



## ST CUTHBERT (OUT) PARISH COUNCIL

### COUNCIL SUMMONS

Public Notice is hereby given that a meeting of St Cuthbert (Out) Parish Council, which Members are summoned to attend, will be held in Easton Village Hall, Easton BA5 1EP on Wednesday 3rd May 2023 at **7pm**.

A handwritten signature in black ink, appearing to be 'ME', enclosed within a circular scribble.

Michele Exton

**PARISH CLERK**

St Cuthbert (Out) Parish Council

c/o Monitoring Officer

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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 07.*

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 AND OUTGOING CHAIRMAN'S ANNOUNCEMENTS**

### **02. ELECTION OF VICE-CHAIRPERSON**

### **03. 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.

#### **04. CO-OPTION OF UP TO 1 MEMBER TO REPRESENT THE SOUTH WARD**

To co-opt up to 1 Member of the Parish Council to represent the South Ward. Each Candidate has up to 2 minutes to present to the Council why they would be selected as a Parish Councillor to represent part of the Ward. According to Arnold-Baker, the successful Candidates must have received an absolute vote of those present voting: "It follows that if there are more than two Candidates for one vacancy and no one of them at the first count receives a majority over the aggregate votes given to the rest, steps must be then be put to the vote again; this process must, if necessary, be repeated until an absolute majority is obtained".

#### **05. 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*).

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

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

**05.03.** To grant any requests for dispensation as appropriate.

#### **06. EXCLUSION OF THE PRESS AND PUBLIC**

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

#### **07. 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 Chairman. The Chairman 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 Chairman 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.

#### **08. LOCAL AUTHORITY REPORTS**

To receive reports either in person or in writing from:

- Avon & Somerset Police
- Somerset Council Councillors

#### **09. MINUTES OF ST CUTHBERT (OUT) PARISH COUNCIL ON MONDAY 20<sup>TH</sup> MARCH 2023**

To confirm and sign as correct record the minutes of the Council held on Monday 20<sup>th</sup> March 2023 (attached).

#### **10. ACCOUNTS FOR PAYMENT**

To review and approve a schedule of items of expenditure and issuing of payment (ANNEX A1 & A2 and B1 & B2) [LGA 1972 s150 \(5\)](#). An appointed Member at the meeting to verify all bank reconciliations produced by the RFO (ANNEX C).

#### **11. TERMS OF REFERENCE OF COMMITTEES**

To review the Terms of Reference of the Asset Management, Finance & Scrutiny, Planning and Staffing Committees (ANNEX D1, D2, D3 & D4).

## **12. TO APPOINT COMMITTEES**

The Council to consider appointments to the following Committees (The Chairman and Vice-Chairman serve as ex officio on all Committees) (Members can nominate themselves):

- Asset Management Committee (6 Councillors)
- Finance & Scrutiny Committee (5 Councillors)
- Planning Committee (6 Councillors)
- Staffing Committee (4 Councillors)

## **13. TO APPOINT MEMBERS TO WORKING PARTIES**

The Council to consider appointments to the following Working Parties (Members can nominate themselves):

- Allotments (2 Councillors – meetings are held during the working week daytime. Some knowledge/keen interest of allotments would be advantageous)
- Easton Jubilee Playing Field (1 Councillor)
- Environment (7 Councillors) including Rights of Way (sub-group) and Traffic in Villages (sub-group including Wookey Hole Traffic (3 Councillors and 2 Members of the Public)
- Heritage Signs (3 Councillors)
- Local Authority Reorganisation Research (4 Councillors)
- Strategic Planning (4 Councillors)

## **14. TO APPOINT MEMBERS TO OUTSIDE ORGANISATIONS**

The Council to consider appointments to the following organisations (Members can nominate themselves):

- Brittaines Charity (1 Councillor/Representative)
- Community Speed Watch Representative (CSW) (1 Councillor)
- Coxley Village Hall (2 Councillors)
- Horrington Primary School Community Governor (1 Councillor)
- PACT (3 Councillors)
- Parish Path Liaison Officers (PPLO) (2 Councillors)

## **15. TO APPROVE THE COUNCIL'S MEETING SCHEDULE FOR 2023/24**

To consider and approve the proposed meeting schedule for 2023/24 (ANNEX E).

## **16. TO APPROVE THE RENEWAL INVITATION FOR THE COUNCIL'S INSURANCE 2023/24**

To approve the renewal invitation for the Council's insurance 2023/24 (ANNEX F).

## **17. TRUESPEED WAYLEAVE AGREEMENT – EASTON GREEN**

To consider, approve and sign the proposed Wayleave Agreement between the Council and Truespeed for Easton Green (ANNEX J1, J2 & J3).

## **18. WORKING WITH SOMERSET COUNCIL**

To consider further the Council's priorities for working with their LCN and to approve that the Chairman has delegated authority to appoint another attendee at LCN meetings in the Chairman's absence (ANNEX G).

## **19. PLANNING COMMITTEE CONSULTATION RESPONSES**

To retrospectively approve the Council's responses to the Department for Levelling Up, Housing and Communities' consultations on 1) Permitted Development Rights, and 2) Fees and Performance, as submitted by the Planning Committee (ANNEX H1 & H2).

**20. SOMERSET EMERGENCY COMMUNITY CONTACTS (SECCS)**

To receive an update and consider further action following the request received from the Somerset Local Authorities' Civil Contingencies Unit for SECCs (ANNEX I).

**21. ENVIRONMENT WORKING GROUP**

To receive a progress report from the Council's Environment Working Group (EWG) and decide on further actions (ANNEX K).

**22. THE KING'S CORONATION**

To receive an update and any last-minute details for the King's Coronation celebration event at Coxley Recreation Ground.

**23. REPORTING OF WARD ACTIVITIES AT FULL COUNCIL**

To discuss updating Full Council on Ward Activities.

**24. DATE OF NEXT MEETING**

19<sup>th</sup> June 2023.

**25. DATE OF NEXT PARISH MEETING**

9<sup>th</sup> April 2024.