



NOTICE OF PARISH COUNCIL MEETING¹

To: Members of the Council

**You are hereby summoned to attend a meeting on
Wednesday 19th June 2024 at 7.00pm, at Over Stowey Village Hall**

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety and Human Rights.

- 1. Apologies for Absence**
- 2. Members of the Public (if a member of the public wishes to ask a question or make a comment on an agenda item, please contact the Clerk at least 24 hours before the meeting start time)**
- 3. Declarations of Members Interests in Respect of Items on the Agenda**
- 4. Minutes of the Annual Meeting of the Parish Council meeting held on May 22nd 2024**
- 5. Correspondence:**
- 6. Items for Discussion:**
 - a. Review of policies:**
 - i. Complaints Procedure
 - ii. Freedom of Information
 - iii. Data Protection
 - iv. Retention of Documents Policy
 - v. Press and Media Policy
 - vi. Employment Contract
 - vii. Grievance and Disciplinary Policy
 - viii. Code of Conduct – including feedback from SALC training
 - ix. Standing Orders
 - x. Financial Regulations
 - b. Somerset Council update – to include feedback from June 2024 LCN meeting**
 - c. Highways updates and new issues:**
 - i. Follow up re issues at Friarn – inspection camera update
 - ii. Issues at Cockercombe
 - iii. Pothole repair options
 - iv. Feedback from Highways re Marsh Mills crossroads safety options
 - d. Consider next step re diseased ash tree**

¹ N. B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119).

- e. Chair's Award
- f. Review of donation request from Over Stowey Village Hall and Recreation Ground Committee (if received)
- g. Consider work to be undertaken at the cemetery
- h. Discussion re water running down the road towards the cemetery
- i. Possible projects for the parish
 - i. Fingerpost signs cleaning and maintenance – update and review of quotes

7. Matters Arising for the Agenda for the May 2024 meeting:

- a. Consider and agree Biodiversity Policy for the parish of Over Stowey

8. Planning applications:

- a. Planning Application
- b. Planning updates
- c. Resolution to hold a confidential session for item 8.d. below
- d. Report of potential breach of planning and potential breach of planning updates

9. Personnel:

10. Financial Matters:

- a. Receive and approve report from Internal Auditor
- b. Receive and approve the Annual Governance and Accountability Return – Section 1 The Annual Governance Statement
- c. Receive and approve the Annual Governance and Accountability Return – Section 2 The Accounting Statements
- d. Receive and approve Certificate of Exemption re Annual Return
- e. Consider McAfee renewal options
- f. Payments

i. Clerks Wages	June 2024	325.00
ii. Internal Auditor	AGAR 23/24	25.00
iii. McAfee	Laptop security (tbc re item 10.e.)	
iv. Over Stowey Village Hall and Recreation Ground Committee	Donation request (amount tbc if received for this meeting re item 6.f.)	
v. Mobile phone contract D/D June 2024		<u>26.25</u>
TOTAL TBC re items 10.f.iii. and 10.f.iv.		£

11. Date of Next Meeting:

Wednesday 17th July 2024 at 7.00pm at Over Stowey Village Hall and the next meeting after the summer break will be held on Wednesday 18th September 2024

Amanda McMurren Clerk to Over Stowey Parish Council

To Members of the Parish Council: Cllr P Tully, Cllr K Barrow, Cllr R Curtis, Cllr B Bartlett, Cllr D Peaster, Cllr G Goddard, Cllr Lindley

Somerset Council: Cllrs Mike Caswell and Brian Bolt