon

c) enforcement matters

No update received.

d) any other planning matters and planning correspondence

Clerk to follow up planter at the Edenstone development

SAMPFORD PEVERELL PARISH COUNCIL

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| 12 | Financial matters | 13-14 |
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a) Financial figures for 2025/26

| | | | |
|--|------------------|-----------------|---------|
| Reserve Account (Unity) | | | |
| Balance on 30 April 2025 | £30962.64 | | |
| Receipts | | | |
| Payments | | | |
| Transfer (to current) | £ | | |
| Balance on 31 May 2025 | £30962.64 | | |
| | | | |
| Current Account (Unity) | | | |
| Balance on 30 April 2025 | | £ 4688.91 | |
| Receipts | | | |
| Payments | | | |
| Village Hall – room hire | | £ 120.00 | |
| Npower (public convenience electricity) | | £ 80.90 | |
| S McGeever (April wages) | | £ 403.10 | |
| HMRC (April PAYE) | | £ 113.60 | |
| Includes National Insurance change (£13.00) | | | |
| DALC (50% of training invoice) | | £ 173.22 | |
| Insurance | | £ 937.26 | |
| B O’Connell (public conveniences) | | £1392.51 | |
| S Taylor (public conveniences) | | £ 27.18 | |
| Village Hall (meeting rooms) | | £ 75.00 | |
| Service Charge | | £ 6.00 | 3328.77 |
| Balance on 31 May 2025 | | £1360.14 | |
| | | | |
| Payments made since the last meeting: | | | |
| Npower (public convenience electricity) | £ 56.86 | | |
| Source for Business (public convenience water) | £ 140.83 | | |
| S McGeever (May wages) | £ 402.90 | | |
| HMRC (May PAYE) | £ 113.80 | | |
| | | | |
| Authority to pay accounts rendered | | | |
| S Taylor (Public convenience) | £ 50.00 | | |
| Village Hall (3 x April meetings) | £ 60.00 | | |
| Transfer to current account | £2500.00 | | |

The cumulative bank reconciliation will be presented at the meeting for signature by the Chairman.

c) Public convenience lease
Chiar/Clerk to sign

d) Public convenience improvements to store
Consideration of quotes.

e) VAT situation
Letter from the Village Hall/DALC

f) Grant requests
Letter from the Village Hall
School planters

g) Unity Trust Bank
The debit card application had been re-submitted.
Update awaited

SAMPFORD PEVERELL PARISH COUNCIL

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| 13 | Reports from Working Groups/Individual Roles | 15 |
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a) Communications & Engagement (publicity)

- Social Media (Cllr Cotrell)
- Decision on logo

b) Climate Change and environmental issues (Cllr Burt)

- Nothing to report

c) Public Convenience Development Group (Cllrs Taylor and Williams)

- maintenance issues/costs
- cleaning and daily locking
- utility accounts received
- planning permission update
- servery – opening hours, rent agreement etc.

d) Affordable Housing – Community Lands Trust

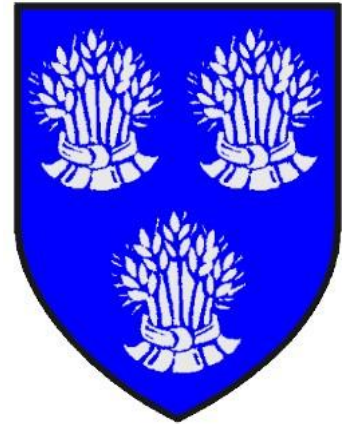
e) Highways

- Snow Warden (Cllr Taylor)
- Road Warden scheme (Cllrs Taylor/Williams)
- Joint Traffic Meeting (Cllr Burt) – Nothing to report
- Roads, Pavements & Footpaths/Road Safety (Cllrs Burt, Fasey and Williams)
- traffic speed survey: follow up action
- '20 is plenty' signage/national '20 is plenty' membership/speed limits
- overgrown hedge in the park
- trees on Brendon
- Chains road
- parking at Tiverton Parkway junction
- Turnpike audit

f) Footpaths (Cllr Burt)

g) Defibrillator maintenance (Cllr Fasey)

Sampford Peverell



Parish Council

SAMPFORD PEVERELL PARISH COUNCIL

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| 14 | Appointment of Parish Council representatives on committees and external bodies | 16 |
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- a) Village Hall and Recreation Ground Charity Committee (Cllr Bartin)
- b) Grand Western Canal Joint Advisory Committee (Cllr Taylor)
- c) Sampford Peverell and District Twinning Association (No representative)

SAMPFORD PEVERELL PARISH COUNCIL

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| 16 | Next meetings of the Parish Council | 17 |
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The proposed dates for the next meetings are:

21 July 25

Date for the Annual Parish Meeting