

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 ANNUAL MEETING OF THE PARISH COUNCIL

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: **Friday 19th May 2023**
Place: **Village Hall, Middle Street, Shepton Beauchamp. TA19 0LQ**

Councillors will be discussing all the items listed on the Agenda



Stella Davies
Parish Clerk
15th May 2023

7.30 pm – prior to the start of the meeting

Questions and comments from members of the public. This provides the 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 affecting the Parish. No decision can be taken during this session, but the Chair may decide to refer any matter for consideration.

Reports from County Councillors. The County Councillors are invited to give a short oral report on matters affecting the Parish. Members of the public, as well as councillors, may ask questions on matters raised.

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.

THE ANNUAL MEETING OF SHEPTON BEAUCHAMP PARISH COUNCIL AGENDA

Meeting Friday 19th May 2023 7:30 PM

Ser	Item	Lead	Time
893.	Election of Chairperson and acceptance of office (Chairperson to sign a declaration accepting the office of Chairperson) (LGA 1972, s15)	Existing Chair	5 mins
894.	Election of Vice-Chairman	New Chair	3 mins
895.	To receive apologies for absence and to approve the reasons given (LGA 1972, s85(1))	Clerk/RFO	1 min
896.	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
897.	To approve as a correct record the minutes/decisions of the Parish Council Meeting held on Monday 17th April 2023 (LGA 1972, sch 12, para 41(1)).	Chair	1 min
898.	Planning Application 23/00616/HOU Shangrila, Robins Lane Erection of single storey extension to dwelling To review planning application submitted	Chair	10 mins
899.	Policies To resolve to approve and re-adopt the following policies: Operational - Standing Orders; Complaints procedure; Risk Assessment Financial – Financial Regulations Communications – Information & Data Protection Policy; Privacy Notice; Policy on recording of council meetings People – Disciplinary Policy; Equality & Diversity Policy; Grievance Policy; Health & Safety Policy Statement	Chair	5 mins
900.	Approval of Internal Auditor Report To receive and approve the Internal Audit Report for FY 2022/23	Clerk/RFO	8 mins
901.	Approval of Annual Governance Statement (Section 1 of the Governance and Accountability Return 22/23) (Accounts & Audit Regulations 2015)	Clerk/RFO	4 mins
902.	Approval of Accounting Statement (Section 2 of the Annual Governance and Accountability Return 22/23) (Accounts & Audit Regulations 2015)	Clerk/RFO	10 mins
903.	Consider if the Council can declare itself exempt or if a basic or intermediate review is required	Clerk/RFO	2 mins

904. Approve the period for the exercise of public rights as Monday 19 th June 2023 – Friday 18 th July 2023 (30 working days)	Clerk/RFO	3 mins
905. Insurance To review the quotes received from insurance companies and resolve to approve one of the companies to insure with for the next 3 years.	Clerk/RFO	20 mins
906. Replacement cost of play equipment To resolve to approve the cost of £35 + vat for a valuation to be carried out on the play equipment, in order to make a mid-term adjustment to the insurance policy.	Clerk/RFO	5 mins
907. Finance To review the two Bank Reconciliations as at 30 th April 2023 (previously circulated). To approve the schedule of payments totalling £16,892.05 (previously circulated) – this includes £14,260.39 transferred to the new Unity Trust Bank Account for Shepton Beauchamp Parish Council	Clerk/RFO	5 mins
908. Allocation of Councillor Responsibilities Planning Highways Lethbridge Recreational Ground Committee Ranger Environment & Trees Allotments Cowleaze Footpaths Shepton Charity SID Parish Online Communications/publicity Emergency Contact	All	6 mins

To resolve to exclude members of the press and public. To agree that item 909 below be dealt with after the public have been excluded as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

909. Tender for Lethbridge Recreation Field Grass cutting To review the tenders received and resolve which tender (if any) to accept	Clerk/RFO	30 mins
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Date of next meeting: Monday 19th June 2023