

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: **Monday 20th May 2024**
Place: **Village Hall, Middle Street, Shepton Beauchamp. TA19 0LQ**

Councillors will be discussing all the items listed on the Agenda



Stella Davies
Parish Clerk
14th May 2024

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 Monday 20th May 2024 7:30 PM

Ser	Item	Lead	Time
1062.	Election of Chairperson and acceptance of office (Chairperson to sign a declaration accepting the office of Chairperson) (LGA 1972, s15)	Existing Chair	5 mins
1063.	Election of Vice-Chairman	New Chair	3 mins
1064.	To receive apologies for absence and to approve the reasons given (LGA 1972, s85(1))	Clerk/RFO	1 min
1065.	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
1066.	To approve as a correct record the minutes/decisions of the Parish Council Meeting held on Monday 15th April 2024 (LGA 1972, sch 12, para 41(1)).	Chair	1 min
1067.	Planning Application 24/01011/HOU Clovelly, Robins Lane Single storey rear and side extension with new fenestration to original gable end wall (revised application of 24/00238/HOU) To review planning application submitted	Chair	15 mins
1068.	Approval of Internal Auditor Report To receive and approve the Internal Audit Report for FY 2022/23	Clerk/RFO	5 mins
1069.	Approval of Annual Governance Statement (Section 1 of the Governance and Accountability Return 22/23) (Accounts & Audit Regulations 2015)	Clerk/RFO	4 mins
1070.	Approval of Accounting Statement (Section 2 of the Annual Governance and Accountability Return 22/23) (Accounts & Audit Regulations 2015)	Clerk/RFO	10 mins
1071.	Consider if the Council can declare itself exempt or if a basic or intermediate review is required	Clerk/RFO	2 mins
1072.	Approve the period for the exercise of public rights as Monday 17 th June 2024 – Friday 26 th July 2024 (30 working days)	Clerk/RFO	3 mins
1073.	Insurance To review the insurance renewal and resolve whether to include cover for debt recovery (an additional £35 plus insurance premium) or contract disputes (an additional £17.50 plus insurance premium) which are no longer included as part of the policy	Clerk/RFO	10 mins

1074. Action Plan v6 To review and re-adopt the action plan	Clerk/RFO	15 mins
1075. Policies To resolve to approve and re-adopt the following policies: Operational - Standing Orders v4; Complaints procedure v2; Document Retention Policy v2 (amended) Financial – Financial Regulations v2; Grant Awarding Policy v1 Communications – Information & Data Protection Policy v4; Privacy Notice v1; Policy on recording of council meetings v2 People – Disciplinary Policy v1; Equality & Diversity Policy v1; Grievance Policy v1; Health & Safety Policy Statement v1; Training & Development Policy v1 <i><u>Note for info</u> - the LGA model councillor code of conduct v1 and the Dignity at work policy v1 remain as is until changed at county level</i>	Chair	5 mins
1076. Recreation Field TOR To appoint a chair for the next year and to resolve if the composition of the committee in version 3 should be changed.	Clerk/RFO	10 mins
1077. Finance To review the two Bank Reconciliations as at 30 th April 2024 (previously circulated). To approve the schedule of payments totalling £42,835.60 (previously circulated)	Clerk/RFO	5 mins
1078. Grant Application – PCC of Shepton Beauchamp To review the grant application received from St Michael's Church and resolve whether to give a grant of £1,600	Chair	10 mins
1079. Social Media presence To discuss the Council's social media presence and resolve what action should be taken.	Cllr England	5 mins
1080. Allocation of Councillor Responsibilities Planning Highways Lethbridge Recreational Ground Committee Ranger Environment & Trees Allotments Cowleaze Footpaths SID Parish Online Communications/publicity Emergency Contact	All	10 mins

Date of next meeting: Monday 17th June 2024