



# SOUTH PETHERTON PARISH COUNCIL

South Petherton Parish Office  
Unit One, Frogmary Green Farm, West Street, South Petherton TA13 5DJ  
Tel: 01460 241002 E-Mail: clerk@southpethertonparishcouncil.gov.uk

## NOTICE OF ANNUAL 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.

### Tuesday 6th May 2025

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 Hall** on **Wednesday 14th May 2025 at 7.30pm** when the following business will be transacted.

Yours faithfully

Parish Clerk

### 7.30pm – 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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- 5.1 To elect a Chairman
  - 5.2 To receive the Statutory Declaration of Office for the Chairman
  - 5.3 To elect a Vice Chairman
  - 5.4 To receive any apologies for non attendance
  - 5.5 To receive any declarations of interest
  - 5.6 To co-opt onto South Petherton Parish Council to fill the current vacancy
  - 5.7 To approve the Minutes of the Annual Parish Meeting and the Parish Council Meeting and to receive and note the minutes of the Planning Committee meeting and the Open Spaces Committee meeting decisions held on Monday 7<sup>th</sup> April 2025
  - 5.8 To review and adopt appropriate standing orders (including the terms of reference for committees) and financial regulations.
  - 5.9 To appoint members to existing committees:
    - a) Planning
    - b) Open Spaces
    - c) Finance & General Purposes

- 5.10 To appoint representatives to the following areas of Parish responsibility:
- a) Allotments, Whitfield Lane Meadow & Mere Lynchers
  - b) Cemetery and Chapels
  - c) Footpaths & Bridleways
  - d) TWIG
  - e) Highways, Car Parks Roads & Transport
  - f) Recreation Ground
  - g) TA13 Publication
  - h) The William Blake Memorial Hall
  - i) Community Land Trust (CLT)
  - j) Library & LIC
  - k) Youth Provision
  - l) Patient Participation Group – PPG
  - m) Local Community Network - LCN
  - n) Community Flood Group
  - o) Village Agent
- 5.11 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
- 5.12 Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
- 5.13 To review and adopt the Council’s Code of Conduct
- 5.14 To review and adopt the Council’s Investment Strategy
- 5.15 To review & adopt the Council’s Risk Assessment
- 5.16 To review & adopt the Council’s Asset Register
- 5.17 To re-appoint the Clerk as the Council’s Responsible Financial Officer
- 5.18 To note 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.
- 5.19 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
- 5.20 To receive and approve the report of the Internal Auditor and note recommendations raised.
- (a) To formally approve the internally audited accounts for 2024/25
  - (b) To approve the Annual Return for the year ending 31 March 2025;  
Section 1: to approve the Annual Governance Statements.  
Section 2: to approve the Accounting Statements.
  - (c) To authorise the signing of the Annual Return.
  - (d) To note that the period of elector’s rights will commence on Tuesday 03 June 2025 and finish on Monday 14 July 2025.
  - (e) Note public notifications will be placed on noticeboards and the website.
- 5.20 To confirm the receipt of all Register of Interests forms
- 5.21 Finance & General Purposes Committee**
- (a) To note the items of expenditure and approve payments list
- 5.22 Item for decision – cemetery memorial turning works – consider quotes (April meeting) A (£18950 ex VAT), B (£10649.32 ex VAT) & C (£6870) insurances and guarentees & agree chosen contractor.
- 5.23 To receive any additional reports from Councillors
- 5.24 Other matters refered to officers
- 5.25 Date of next meeting – Monday 2<sup>nd</sup> June 2025 at The William Blake Memorial Hall**