

# SHEPTON BEAUCHAMP PARISH COUNCIL

C/o Parish Clerk, Lavender Cottage, Shells Lane, Shepton Beauchamp TA19 0LX  
Email: [clerk@sheptonbeauchamppc.org.uk](mailto:clerk@sheptonbeauchamppc.org.uk)

## NOTICE OF THE PARISH COUNCIL MEETING

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... **7:30pm**

Date... **Monday 20<sup>th</sup> April 2020**

Place... **Virtual meeting Using Zoom software**

To access the meeting members of the public will need to download the Zoom App (see link below) and pre-register your e-mail address with the Parish Clerk ([clerk@sheptonbeauchamppc.org.uk](mailto:clerk@sheptonbeauchamppc.org.uk)) before midday on 20 Apr. The meeting can be accessed between 7.00pm – 9:30 pm, by following the instructions given by the clerk. The Meeting will be recorded throughout.

<https://zoom.us/download>

Councillors will be discussing all the items listed overleaf on the Agenda.

## S. Davies

Stella Davies  
**Parish Clerk**  
14 April 2020

### Prior to the start of the meeting

**7:15pm Questions and comments from members of the public.** During the Meeting members of the public are able to view and listen, however any questions to the Council should be made during the three Open Sessions before, midway and at the end of the meeting.

**7:20pm Reports from County and District Councillors** - The County and District Councillors are invited to give short oral reports on matters affecting the parish.

*Under the Openness of Local Government Bodies Regulations 2014, any member 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 or 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.*

## **SHEPTON BEAUCHAMP PARISH COUNCIL – AGENDA**

**Meeting Monday 20<sup>th</sup> April 7:30 PM**

<b>Ser</b>	<b>Item</b>	<b>Lead</b>	<b>Time</b>
<b>316</b>	<b>To receive apologies for absence and to approve the reasons given (LGA 1972s85(1))</b>	Clerk	1 min
<b>317</b>	<b>Declarations of interest</b> – 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 2011 s33(b-e). (NB this does not preclude any later declarations)	Clerk/ Chair	1 min
<b>318</b>	<b>To approve as a correct record the minutes/decisions of the Extraordinary Parish Council Meeting held by email on Wednesday 25th March 2020 (LGA 1972 sch 12, para 41(1)). To be signed at the next convened meeting.</b>	Chair	1 min
<b>319</b>	<b>Coronavirus Act 2020.</b> The Chairman to update the Councillors on the implications of the Coronavirus Act 2020 and how this will affect the Parish Council working practices.	Chair	5 mins
<b>320</b>	<b>Parish AGM and Parish Council AGM.</b> To resolve the proposal to postpone the Parish AGM and Parish Council AGM (election of Chairman and Councillors) until the Coronavirus ‘Lockdown’ has been lifted.	Chair	3 mins
<b>321</b>	<b>Neighbourhood Support Group.</b> To receive an update on the support scheme and consider any other support that may be required and to resolve additional actions to be taken.	Cllr Finlay / Cllr Martin	5 mins
<b>322</b>	<b>Planning procedures. Planning procedures.</b> To resolve the proposal for un-contentious Planning Applications requiring Council comment before the next Council Meeting are to be delegated to the Clerk, who in consultation with the Chairman and Vice-Chairman of Council will respond. Members of the Council will be informed of applications and will be invited to submit comments to the Clerk before the submission date. Contentious applications will be put forward to the full council.	Chair	5 mins
<b>323</b>	<b>Allotments.</b> To approve the distribution of the National Allotment Society guidance on how to manage allotments in accordance with government regulations during the Coronavirus situation.	Chair	10 mins
<b>324</b>	<b>Insurance.</b> The insurance falls due for renewal on 1 <sup>st</sup> June 2020. To review the Parish Council Insurance Policy and to resolve the	Chair/Clerk	15 mins

actions to be taken.

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| <b>325</b>          | <b>Parish Council website.</b> To resolve the proposal for posting selected Public Notices from Local Authorities and Agencies of interest to the community, together with regular updating, is delegated to the Clerk. Any major changes to be brought to the Parish Council for agreement.  | Chair | 5 mins  |
| <b>326</b>          | <b>Parish Clerk working hours.</b> To delegate to the Staffing Committee the power to agree additional hours as required for the Parish Clerk (reasons to be evidenced by the Parish Clerk).  | Chair | 5 mins  |
| <b>327</b>          | <b>Performance Review of Parish Clerk.</b> To update council members on results of initial performance review.<br><b><u>For information only – no resolution required</u></b>   | Chair | 5 mins  |
| <b>328</b>          | <b>Incremental Pay Rise.</b> Subject to a satisfactory performance review, to approve the increase in pay for the Clerk/RFO by one increment to point 20, backdated to 1 <sup>st</sup> April (as per Contract section 9.2).   | Chair | 5 mins  |
| <b>OPEN SESSION</b> |   |       |         |
| <b>329</b>          | <b>Audit dates.</b> To note that publication date for audited accounts will move from 30 <sup>th</sup> September to 30 <sup>th</sup> November 2020. Draft accounts therefore need to be approved by Council by 31 <sup>st</sup> August 2020 at the latest. The start date for the public inspection period has moved and is now on or before the first working day of September 2020. | Chair | 2 mins  |
| <b>330</b>          | <b>Finance.</b><br><br>To review Bank Reconciliation to 25 <sup>th</sup> March 2020 (previously circulated). To be signed at next convened meeting.<br><br>To Approve payments:<br><br>Chq 605 HMRC – PAYE £76.80<br><br>Chq 606 PATA UK – Payroll charges £7.75<br><br>Chq 607 S Davies – Salary £306.68   | RFO   | 2 mins  |
| <b>331</b>          | <b>Future Grant to Cowleaze Meadow.</b> To consider the proposal that the Parish Council would fund the Cowleaze Committee with an annual grant should the Cowleaze Meadow fund become depleted.  | Chair | 10 mins |
| <b>332</b>          | <b>Reports. To receive updates from councillors:</b><br>Highways – EW / AR<br>Lethbridge Recreational Ground Committee - IF<br>Environment – CL / AJ<br>Ranger - RC   | All   | 10 mins |

Allotments / Cowleaze – RC

Footpaths - SB

**For information only – no resolution required**

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| <b>333</b> | <b>Annex A – Deferred items register – update</b>          | All   | 5 mins |
| <b>334</b> | <b>Annex B – Official correspondence received - review</b> | Clerk | 2 mins |

**OPEN SESSION**

**Date of next meeting:** Monday 18<sup>th</sup> May at 7.30 pm  
(formerly AGM but now ordinary council meeting)