

CREECH ST MICHAEL PARISH COUNCIL

Agenda for the Annual Meeting of the Parish for Creech St Michael Parish Council [CSMPC]
to be held at Creech St Michael Village Hall on **Monday 16th May 2022 at 7:00pm**

1.	Chair's welcome
2.	Election of Chair and to receive the Chair's declaration of office [V]
3.	To receive any apologies for absence
4.	Election of Vice Chair and to receive the Vice Chair's declaration of office [V]
5.	<p>Vacancies on the Parish Council</p> <ul style="list-style-type: none"> - There are currently three vacancies on the council. Anyone interested in becoming a Councillor is asked to contact the Assistant to Clerk prior to May 16th and to attend the May meeting. Note: 3 meeting rule does not apply as not recorded in the SO. - email from Simon Pritchard - Assistant CEO, Council Training & Advice - Candidates to introduce themselves - Councillors to ask candidates questions - Co-opt the vacant seats [V]
6.	To receive the Councillor's declaration of office
7.	<p>Declarations of Interests</p> <p>4.1 Declarations of Individual Members</p> <p>Cllr. Davidson – ongoing confirmation of a conflict of interest - pecuniary interest in the Canal car park.</p> <p>4.2 Dispensation Request [V]</p>
8.	Talk by Rob Parish (5 minutes) - Project Developer of Novus. Proposing a Solar and Battery Storage project at Ham Farm.
9.	Public Question time - Public and Press will be noted. Member of public can speak for up to 5 minutes.
10.	Minutes - to approve the Minutes of the meeting held on 4 th April 2022 [V]
11.	Review of delegation arrangements and terms of references to committees, sub-committees, employees and other local authorities. [V]
12.	<p>Receipt of nominations to existing committees.</p> <ul style="list-style-type: none"> - Volunteer to be the Bus Representative [V] - Proposed for Margaret Gover to be added to the Staffing Committee [V] - Agree Panel/Committee spreadsheet [V]
13.	<p>Arrangements for the review and adoption of appropriate standing orders and financial regulations. [V]</p> <ul style="list-style-type: none"> - Financial regulations were adopted in March 2022
14.	Adoption of new LGA Model Code of Conduct – email from SWAT. [V]
15.	<p>Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.</p> <ul style="list-style-type: none"> - Not applicable, proposed to remove this item from SO [V]
16.	<p>Review of representation on or work with external bodies and arrangements for reporting back. [V]</p> <ul style="list-style-type: none"> - United Charities
17.	<p>Make arrangements for the review of inventory of land and assets including buildings and office equipment.</p> <ul style="list-style-type: none"> - Inventory audit not required at present. - To agree who is going to analyse and action the findings - Date for next inventory check - at least September, add pictures and “what three word” locations (or similar).
18.	<p>Make arrangements for the review and confirmation of arrangements for insurance cover in respect of all insured risks.</p> <ul style="list-style-type: none"> - Mid way through the second year of a 5 year Insurance contract.
19.	<p>Make arrangements for the review of the Council's and/or employees' memberships of other bodies.</p> <ul style="list-style-type: none"> - New clerk to create a spreadsheet
20.	Make arrangements for the establishment or review of the Council's complaints procedure. Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998. [V]
21.	Make arrangements for the establishment or review of the Council's policy for dealing with the press/media. [V]
22.	To receive County and District Councillors' Reports.

23.	Matters arising - from the Minutes of the meeting held on 4 th April [Action points from minutes].
24.	Planning Applications - To consider the following application/s and to agree a response. [V]

Application Reference	Date on application	Description	Expiry Date
14/22/0013	06/04/2022	Erection of front porch with alterations to windows on the front elevation at Willows, Bull Street, Creech St Michael	17/05/2022
14/22/0014	22/04/2022	Erection of a two storey extension to the rear of 11 Mill Lane, Creech St Michael	20/05/2022
14/22/0017	11/04/2022	Erection of extension to garage with conversion into ancillary accommodation with erection of first floor extension to the rear, erection of porch to front, installation of photo voltaic panels to roof, reconstruction of front boundary wall and construction of driveway at Delta, Curvalion Road, Creech St Michael	17/05/2022
14/22/0018/T	12/04/2022	Application to carry out management works to one Cedar tree included in Taunton Deane Borough (Creech St. Michael No.1) Tree Preservation Order 1977 at 5 The Glebe, Creech St. Michael (TD122)	31/05/2022
14/22/0019/T	19/04/2022	Application to fell three Ash trees and to coppice two Alders included in Taunton Deane Borough (Creech St. Michael No.1) Tree Preservation Order 2011 on land to the south of Walford Farmhouse, Walford Cross (TD1082)	06/06/2022
14/22/0021	09/05/2022	Erection of a first floor extension to the side of 11 Homefield Close, Creech St Michael	30/05/2022

25.	<p>Finance - PB</p> <ul style="list-style-type: none"> - To agree the monthly payments in the Financial Transaction Report (circulated in advance of the meeting) [V] - Bank Address - old Clerks address is still on correspondence - Final Year End A/cs. To receive the final accounts for the year 2021-2022 and bank reconciliation and asset listing (separately circulated) [V] - Internal Audit 21/22. To receive the report of the Internal Auditor and the RFO. - Annual Governance Statement. Cllrs. to review and confirm each responsibility has been undertaken during the year 21/22. - Accounting Statements. Cllrs. to review the Accounting Statements for the year 21/22. [V] - Banking. To consider additional signatories to the bank account. [V]
	Committees, Panels and Working Groups - (reports circulated in advance of the meeting)
26.	Planning, Developments & Transport Panel - brief update - PB
27.	Canal Panel - brief update - ND
28.	PIP working group - brief update
29.	Comms and Website working group - brief update - PB
30.	Community Grant Fund Panel - brief update - AP
31.	Footpaths/Rights of Way - brief update
32.	Rec Park Panel - Panel member - survey
33.	Staffing Committee - ND - Training - assistant to clerk's email - proposed for the clerk and all Cllrs. to take up training opportunities - Line Manager for Caretaker [V] - IT for clerks [V] - Clerks phone
34.	Affordable Housing – Email from Kevin Ferriday, Vice-Chair, Nether Stowey Parish Council. Proposed to respond to join and support the forum - Chair [V]
35.	Love Musgrove Launches 25th Anniversary Appeal – Email from fundraising team, donation request - Chair [V]
36.	Notice Boards – Decide between options - Chair [V]
37.	VH Surgery - Volunteer for June - AP
38.	Civility and Respect Email - Consider writing a letter of support - AP [V]

39.	Risk assessment for Park and Zurich Insurance - Update AP
40.	Village clean-up day - AP
41.	Somerset Jubilee Parish Portraits - Chair - email from Somerset Archives and Local Studies.
42.	Bench at North End - Chair
43.	Correspondence - To consider any correspondence received that Cllrs wish to raise that has already been circulated. [no resolutions can be made]
44.	New Matters to be carried forward
45.	Council to decide if to exclude Public and Press for these items Staffing Committee items – ND - Clerk/RFO and Clerk job roles/titles [V] - Proposal from the Staffing Committee to appoint the new Clerk and RFO to start as soon as possible. CV already circulated to councillors [V]

[V] = Where a resolution (vote) is expected

Tamsin Ely, CSM PC, Assistant to the Clerk, 07708680797, Email clerk@creechstmichael.net

The next Creech St Michael (CSM) Parish Council meetings are on:

Monday 13 June 2022	at 7pm in the CSM Village Hall
Monday 04 July 2022	at 7pm in the CSM Village Hall
Monday 01 August 2022	at 7pm in the CSM Village Hall
Monday 05 September 2022	at 7pm in the CSM Village Hall
Monday 03 October 2022	at 7pm in the CSM Village Hall
Monday 07 November 2022	at 7pm in the CSM Village Hall
Monday 05 December 2022	at 7pm in the CSM Village Hall

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