

Agenda for the Annual Meeting of Creech St Michael Parish Council
to be held at Creech St Michael Village Hall on
Monday 12 May 2025 at 7.00pm

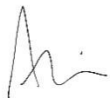
Members of the public and press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by Local Government Act 1972 Section 100 unless precluded by the Parish Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the commencement of the meeting given over specifically for that purpose. Although not a requirement to do so, prior notification to the Clerk and RFO by noon the previous Friday would enable a full response when appropriate to be given.

Members of the public will be able to participate informally from **7.00pm** to allow discussion/comment of agenda items. Those wishing to address the Council during the meeting must make the Chair aware of their intention before the meeting starts. Members of the public wishing to record the meeting are asked to notify the Chair of their intentions so that the appropriate arrangements can be made.

To all members of **Creech St Michael Parish Council**.

You are summoned to attend the Annual Meeting of Creech St Michael Parish Council to be held in the Cartwright room of Creech St Michael Village Hall, on **Monday 12 May 2025 at 7.00pm** when the following business will be transacted.

Yours faithfully



Andrew Williams
Clerk and RFO

AGENDA

1. **Chair's Welcome**
2. **Election of a Chair of Creech St Michael Parish Council. [M]**
3. **Election of a Vice Chair of Creech St Michael Parish Council. [M]**
4. **Parish Council Vacancy**

There is a vacancy for the role of Parish Councillor. Anyone interested in becoming a Councillor is asked to contact the Clerk and RFO prior to 12 May 2025 and to attend the May Annual meeting.

- Candidates to introduce themselves to the Parish Council.
- Parish Councillors to be given the opportunity to ask candidates questions.
- To move to co-opt to the vacant seat. **[M]**

5. Community Question Time

This provides an opportunity for members of the community (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 on matters affecting the Parish of Creech St Michael. No decision can be taken during this session, but the Chair may decide to refer any matter for consideration at another time.

6. Apologies for Absence.

6.1. To receive apologies for absence.

6.2. To approve any apologies for absence. [V]

7. Declarations of Interests.

7.1. Declarations of Individual Members.

7.2. Dispensation Requests. [V]

8. To Receive Somerset Council Councillor's Reports.

Any Somerset Council Councillors who are present, are invited to give short oral or written report on matters affecting the Parish. Members of the public, as well as members of the Council, may ask questions or make comments on matters raised.

9. To Review the minutes of the meeting held on the 7 April 2025. [P] [V]

10. Review and Monitor the Actions Outstanding from Past Meetings – from the minutes of 7 April 2025 and any outstanding from past meetings. [P] [CLERK]

Items for Decision

11. Proposal to dissolve the Planning Committee – to consider a proposal to dissolve the Planning Committee. [P] [V]

12. Proposal to Create a Highways Committee – to consider a proposal to create a Highways Committee. [P] [V]

13. Appointments to the Parish Council Committees. [V]

13.1. Finance Committee

13.2. Staffing Committee

13.3. Highways Committee

13.4. Joint Committee with West Monkton Parish Council

14. Appointments to the Working Groups [V]

14.1. Canal Working Group

15. Standing Orders – to review and approve the continued use of Standing Orders. [P] [V]

16. Committee Terms of Reference

16.1. Finance Committee - to review and approve the continued use of the Finance Committee Terms of Reference. [P] [V]

16.2. Staffing Committee - to review and approve the continued use of the Staffing Committee Terms of Reference. [P] [V]

16.3. Highways Committee - to review and approve the Highways Committee Terms of Reference. [P] [V]

16.4. Joint Committee with West Monkton Parish Council - to review and approve the continued use of the Joint Committee with West Monkton Parish Council Terms of Reference. [P] [V]

- 17. Calendar of Meetings 2025/26** – to approve the calendar of meetings for the year ending 31 March 2026. [P] [V]
- 18. Planning application 14/25/0014 – (Full Planning Permission)** Demolition of dwelling and erection of 1 No. dwelling with garage and home office at The Bungalow, Charlton Road, Creech St Michael. [LINK] [V]
- 19. SALC Subscription** – to consider the subscription renewal for Somerset Association of Local Councils. [P] [V] [CLERK]
- 20. Financial Transactions Report** – to review and approve the Financial Transaction Report for the period between **1 April 2025** and **2 May 2025**. [P] [V] [CLERK]

Committees & Working Groups

21. Highways Working Group

21.1. Feedback from the meeting with Cllr. Richard Wilkins. [MW]

22. Correspondence

22.1. To consider any correspondence received that Councillors wish to raise that has already been circulated. [CLLRS.]

22.2. To note items of correspondence received by the Clerk and RFO deemed appropriate to be brought to the attention of the Parish council. [P] [CLERK]

22.2.1. Citizen’s Advice Parish Dashboard.

22.2.2. Email communication from SpringCHE regarding the progress of a planning application.

23. New Matters to be Carried Forward

Councillors may raise an item for consideration by the Chair.

[V] Vote Required [P] Paper Included [O] Link to Online Material

Exclusion of the Press and Public for any discussion regarding exempt information

The Press and Public will be excluded from the meeting when a report or appendix on this agenda has been classed as confidential, or if the Parish Council wish to receive confidential legal advice at the meeting. If the Parish Council wish to discuss information in Closed Session, then the Parish Council will be asked to agree the following resolution to exclude the press and public:

Exclusion of the Press and Public

To consider passing a resolution having been duly proposed and seconded under Schedule 12A of the Local Government Act 1972 to exclude the press and public from the meeting, on the basis that if they were present during the business to be transacted there would be a likelihood of disclosure of exempt information, within the meaning of Schedule 12A to the Local Government Act 1972:

Reason: Para 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information). (Or for any other reason as stated in the agenda or at the meeting)

Recording of Meetings

Please note that meetings may be recorded by Creech St Michael Parish Council. You should be aware that the Parish Council is a Data Controller under the Data Protection Act 2018. Data collected during the recording will be retained in accordance with the Parish Council's policy. Therefore, unless you are advised otherwise, by attending the Council Meeting and/or speaking during Public Question Time you are consenting to being recorded and to the possible use of the sound or video recording for access via the website or for training purposes. If you have any queries regarding this, please contact the Clerk and RFO.

This meeting will be broadcast live via an internet streaming service to allow for wider public participation in the event. By attending the Council Meeting and/or speaking during Public Question Time you are consenting to being broadcast via the Zoom platform. If you have any queries regarding this, please contact the Clerk and RFO.

Andrew Williams, Creech St Michael Parish Council, Clerk and RFO, 07708680797, Email clerk@creechstmichael.net

The next Parish Council Meeting is [DAY & DATE].