

Agenda for the Annual Meeting of Creech St Michael Parish Council
to be held at Creech St Michael Village Hall on
Monday 15th May 2023 at 6:00pm

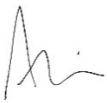
Members of the public and press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by Local Government Act 1972 Section 100 unless precluded by the Parish Council by resolution during the whole or part of the proceedings. 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 6.00pm 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 15th May 2023 at 6.00pm when the following business will be transacted.

Yours faithfully



Andrew Williams
Clerk and RFO

A PARISH
TO BE
PROUD OF

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. **Election of a Chair to the Parish Council Committees. [M]**
 - 4.1. Finance Committee
 - 4.2. Staffing Committee
 - 4.3. Planning Committee
5. **Appointments to the Parish Council Committees. [M]**
 - 5.1. Finance Committee
 - 5.2. Staffing Committee
 - 5.3. Planning Committee
6. **Calendar of Meetings 2023/24** – to approve the calendar of meetings for the year ending 31st March 2024. **[P]**
[M]
7. **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.

8. To receive County and District Councillors' Reports

Any County & District 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 receive and agree any apologies for non attendance

10. Declarations of Interests

10.1.Declarations of Individual Members

10.2.Dispensation Request

11. Parish Council Vacancies

There are currently a number of vacancies for the role of Parish Councillor. Anyone interested in becoming a Councillor is asked to contact the Clerk and RFO prior to 15th May 2023 and to attend the May meeting.

- Candidates to introduce themselves to council.
- Councillors to be given the opportunity to ask candidates questions.
- Co-opt the vacant seats. [M]

12. Minutes

12.1.to **Review and Approve** the minutes of the meeting held on 11th April 2023. [P] [M]

12.2.to **Review and Approve** the minutes of the Planning Committee meeting held on 25th April 2023. [P] [M]

13. Review and Monitor the Actions Outstanding from Past Meetings – from the minutes of 11th April 2023 and any outstanding from past meetings. [P] [CLERK]

Items for Decision

14. Allotment Lease Agreement – to approve a proposal to agree a new lease with the landowner for the provision of land for use by the Allotment Society. [P] [M] [CLERK]

15. Memorandum of Understanding – to approve the signing of an agreement between the Parish Council and Somerset Council to allow for the installation and operation of Speed Indicator Devices. [P] [M] [CLERK]

16. Ruishton & Thornfalcon Parish Council Neighbourhood Development Plan – to consider the proposed plan and agree a response to the consultation. [P] [M] [CLERK]

17. End of Year Financial report – to approve the financial report for the year ending 31st March 2023. [P] [M] [CLERK]

18. Financial Transactions Report – to review and approve the Financial Transaction Report for the period between 29.03.2023 and 08.05.2023. [P] [M] [CLERK]

Updates from Committees, Panels and Working Groups

19. Finance Committee [DG]
20. Recreation Park Committee
21. Staffing Committee

- 22. Traffic Panel [CC]
22.1.Speed Indicator Device Data Report. [P] [CLERK]
- 23. Newsletter Working Group [AP]

Other Matters

- 24. **Correspondence**
 - 24.1. To consider any correspondence received that Councillors wish to raise that has already been circulated. [CLLRS.]
 - 24.2. 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]
- 25. Freedom of Information request. [P] [CLERK]
- 26. **New Matters to be Carried Forward**
Councillors may raise an item for consideration by the Chair.
- 27. **Council to Decide if to Exclude Members of the Public and Press for the Following Item(s) [M]**
 - 27.1. **Staffing Committee Recommendation** – proposal to amend the terms and conditions of the Clerk and RFO. [P] [M]

[V] Vote Required [P] Paper Included [O] Link to Online Material [Initials] Lead Member/Officer

Please note that meetings may be recorded by CSM PC. You should be aware that the Council is a Data Controller under the Data Protection Act 2018. Data collected during the recording will be retained in accordance with the 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 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, CSM PC, Clerk and RFO, 07708680797, Email clerk@creechstmichael.net