

STOKE ST. MICHAEL PARISH COUNCIL

To all Members of Stoke St Michael Parish Council

You are hereby summoned to attend a meeting of Stoke St Michael Parish Council for the purpose of transacting the following business

Kate Egan Clerk to the Council

Agenda for the Meeting of STOKE ST MICHAEL PARISH COUNCIL

To be held on Thursday 5th September at Stoke St Michael War Memorial Hall,
Stoke Hill, Stoke St Michael Starting at 7.30pm

1. **Welcome by the Chairman.**
2. **Apologies for absence**
3. **Absent**
4. **(a) To receive declaration of interests from Councillors on items on the agenda**
(b) To receive written requests for dispensations for disclosable pecuniary interests
Cllr Anna Mears has a written request for dispensation in relation to the Millennium Wood for four years (expires September 2027). Cllr Keith Hambly has a written request for dispensation in relation to Stoke St Michael Community Field for one year (expires September 2024). Cllr Amanda Taylor has a written request for dispensation in relation to Stoke St Michael Community Field, Stoke St Michael Community Events and Stoke St Michael Woodland Group for four years (expires January 2028)
(c) To grant any requests for dispensation as appropriate.
5. **Public Session.**
6. **Somerset Councillor Reports**
7. **To confirm the minutes of the Parish Council Meeting held on 18th July 2024, previously circulated**
8. **Planning Applications – If other planning applications are received between the date of this notice and the date of the meeting, they may be considered.**
9. **Planning Applications – Responses to be noted from Somerset Council**
 - (a) 2024/0807/FUL** Erection of ground mounted domestic PV solar panels. Plot north of Somers Farm, Burnt House Lane, Stoke St Michael. **Decision** Somerset Council have granted approval.
 - (b) 2024/1169/HSE** Erection of two storey side extension – Fair View, Stoke Hill, Stoke St Michael. **Decision** Somerset Council have granted approval.
10. **To Be Resolved / Discussed**
 - (a)** To consider the quote for the removal of the tree in the churchyard with the proposal to appoint a contractor to carry out the works.
 - (b)** To consider the proposal to create a working party to create an Emergency Plan for the village

- (c) To consider the proposal to reappoint Do the Numbers Ltd as the Internal Auditor for 2024-2025 at a cost of £280.00
- (d) To note the structural survey for the installation of a new bridge and to consider the next steps and the possible proposal to seek tenders for the creation of a new bridge
- (e) To note the report on the devolution of services and to consider registering for the volunteer training and to register an interest for the enhanced routine maintenance service.
- (f) To consider the request to extend the speed limit to include Withybrook and request a Traffic Regulation Order from Somerset Council, please note that any costs for the works would need to be covered by the Parish Council.

11. To consider approval and adoption of the following Policies and Terms of Reference

- (a) Model NALC Financial Regulations, updated in April 2024
- (b) Terms of Reference for the Working Party to discuss ideas for Youth Services within the village
- (c) Terms of Reference for the Working Party to create an emergency plan for the Parish.

12. Clerk / Councillors Report

- (a) The replacement bus shelter was replaced in the middle of September following a permit for temporary traffic lights being granted. Thank you to the residents who moved their cars so allowing access.
- (b) The Parish Council were contacted regarding a small encampment on open space owned by the Parish Council. Local services were involved and the situation is being monitored.
- (c) All the Grit Bins have been checked within the parish and were found to be full. Somerset Council have been informed and removed Stoke St Michael from the refilling list for this year.

13 Reports from the Working Parties

- (a) Update from the Youth Services working party

14 . Finance

Bank Balances as at: - 28th August 2024

Unity Current Account – £13,132.41

Unity Savings Account – £49,098.60

To note the Conclusion of Audit from the External Auditor.

“On the basis of our review of sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. Although in the conclusion of their detailed report, the internal auditor has drawn attention to weaknesses in relation to contract approval. The smaller authority must ensure that action is taken to address this area of weakness in a timely manner.”

Receipts

- (a) Burial Fees - £142.00 (cheque) paid into the bank 22.07.24
- (b) Burial Fees - £142.00 (cheque) paid into the bank 23.08.2024

Payments

- (c) Clerks Salary and Expenses July and August - £780.58
- (d) And Design – structural survey for the Bridge - £384.00
- (e) Primrose Garden Maintenance - £729.05
- (f) PKF Littlejohn – External Auditor - £252.00
- (g) SALC – Annual Membership - £280.43
- (h) Stoke St Michael War Memorial Hall – Hall Hire - £120.00
- (i) GW Shelter Solutions – Replacement bus shelter - £7028.40
- (j) Primrose Garden Maintenance Ltd - £729.05

15 Correspondence

- (a) Shepton LCN Emergency Planning Workshop August 13th – forwarded 19.07.24
- (b) Conservative Group Briefing Sheet for Parish and Town Councils – August 24 – forwarded 01.08.24

16 Matters to report / items for next agenda

17 Date and time of next meeting: Thursday 17th October 2024 starting at 7.30pm. Stoke St Michael War Memorial Hall.