

SHEPTON BEAUCHAMP PARISH COUNCIL

c/o Parish Clerk, Lavender Cottage, Shells Lane, Shepton Beauchamp TA19 0LX
E-mail: clerk@sheptonbeauchampcc.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: **7:30 pm**

Date: **Monday 18th December 2023**

Place: **Village Hall, Middle Street, Shepton Beauchamp. TA19 0LQ**

Councillors will be discussing all the items listed on the agenda



Stella Davies
Parish Clerk
12th December 2023

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.

SHEPTON BEAUCHAMP PARISH COUNCIL - AGENDA

Meeting Monday 18th December 2023 7:30 PM

Ser	Item	Lead	Time
995.	To receive apologies for absence and to approve the reasons given (LGA 1972, s85(1))	Clerk/RFO	1 min
996.	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
997.	To approve as a correct record the minutes/decisions of the Parish Council Meeting held on Monday 20th November 2023 (LGA 1972, sch 12, para 41(1)).	Chair	1 min
998.	Future LCN meetings To resolve which councillors will attend the LCN meetings to be held on 18 th January, 21 st March and 13 th June and provide feedback at the following council meeting.	Chair	5 mins
999.	Grant Application – The Events Team To review the grant application received from the Events Team and resolve whether to give a grant of £802.17 to cover their insurance costs for the year.	Chair	5 mins
1000.	Grant Application – Senior’s Xmas Meal To resolve to give a grant of £133.16 towards the cost of the Christmas Meal for our senior residents.	Clerk	2 mins
1001.	Action Plan v6 To review and re-adopt the Risk Assessment v6 (unresolved from November council meeting).	Chair	10 mins
1002.	Asset & Service Devolution To review the documentation sent by Somerset Council regarding Devolution of services and resolve if the council should send a response (unresolved from November council meeting)	Chair	20 mins
1003.	Annual Leave Policy To resolve to approve and adopt the Annual Leave Policy.	Chair	3 mins
1004.	Staffing Committee To resolve to appoint another councillor onto the committee in line with the Terms of Reference.	Chair	3 mins
1005.	Finance To review the Bank Reconciliation as at 30 th November 2023 (previously circulated).	Clerk/RFO	5 mins

To approve the schedule of payments totalling £1,980.39
(previously circulated)

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| 1006. Report from Clerk/RFO. For information only | Clerk/RFO | 5 mins |
| 1007. Reports. To receive updates from councillors:
Highways – AR
Lethbridge Recreational Ground Committee – TE/AJ
Ranger - NWC
Allotments - NH
Cowleaze - DB
Footpaths – EW | All | 15 mins |

For information only – no resolution required

To resolve to exclude members of the press and public. To agree that items 1008 and 1009 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.

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| 1008. Tender for Lethbridge Recreation Field grass cutting
To review the tenders received and resolve which tender (if any) to accept. | Clerk/RFO | 35 mins |
| 1009. Staffing – in confidence
To approve the recent appraisal carried out for the Clerk/RFO. | Chair | 8 mins |

Date of next meeting: Monday 15th January 2024