

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 19th May 2025**
Place: **Village Hall, Middle Street, Shepton Beauchamp. TA19 0LQ**

Councillors will be discussing all the items listed on the agenda



Stella Davies
Parish Clerk
13th May 2025

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 19th May 2025 7:30 PM

Ser	Item	Lead	Time
1237.	Election of Chairperson and acceptance of office (Chairperson to sign a declaration accepting the office of Chairperson) (LGA 1972, s15)	Existing Chair	5 mins
1238.	Election of Vice-Chairman	New Chair	3 mins
1239.	To receive apologies for absence and to approve the reasons given (LGA 1972, s85(1))	Clerk/RFO	1 min
1240.	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
1241.	To approve as a correct record the minutes/decisions of the Parish Council Meeting held on Tuesday 29th April 2025 (LGA 1972, sch 12, para 41(1)).	Chair	1 min
1242.	Approval of Internal Auditor Report To receive and approve the Internal Audit Report for FY 2024/25	Clerk/RFO	5 mins
1243.	Approval of Annual Governance Statement (Section 1 of the Governance and Accountability Return 24/25) (Accounts & Audit Regulations 2015)	Clerk/RFO	4 mins
1244.	Approval of Accounting Statement (Section 2 of the Annual Governance and Accountability Return 24/25) (Accounts & Audit Regulations 2015)	Clerk/RFO	10 mins
1245.	Consider if the Council can declare itself exempt or if a basic or intermediate review is required	Clerk/RFO	2 mins
1246.	Approve the period for the exercise of public rights as 3 rd June – 14 th July 2025 (30 working days)	Clerk/RFO	3 mins
1247.	Policies To resolve to approve and re-adopt the following policies: Operational - Standing Orders v5; Complaints procedure v3; Document Retention Policy v3 Financial – Financial Regulations v3; Grant Awarding Policy v2 Communications – Information & Data Protection Policy v5; Privacy Notice v2; Policy on recording of council meetings v3; Publication Scheme v3 People – Disciplinary Policy v2; Equality & Diversity Policy v2; Grievance Policy v2; Health & Safety Policy Statement v2; Training & Development Policy v2; Sickness Absence Policy v2; Dignity at Work Policy v1; Expenses Policy v2; Annual Leave Policy v2; Councillor Co-Option 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

1248. Working with FWAG regarding blocked drains To discuss working with FWAG as Lopen have done and resolve the action to be taken.	Cllr Rowswell	15 mins
1249. 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	5 mins
1250. Culvert Gate by Silver Springs To resolve whether to reinstate the rope on the culvert gate at the entrance by Silver Springs, in light of the debris that washes down with heavy rainfall.	Cllr Rowswell	5 mins
1251. Staffing Committee TOR To review the composition of the committee in version 3 and resolve if this should be changed.	Clerk/RFO	5 mins
1252. Erection of Garden Shed on the allotments In accordance with the allotment rules to resolve to agree to the holder of plot 11 to erect a garden shed of maximum size 6' x 8' and to send written agreement to that effect,	Chairman	4 mins
1253. Finance To review the Bank Reconciliation as at 30 th April 2025 (previously circulated). To approve the schedule of payments totalling £48,935.93 (previously circulated)	Clerk/RFO	5 mins
1254. 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

To resolve to exclude members of the press and public. To agree that item 1255 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.

1255. Tender for Drain Clearance and Jetting To review the tenders received and resolve which tender (if any) to accept	Chair	30 mins
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Date of next meeting: Monday 16th June 2025