

SHEPTON BEAUCHAMP PARISH COUNCIL

c/o Parish Clerk, Lavender Cottage, Shells Lane, Shepton Beauchamp TA19 0LX
E-mail: clerk@sheptonbeauchamppc.org.uk

NOTICE OF THE PARISH COUNCIL MEETING

MEMBERS OF THE PUBLIC AND THE PRESS ARE INVITED TO ATTEND ALL COUNCIL MEETINGS
(*Public Bodies (Admission to Meetings) Act 1960*)

Dear Councillors

You are hereby summoned to attend the following meeting:

Meeting of: **Shepton Beauchamp Parish Council**

Time: **7:30 pm**

Date: **Monday 19th October 2020**

Place: **Virtual meeting using Zoom Software**

To access the meeting members of the public will need to download the Zoom App (see link below) and pre-register your e-mail address with the Parish Clerk (clerk@sheptonbeauchamppc.org.uk) before midday on 19th October. The meeting can be accessed between 7.15 pm – 9.30 pm, by following the instructions given by the clerk. The meeting will be recorded throughout.

<https://zoom.us/download>

Councillors will be discussing all the items listed on the Agenda



Stella Davies
Parish Clerk
13th October 2020

Prior to the start of the meeting

7.15pm Questions and comments from members of the public. During the meeting, members of the public are able to view and listen, however any questions to the council should be made during the three Open Sessions before, midway and at the end of the meeting.

7.20 pm Reports from County and District Councillors. The County and District Councillors are invited to give a short oral report on matters affecting the Parish.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are 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 to let the office know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting. Please note that members of the public exercising their right to speak during Public Question Time may be recorded.

SHEPTON BEAUCHAMP PARISH COUNCIL - AGENDA

Meeting Monday 19th October 2020 7.30 pm

Ser	Item	Lead	Time
406.	To receive apologies for absence and to approve the reasons given (LGA 1972, s185(1))	Clerk/RFO	1 min
407.	Declarations of interest – Members to declare any interest, including Disclosable Pecuniary Interest they may have in agenda items that accord with the requirements of the Parish Council’s Code of Conduct and to consider any prior requests from members for dispensations that accord with the Localism Act s33 (b-e). (NB this does not preclude any later declarations)	Chair	1 min
408.	To approve as a correct record the minutes/decisions of the Parish Council Meeting held remotely on Monday 21st September 2020 (LGA 1972, sch 12, para 41(1)). To be signed at the next convened meeting.	Chair	1 min
409.	Finance. To review the external AGAR report from PKF Littlejohn <u>For information only</u> – no resolution required	Clerk/RFO	3 mins
410.	Finance. To receive and approve the six-month budget report	RFO	5 mins
411.	Finance To review the Bank Reconciliation to 25th September 2020 (previously circulated). To be signed at the next convened meeting. To approve payments: Chq 638 SLCC – Membership Fee Clerk £109.00 Chq 639 SLCC – CiLCA exam fees £350.00 Chq 640 Truvelo – Speed Indicator Device £1,920.00 Chq 641 PKF Littlejohn – external audit £240.00 Chq 642 SALC – Councillor essentials training £25.00 Chq 643 PATA (UK) – payroll charges Sept £7.75 Chq 644 S Davies – salary & expenses £609.80 Chq 645 SALC – affiliation fees SALC & NALC £196.81 Chq 646 SSDC – Ranger June, July & Aug £1,971.36	Clerk/RFO	5 mins
412.	Finance To review the Financial Regulations first adopted in October 2019	Clerk/RFO	5 mins
413.	To approve the purchase of Arnold Baker 12th edition Local Council Administration as a reference book to support studies for the CiLCA qualification and also to use as a legal resource for the council. The cost for SLCC members is £119 (non-member price £147.99)	Clerk/RFO	3 mins
414.	Report from Clerk/RFO. For information only	Clerk/RFO	5 mins

415. Reports. To receive updates from councillors: Highways – EW/AR Lethbridge Recreational Ground Committee - IF Environment – CL/AJ Ranger - RM Allotments - Clerk Cowleaze - DB Footpaths - SB	All	10 mins
<u>For information only</u> – no resolution required		
416. Climate Emergency Community Fund To consider the council's response to the Climate Emergency, in particular to review the Parish's response to:	Chair & Cllr Bourn	15 mins
- To consider the establishing of a Shepton Beauchamp Climate Emergency Working Group to consider which suitable options/projects to action in support of Somerset Climate Emergency Strategy - To consider including Climate Emergency section within the Neighbourhood Community Plan to reduce and offset our carbon emissions significantly within the next 5-10 years - Identify key partners and participants - The submission of an application to the County Council's Climate Emergency Community Fund 2020-2021 for a minimum grant of at least £5,000 in order to conduct a feasibility study		
OPEN SESSION		10 mins
417. Somerset County Council Community Snow Warden Scheme 2019/20 Grit Boxes. To confirm if grit boxes are full or if SCC need to supply more grit before the winter	Cllr Finlay	1 min
418. Parish Online To resolve the purchase of 'Digital Mapping for Parish Councils' (for further information see https://www.parish-online.co.uk/ prior to the meeting) for £70 p.a.	Chair	2 mins
419. Telephone Box Library To discuss the shelving to go into the phone box 'library' in order for it to be stocked with books. One quotation has been received for £120 (see financial Refs 11.1(h) regarding quotations). To resolve to spend £120 for the bookshelves including labour	Clerk/RFO	1 min
420. The Ranger To review the list of tasks for the Ranger	All	5 mins
421. SID update To update the council on the purchase of SID CR30 from Truvelo For £1,920.00 (Inc VAT) - Delivery Date - Council Management of SID - SCC guidance & agreement	Chair	5 mins

422.	NALC consultation on Planning White Paper To review the consolidated comments on the NALC paper	Chair	5 mins
423.	What 3 Words To review the e-mail sent and decide if we want to use this facility on our website and also publicise it for the local community	Clerk	5 mins
424.	Staffing Committee To ratify the decisions taken by the Staffing Committee: • Parish Clerk salary budget proposal for Financial Year 1921/22 • Parish Clerk appraisal report	Chair	5 mins
425.	Annex A – Deferred items register – update	All	5 mins
426.	Annex B – Official correspondence received – review SSDC Environment Team - Decarbonising Funding Info	All	5 mins
	OPEN SESSION		10 mins

Date of next meeting: Monday 16th November 2020