



ST CUTHBERT (OUT) PARISH COUNCIL

COUNCIL SUMMONS

Public Notice is hereby given that the Annual General Meeting of St Cuthbert (Out) Parish Council, which Members are summoned to attend, will be held in Dinder Village Hall, Sharcombe Lane, Dinder BA5 3PF on Monday 13th May 2024 at 7pm.

Lisa Pool

Lisa Pool

PARISH CLERK

St Cuthbert (Out) Parish Council

Council Offices

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The Chairman will begin the formal business of the Council which is open to the Public to attend; during the meeting there is an opportunity for Members of the Public to speak - *please see item 06.*

Visit the website to view all supporting papers for the agenda below. CONFIDENTIAL papers are only sent to elected members and are not available online. All documents are PDF (or equivalent) and can be downloaded to a suitable device.

A G E N D A

01. ELECTION OF CHAIRPERSON, OUTGOING CHAIRPERSON'S ANNOUNCEMENTS AND ELECTION OF VICE CHAIRPERSON.

02. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Council to receive apologies for absence and, if appropriate, to resolve to approve the reasons given [LGA 1972 s85\(1\)](#). In addition to the risk assessment that the Council has carried out for face-to-face meetings, any Councillor or Staff who do not feel safe attending a meeting, due to medical grounds or risk to immediate family members, will not be required to attend and absence will be authorised – this policy to be reviewed at every meeting based on the latest Government guidance and case numbers.

03. DECLARATIONS OF INTEREST

Members to declare any interests they may have in agenda items that accord with the requirements of the [Local Authorities \(Model Code of Conduct\) Order 2007 SI No.1159](#). *(NB this does not preclude any later declarations).*

02.01. To receive declarations of interest from Councillors on items on the agenda.

02.02. To receive written requests for dispensations for disclosable pecuniary interests (if any).

02.03. To grant any requests for dispensation as appropriate.

04.A TO APPOINT COMMITTEE MEMBERSHIP AND CHAIRS

To consider appointments as Chairs and Members to the following committees (the Chairperson & Vice-Chairman serve as ex-officio on all committees.) Members can nominate themselves. All committees should have a Chair and a Deputy. To resolve to amend Terms of Reference for 4 Standing Committees to allow for increase in membership seats (Terms of Reference to be reviewed at the next relevant committee meeting).

- **Asset Management Committee** (6 Councillors-increase to 8)
- **Finance & Scrutiny Committee** (5 Councillors-increase to 6)
- **Planning Committee** (6 Councillors-increase to 8)
- **Staffing Committee** (4 Councillors-increase to 6)

04.B TO APPOINT MEMBERS OF WORKING PARTIES AND GROUPS

To consider appointments to the following working parties or to resolve to disband. Members can nominate themselves. Working parties and groups should have a nominated Lead Councillor.

- **Allotments** (2 Councillors)
- **Easton Jubilee Playing Field** (1 Councillor)
- **Environment Working Group** (7 Councillors) –already incorporates Parish Plan
- **Rights Of Way sub-group** – include in LCN Representatives below?
- **Traffic in Villages sub-group**, including Wookey Hole Traffic Group (3 councillors & 2 members of the public) – include in LCN Representatives below & invite the 2 members of the public to join)

To resolve whether to disband:

- **Heritage Signs Working Group** (3 Councillors) – largely completed
- **Local Authority Reorganisation Research Working Group** (4 Councillors) – Authority re-organised
- **Strategic Planning Working Group** (4 Councillors) – Somerset Council Local Plan

04.C TO APPOINT MEMBERS OF EXTERNAL AGENCIES

To consider appointments to the following organizations. Members can nominate themselves.

- **Local Community Network** (LCN) with voting rights (2 Councillors)
- **LCN Representatives:** a) Active Travel, b) Highways & Traffic; c) Flooding & d) Rights of Way/ Parish Paths Liaison Officer (1 Councillor per group)
- **Brittaines Charity** (1 Councillor / representative)
- **Community Speedwatch** representative (1 Councillor)
- **Coxley Memorial Hall** Committee (2 Councillors)
- **Horrington Primary School** Governor (1 Councillor) – currently an Interim Board
- Dulcote Recreation Ground Board of Trustees reporting to Full Council (5 Councillors tbc)

05. EXCLUSION OF THE PRESS AND PUBLIC

To agree any items to be dealt with after the Press and Public has been excluded from the meeting within the requirements of the [Public Bodies \(Admission to Meetings\) Act \(as amended\) 1960: 18](#)

06. PUBLIC QUESTION TIME

Public speaking time is normally restricted to 15 minutes in total (up to 3 minutes per speaker) at the discretion of the Chairperson. The Chairperson will call from those who are indicating to speak; written questions can also be received in advance of the meeting (by email or letter to the Chairperson or Parish Clerk). As issues raised in the public session may not relate to items on the agenda, no resolution for action can be taken. Members of the Public who would like to speak but who are not able to attend are encouraged to email parishclerk@stcuthbertout-pc.gov.uk and register their request.

07. LOCAL AUTHORITY REPORTS

To receive reports in person or in writing from Somerset Council Councillors. Crime Statistics for Wells & Rural, February 2024, and Cllr Robbin's Somerset Council report are attached. Time for reports is limited to 10 minutes.

08. MINUTES OF ST CUTHBERT (OUT) PARISH COUNCIL ON MONDAY 18TH MARCH 2024

To confirm and sign as correct record the minutes of the Council held on Monday 18th March 2024 (attached).

09. ACCOUNTS FOR PAYMENT

To review and approve a schedule of items of expenditure and issuing of payment [LGA 1972 s150 \(5\)](#). An appointed Member at the meeting to verify all bank reconciliations produced by the RFO (**ANNEX B**).

10. MULTIPLE TRANSPORT ISSUES

To resolve on any preferred course of action regarding the following traffic-related matters:

10.1 Village Signs (Ms Jean Brown, Cllr Zorab): resolve on the purchase of two village gateway signs for East Horrington, and potentially more around the parish

10.2 Roemead Road/B3139 (Cllr Blatchford): pursue the installing of double white lines and a speed restriction in the area along Rookery Farm.

10.3 Footpaths: discuss whether to submit an expression of interest for more activity in maintaining Rights Of Way, and to resolve on the most appropriate committee to handle this.

10.4 Updates: Wookey Hole Road, Milton Lane TRO costs, Horrington School Crossing.

(COMBINED ANNEX C)

11. DOG WASTE BINS CONSENSUS

To gauge a consensus without voting on Full Council attitudes towards installation of dog waste bins, to support Asset Management Resolutions on the issue.

12. UPDATE: WELLS & RURAL LCN

To receive a verbal update on LCN progress generally from Cllr Hathway, & Mr Roger Butler, resident, regarding local flooding, the new Flooding Working Group and James Heapey MP's question in the House of Commons: [Hansard link here](#)

13. UPDATE: ENVIRONMENT WORKING GROUP

To receive an update from Cllr Pettitt or a colleague of the working group.

14. D-DAY80 COMMEMORATIVE EVENT

To request that Full Council approve the arrangements, risk assessment, funding for refreshments & incidentals of £100, invitations and official registration of the beacon-lighting event to commemorate the 80th Anniversary of D-Day **(ANNEX D)**.

15. PARISH COUNCIL SUPPORT SOUGHT

To resolve on whether the Parish Council wish to offer their formal written support to the following matters:

- Wedmore Parish Council Flood proposal
- Shepton Mallet Amulet Theatre
- Coxley Path Project
- YMCA pop-up youth events

(COMBINED ANNEX E)

16. REPORTS OF WARD ACTIVITIES

To hear from any Councillors regarding events in their wards. Time is limited to 2 minutes per ward. Requests for substantive matters required for future agendas should be made to the Parish Clerk.

17. DOCUMENT REVIEWS

To review the documents listed below, approve where amendments have been made or approve without further amendment:

- Consent to hold Contact Info
- Data Protection Policy
- Allotment Tenant Privacy Notice
- Email Privacy Notice
- General Privacy Notice
- Privacy Impact Assessment Form
- Social Media & Electronic Communications policy
- Subject Access Request Form
- Staff Appraisal Documentation (approved by Staffing Committee, 23rd April 2024)

(COMBINED ANNEX G)

18. LOCAL GOVERNMENT OMBUDSMAN COMPLAINT

To resolve on whether to pursue a complaint about Somerset Council's management of Bowring Close.

19. DATE OF NEXT MEETING

Monday June 24th 2024 at **7pm (Dinder)**.