

## CREECH ST MICHAEL PARISH COUNCIL

**Approved Minutes** for the Meeting of Creech St Michael Parish Council held at Creech St Michael Village Hall on **Monday 2 October 2023 at 7.00pm**


### Councillor Attendance

Cllr. Annabelle Peters – Chair	AP	Present	Cllr, Neil Davidson – Vice Chair	ND	Present
Cllr. Adrian Birch	AB	Present	Cllr. Charlie Cudlip	CC	Present
Cllr. David Griffin	DG	Present	Cllr. Stephen Greenhalgh	SG	Present
Cllr. Diane Phillips	DP	Present	Cllr. Paul Tucker	PT	Present

**Also Present:** 9 (nine) and Andrew Williams, Creech St Michael Parish Clerk and Responsible Financial Officer.

**Meeting started at 7.00pm**

1.0	<b>Chair's welcome</b>
	AP welcomed everyone to the meeting.
2.0	<b>Public Question time</b> - Questions asked by the Public and Press will be noted.
	There were no questions from those present.
3.0	<b>To receive Somerset Council Councillors' Reports</b>
	Apologies had been received from Cllr. Cavill and Cllr. Fothergill. Cllr. Fothergill had circulated an update by email to the Clerk and RFO and this would be forwarded to members following this meeting.
4.0	<b>To receive any apologies for absence</b>
	Apologies had been received from Cllr. Giles, Cllr. Hunt and Cllr. Roe.
5.0	<b>Declarations of Interests</b>
	<b>5.1 Declarations of Individual Members</b>
	None.
	<b>5.2 Dispensation Request</b>
	None.
6.0	<b>Minutes</b>
	To <b>Review and Approve</b> the minutes of the meeting held on 4 September 2023. <b>[M]</b>
	The minutes were approved, subject to the following amendment; that Cllr. Davidson absence be amended to show that he had sent apologies. The Clerk and RFO had been shown evidence that Cllr. Davidson had sent apologies ahead of the meeting.

Approved by  Date 06.11.2023  
Chair of the Meeting

	Prop: AP	Sec:CC	In Favour:8	Against:0	Abstain:0
7.0	<b>Review and Monitor the Actions Outstanding from Past Meetings</b> – See Appendix A for details of action points and progress toward the completion of each action.				
	<b>Items for Decision</b>				
8.0	<b>Councillor Attendance Policy</b> – to approve the proposed Councillor Attendance Policy. [M]  The Clerk and RFO introduced the Policy and explained that it was produced in response to a request from members to provide clarity on the process for reporting and approving member absence.  The Councillor Attendance Policy was approved.				
	Prop:AP	Sec:CC	In Favour:8	Against:0	Abstain:0
9.0	<b>Risk Register</b> – to approve the draft Risk Register and to seek contributions to the register from members. [M]  The draft risk register was presented for consideration. The Clerk and RFO asked that all members review the document and identify additional areas where risks were present. The Chairs of individual committees were asked to consider their specific areas.  DP asked that the document be colour-coded to aid understanding.  <b>Action:</b> Members to identify risks that are not listed and forward these to the Clerk and RFO.  The draft Risk Register was approved.				
	Prop:AP	Sec:DP	In Favour:8	Against:0	Abstain:0
10.0	<b>Policy &amp; Procedure Reviews</b>  10.1 Freedom of Information Policy [M] No changes to the Policy were proposed and the review was completed and approved.				
	Prop:AP	Sec:SG	In Favour:8	Against:0	Abstain:0
	10.2 General Privacy Notice [M] No changes to the Privacy Notice were proposed and the review was completed and approved.				
	Prop:AP	Sec:PT	In Favour:8	Against:0	Abstain:0
11.0	<b>Financial Transactions Report</b> – to review and approve the Financial Transaction Report for the period between 26.08.2023 and 22.09.2023. [M]  The Financial Transaction Report was approved.				
	Prop:AP	Sec:ND	In Favour:8	Against:0	Abstain:0
	<b>Items for Discussion</b>				
12.0	<b>Langaller Park (formerly MH2) Development Update</b>				

	The Clerk and RFO updated members on discussions with West Monkton Parish Council and the Developer's Representative and the Lead Planning Officer. Meetings were scheduled for October 10 with a representative from Somerset Council Highways and on October 20 with the Developer's Representative and Lead Planning Officer. The Clerk and RFO would circulate these dates after the meeting and members were encouraged to attend.
13.0	<b>Feedback from Taunton Garden Town Advisory Board meeting held on 29 Sept. 2023</b>  CC provided a summary of the meeting he had attended with the Clerk and RFO. One of the main themes discussed was the concept of parish and town councils taking a lead in acting as Stewards for community assets once developments had been completed.
14.0	<b>Woodland Trust – Community Tree Planting Project</b>  The Clerk and RFO shared details of the offer from the Woodland Trust of free trees to be planted within the community. The Clerk and RFO was asked to explore the offer further.
	<b>Updates from Committees, Panels and Working Groups</b>
15.0	<b>Finance Committee</b>  DG confirmed that a meeting of the committee was scheduled for later in the month.
16.0	<b>Staffing Committee</b>  ND provided a summary of the issues that were discussed at the recent Staffing Committee meeting. These included a new performance appraisal policy and procedure and annual leave policy, a discussion about the annual pay review and whether to apply it ahead of a national agreement and a request to review staff member hours, in light of changing workloads.
17.0	<b>Planning Committee</b>  17.1 Neighbourhood Plan Updates The Committee had recently held an informal meeting to discuss how to progress the revision of the Neighbourhood Plan. A resident, with specialist knowledge of planning had offered to support the process of reviewing the current plan and this was progressing.
18.0	<b>Canal Panel</b>  18.1 Meeting with Canal & River's Trust The meeting scheduled with the representative from the Canal & River's Trust to discuss canal-side signage had been not happened, as the representative had failed to attend. The Clerk and RFO was attempting to arrange a new meeting date.
19.0	<b>Party in the Park Working Group</b> AB to bring forward a proposal for expenditure for the planned Christmas event and asked that a debit card be provided to the group for use in future events.
20.0	<b>2024 Events</b> 20.1 Tug of War AP confirmed the intention to progress the tug of war event in 2024 with the preferred location being over the River Tone. The proposed dates for the event were the 22 or 29 June 2024.
21.0	<b>Newsletter Working Group</b> AP asked that members send any articles for inclusion in the newsletter be forwarded to her or the Clerk and RFO as soon as possible.

22.0	<b>Footpaths</b> The Footpaths' Volunteer had provided a brief update. An enquiry from a resident relating to a stile at Cathill Farm had been dealt with.
	<b>Other Matters</b>
23.0	<b>Correspondence</b>
	<b>23.1 To consider any correspondence received that Councillors wish to raise that has already been circulated.</b>
	None.
	<b>23.2 To note items of correspondence received by the Clerk and RFO deemed appropriate to be brought to the attention of the Parish council.</b>
	None.
24.0	<b>New Matters to be Carried Forward</b>
	None.

The meeting ended at 8.04pm

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

Andrew Williams, CSM PC, Clerk and RFO, 07708 680797, email clerk@creechstmichael.net

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

06 November 2023

04 December 2023

08 January 2024

at 7pm in the CSM Village Hall

at 7pm in the CSM Village Hall

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