



## ST CUTHBERT (OUT) PARISH COUNCIL

### COUNCIL SUMMONS

Public Notice is hereby given that a meeting of St Cuthbert (Out) Parish Council, which Members are summoned to attend, will be held in Coxley Memorial Hall, Coxley BA5 1QZ on Thursday 18<sup>th</sup> May 2017 at 7pm.

A handwritten signature in black ink, appearing to be 'ME', enclosed within a circular scribble.

Michele Exton

#### **PARISH CLERK**

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The Chairman will begin the formal business of the Council which is open to the public to attend; during the meeting there is an opportunity for Members of the Public to speak.

Visit the website to view all supporting papers for the Agenda below. CONFIDENTIAL papers are only sent to elected members and are not available on line. All documents are PDF (or equivalent) and can be downloaded to a suitable device.

## **A G E N D A**

### **01. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

Council to receive apologies for absence and, if appropriate, to resolve to approve the reasons given. LGA 1972 s85(1)

### **02. CO-OPTION OF TWO MEMBERS TO REPRESENT EAST WARD AND WEST WARD**

To co-opt two Members of the Parish Council to represent EAST Ward and WEST Ward. Each Candidate has up to 2 minutes to present to the Council why they would be selected as a Parish Councillor to represent part of the Ward.

According to Arnold-Baker, the successful Candidates must have received an absolute vote of those present voting: "It follows that if there are more than two candidates for one vacancy and no one of them at the first count receives a majority over the aggregate votes given to the rest, steps must be taken to strike off the Candidate with the least number of votes and the remainder must then be put to the vote again; this process must, if necessary, be repeated until an absolute majority is obtained".

**03. ELECTION OF CHAIRMAN**

**04. ELECTION OF VICE CHAIRMAN**

**05. CHAIRMAN'S ANNOUNCEMENTS**

**06. DECLARATIONS OF INTEREST**

Members to declare any interests they may have in agenda items that accord with the requirements of the [Local Authorities \(Model Code of Conduct\) Order 2007 SI No.1159](#). *(NB this does not preclude any later declarations).*

**07. EXCLUSION OF THE PRESS AND PUBLIC**

To agree any items to be dealt with after the Public and Press has been excluded from the meeting within the requirements of the [Public Bodies \(Admission to Meetings\) Act \(as amended\) 1960](#).

**08. PUBLIC QUESTION TIME**

Public speaking time is normally restricted to 15 minutes in total (up to 3 minutes per speaker) at the discretion of the Chairman. The Chairman will call from those who are indicating to speak; written questions can also be received in advance of the meeting (by eMail or letter to the Chairman or Parish Clerk). As issues raised in public session may not relate to items on the agenda, no resolution for action can be taken.

**09. LOCAL AUTHORITY REPORTS**

To receive reports either in person or in writing from:

- Avon & Somerset Police
- Somerset County Councillors
- Mendip District Councillors

**10. FUNDING OF REPLACEMENT 67 BUS SERVICE BY PARISH AND TOWN COUNCILS AFTER 21<sup>ST</sup> JULY 2017**

To receive an update on the proposed replacement 67 bus service and to consider and to approve the Council's funding contribution for an identified trial period.

**11. PLANNING APPLICATION FOR A CARPARK AT WOOKEY HOLE ALLOTMENTS**

To consider the options for preparation and submission of a planning application for a carpark at Wookey Hole allotments.

**12. BURCOTT LANE SUMMIT ACCIDENT HOTSPOT**

To receive an update on requested Highways improvements on Burcott Lane.

**13. TO APPROVE THE COUNCIL'S MEETING SCHEDULE FOR 2017/2018**

To consider and approve the proposed meeting schedule for 2017/2018 (ANNEX F).

#### **14. TO APPOINT COMMITTEES**

The Council to consider appointments to the following Committees (The Chairman serves as ex officio on all Committees) (Members can nominate themselves):

- Planning Committee (8 Councillors)
- Finance & Scrutiny Committee (5 Councillors)
- Staffing Committee (5 Councillors)

#### **15. TO APPOINT MEMBERS TO WORKING PARTIES**

The Council to consider appointments to the following working parties (Members can nominate themselves (but can't propose or second themselves)):

- Neighbourhood Plan (minimum 4 Councillors)
- Allotments (2 Councillors – meetings are held during the working week daytime. Some knowledge/keen interest of allotments would be advantageous)
- Land Holding (minimum 4 Councillors)
- Footpaths (minimum 4 Councillors)
- Fingerposts (minimum 4 Councillors)

#### **16. TO APPOINT MEMBERS TO OUTSIDE ORGANISATIONS**

The Council to consider appointments to the following organisations (Members can nominate themselves (but can't propose or second themselves)):

- Coxley Village Hall (2 Councillors)
- Coxley Playing Field (1 Councillor)
- Brittaines Charity (1 Councillor)
- Community Speed Watch Representative (CSW) (1 Councillor)
- PACT (4 Councillors)
- Parish Path Liaison Officer (PPLO) (1 Councillor)

#### **17. MINUTES OF ST CUTHBERT OUT PARISH COUNCIL HELD ON MONDAY 24<sup>TH</sup> APRIL 2017**

To confirm and sign as correct record the minutes of the Council held on Monday 24<sup>th</sup> April 2017 (attached).

#### **18. TO REAFFIRM ACCEPTANCE OF FINANCIAL AND STANDING ORDERS OF THE COUNCIL**

The Council to re-affirm Standing Orders.

#### **19. TO REAFFIRM THE RESPONSIBLE FINANCIAL OFFICER (RFO) FOR 2017/2018**

The Council to re-affirm the Responsible Financial Officer (RFO).

#### **20. ACCOUNTS 2016/2017**

To approve the Accounts for 2016/2017 (ANNEX D) and the Statement of Internal Control (ANNEX E).

#### **21. TO APPROVE QUOTE FOR INSURANCE.**

To approve the quotation from Came & Company to renew the Council insurance cover (ANNEX G).

#### **22. NEW NOTICEBOARD FOR THE ALLOTMENTS**

To approve the purchase of a new noticeboard for the allotments.

**23. ACCOUNTS FOR PAYMENT**

To review and approve a schedule of items of expenditure and issuing of payment (ANNEX A, B & C) – LGA 1972 s150 (5).

**24. ANY OTHER MATTERS OF URGENT REPORT**

*Note: This item is for general matters that are urgent, need some form of informal action or that which Members wish to update the Council on. No decisions can be made under this item; decisions can only be made on items on the Agenda under a clear heading with the business to be transacted.*

**25. DATE AND VENUE OF NEXT MEETING**

Wednesday 7<sup>th</sup> June 2017, Wookey Hole Community Hall at 7pm.

**26. DATE AND VENUE OF NEXT PARISH MEETING**

TBA.