

**NOTICE OF MEETING**

Members of the public and press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by Local Government Act 1972 Section 100 unless precluded by the Parish Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the commencement of the meeting given over specifically for that purpose. Although not a requirement to do so, prior notification to the Clerk by noon the previous Friday would enable a full response when appropriate to be given.

Members of the public will be able to participate informally from 7.30pm to allow discussion/comment of agenda items. Those wishing to address the Council during the meeting must make the Chairman aware of their intention before the meeting starts. Members of the public wishing to record the meeting are asked to notify the Chairman of their intentions so that the appropriate arrangements can be made.

**Thursday 4<sup>th</sup> May 2023**To all members of **South Petherton Parish Council**

You are summoned to attend the **Annual Meeting of South Petherton Parish Council** to be held at **The William Blake Memorial Hall** on **Thursday 11<sup>th</sup> May 2023 at 7pm** when the following business will be transacted.

Yours faithfully

**Kate Alford**  
**Parish Clerk****7pm – Prior to the start of the meeting****Questions and comments from members of the public (limited to 20 minutes in total)**

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chair) to participate before the start of the meeting by asking questions, raising concerns or making comments on matters affecting South Petherton Parish. No decision can be taken during this session, but the Chair may decide to refer any matter for consideration.

**Reports from Unitary Councillors**

The Unitary Councillors are invited to give short oral or written reports on matters affecting South Petherton Parish. Members of the public, as well as Councillors, may ask questions or make comments on matters raised.

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- 4.1 To elect a Chairman
  - 4.2 To receive the Statutory Declaration of Office for the Chairman
  - 4.3 To elect a Vice Chairman
  - 4.4 To receive any apologies for non attendance
  - 4.5 To receive any declarations of interest
  - 4.6 To review and adopt appropriate standing orders (including the terms of reference for committees) and financial regulations.

4.7 To appoint members to existing committees:

- a) Planning
- b) Open Spaces
- c) Finance & General Purposes

4.8 To appoint representatives to the following areas of Parish responsibility:

- a) Allotments & Whitfield Lane
- b) Cemetery
- c) Footpaths & Bridleways
- d) TWIG
- e) Roads & Transport
- f) Recreation Ground/SPRUG Liaison
- g) TA13
- h) The William Blake Memorial Hall
- i) South Petherton Relief in Need (SPRINC)
- j) Community Land Trust (CLT)
- k) Library & LIC
- l) Mere Lynches
- m) Youth Provision
- n) Patient Participation Group – PPG

4.9 Review of the Council's and/or staff subscriptions to other bodies.

4.10 Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*); and to re-adopt the Parish Council's Publication Scheme and confirm the Parish Council's Qualified Person under Section 36 of The Freedom of Information Act 2000

4.11 Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

4.12 To review and adopt the Council's Code of Conduct

4.13 To review and adopt the Council's Investment Strategy

4.14 To review & adopt the Council's Risk Assessment

4.15 To review & adopt the Council's Asset Register

4.16 To review & accept the Council's Insurance Policy and Schedule Confirmation of arrangements for insurance cover in respect of all insurable risks;

4.17 To approve the Council's Bank Mandates – in all cases the Clerk is the administrator with 2 out of at least 3 (and more if appropriate) Councillors registered to sign/authorise.

- a) Unity Trust
- b) NatWest
- c) CCLA

4.18 To re-appoint the Clerk as the Council's Responsible Financial Officer

4.19 To re-adopt the General Power of Competence for South Petherton Parish Council as it meets the criteria for eligibility as defined in the Localism Act 2011 and SI965 The Parish Council's (General Power of Competence) (Prescribed Conditions) Order 2012.

4.20 To re-affirm acceptance of The Audit and Accountant Regulations 2015 (SI 2015 No 234)

4.21 To confirm the re-appointment of Mrs Bridget Bowen as the Council's Internal Auditor and that the actions on the last Internal Audit report have been completed. (24<sup>th</sup> Feb 2023)

4.22 To confirm the receipt of all Register of Interests forms

**Break for Planning Committee Meeting – to commence no earlier than 7.30pm.**

**4.23 To resolve to approve the Minutes of the Parish Council Meeting held on Monday 6<sup>th</sup> March 2023**

**4.24 Resolution/Clerk updates**

- Pavilion

**4.25 Reports**

- Somerset Association of Local Clerks (SALC)
- Councillors
  - Civic Awards
- Chairman
- Village Agent
- Reach Youth
- Avon & Somerset PCSO

**4.26 Resolutions**

- To resolve to agree a way forward review with the Youth Club building on the Recreation Ground.
- To resolve to re enroll both the Clerk & Assistant Clerk's pensions with the Local Government Pension Scheme (LGPS) for the next 3 years.
- To resolve to increase the Clerks salary by 1 SCP after obtaining the qualification for Finance Introduction to Local Council Administration from 1<sup>st</sup> April 2023.
- To resolve to agree a contractor to carry out work on the Church Steps adjacent to Hele Lane from the 4 below, with a third of the cost covered by South West Heritage.

	Cost	VAT	Total	1/3 of cost	Total cost to PC
Company 1	£9785.84	None	£9785.84	£3261	£6524.84
Company 2	£6535	None	£6535	£2178	£4357
]]Company 3	£5728	£1145.60	£6873.60	£1909	£3819
Company 4	£3145.56	£629.11	£3774.67	£1048	£2097.56

- To resolve to send a letter of support from the Parish Council to RAMA Life.
- To resolve to adopt the report and action plan produced by the Community Review Working Group following the presentation of the Executive Summary to the parish.

**4.27 Finance & General Purposes Committee**

- To note the following items of expenditure and approve payments for March & April 2023
- To receive the financial reports to the year end 31<sup>st</sup> March 2023.

**4.28 Planning Committee**

- To receive & note the minutes of the Planning Committee decisions made on 3<sup>rd</sup> April 2022.

**4.29 To receive any additional information on the following:**

- Allotments & Whitfield Lane
- Cemetery
- Footpaths & Bridleways
- TWIG
- Roads & Transport
- Recreation Ground/SPRUG Liaison
- TA13
- The William Blake Memorial Hall
- South Petherton Relief in Need (SPRINC)
- Community Land Trust (CLT)
- Library & LIC
- Mere Lynches
- Youth Provision

**4.30 Other business referred to the Clerk**

- Reach event at June’s meeting
- Persimmon attending June’s meeting

**4.31 Date of next meeting – June 5<sup>th</sup> at The William Blake Memorial Hall**

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