

NOTICE OF A MEETING OF CHURCHSTANTON PARISH COUNCIL

Clerk to the Parish Council: Julie Wardle, 19 Barn Close, Churchinford, Taunton, Somerset, TA3 7DJ
Telephone: 01823 299788 or Email: clerk@churchstantonpc.co.uk

Annual meeting of Churchstanton Parish Council will be held on:

Wednesday 22nd May 2024 at 6:00 pm

In Churchinford Village Hall

Councillors and members of the public should please note that, aside from time allocated for public participation and local Councillor's reports, Parish Council Meetings are executive sessions where agenda items are to be limited to matters to be resolved by the Council during that meeting. For expedience and efficiency, agenda items require a clear proposal (to be seconded) prior to a formal vote. Items which do not require a decision should not be requested for inclusion and instead dealt with through correspondence (with the clerk) until ready for decision. Note that if an item has been put forward for inclusion, the requesting Councillor(s) is requested to provide a summary in advance of the meeting – so that issues are considered efficiently, and effective decisions are reached in good time.

The first item is not part of the formal meeting of the Council

6:00 – 6:35

- **Signing of Declaration of Acceptance of Office & Register of Interest forms** (*Parish Councillors*)
- **Public participation Time**

Agenda

1. **Election of Chairman – Chairman to sign Declaration of Acceptance of Office of Chairman** (*3 mins*)
2. **To resolve to exclude members of the press or public. To agree any items to be dealt with after the press and public have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted (Public bodies (Admission to Meetings Act) 1960**
(*1 min*)
3. **Apologies for absence** (*1 min*)
4. **Declarations of Interest** (*1 min*)
5. **Approval and sign off draft Minutes of the Parish Council meeting held on Thursday 18th May 2023**
(*1 mins - all*)
6. **Election of Vice Chairman** (*3 mins – all*)
7. **Review and Acceptance of Code of Conduct & Revised Model Financial Regulations** (*10 mins – all*)
8. **Agreement of Ordinary Meeting Dates** (*1 min -all*)
9. **Finance - (5 mins - Parish Clerk)**
 - **Balance of Accounts as at 16th May 2024**

Current Account	7530.79
Deposit Account	41204.60
Total	48735.39
Outstanding Payments for approval	
Clear Insurance – Annual Insurance Premium	730.32

BHPN Annual Subscription 2024-2025	100.00
Otterhead Trust Final Invoice	12.73
ElanCity	5615.98
Parish Clerk – Salary (April 2024)	448.63
Sub-total	6907.66
Minus Reserved Funds	NIL
BALANCE Remaining	41827.73

- **Approval of payments**
- **Approval of Regular monthly payments (Direct Debits)**
 - Website (Weebly) – Approximately £12.50/month (£150/year)
 - Telephone Line (Voipfone) - £5.40/month (£64.80/year)
 - Online Services (Microsoft) - £12.36/month Net (£148.32/year)
 - Acrobat Pro (Adobe) - £19.97/month (£239.64/year)
- **Approval of Annual Governance and Accountability Return (AGAR) 2023-2024**
 - Internal Audit – approval
 - Accounting Statement 2023-2024 (including Bank Reconciliation & Explanation of Variances) - approval
 - Annual Governance Statement 2023-2024 – approval
 - Notice of Public Rights & Publication of AGAR – Dates for approval.
- Churchstanton Community Fund – Safeguarding Policy review required.

10. Planning Applications (5 mins / item) – None

- 10/24/0003 - Erection of a poultry shed (broiler house) with construction of extension to access track at Higher Kedge Farm, Churchstanton (Cllr. Phillips)
- 10/24/0004 - Erection of a poultry shed (broiler house) with construction of extension to access track at Higher Kedge Farm, Churchstanton (Cllr. Phillips)
- 10/24/0006/LEW - Application for a Lawful Development Certificate for the existing use of part of an agricultural barn as 1 No. dwelling at Higher Willand Farm, Willand Road, Stapley (Cllr. Firth)
- 10/24/0007 - Replacement of conservatory with the erection of an extension to the side, replacement of conservatory with the erection of rear porch, replacement of workshop/garage/car port with the erection of double garage/workshop to the front and formation of driveway/parking with various alterations at Hillcrest, Honiton Road, Churchinford (Cllr. Foxwell)

11. Parish Event – D-Day Celebration (3 mins – Parish Clerk)

12. Climate Change - Update (5 mins – Cllr. Pearson)

13. Highways / PPLO Update / Outdoor Space - (3 mins)

- OSMG – Proposal that Parish Clerk will work an additional 6 hours / month to act as Secretary to the OSMG with immediate effect.
- Speed Indicator Devices (SID's)
- The Hummingbird – Parking
- SCC Communication – Footpath, Bridleway & Restricted Byways maintenance

14. Parish Councillor Training (5 mins – Parish Clerk)

15. Correspondence – emailed in advance (3 mins - Parish Clerk)

- Community Bleed Kit

16. Items of Future Business for the next Agenda - (2 mins - all)

Julie Wardle
Friday 17th May 2024