

WEST AND MIDDLE CHINNOCK PARISH COUNCIL

Chairman: Mr Mark Bennett

Clerk: Ms Kim Duller

AGENDA

ANNUAL MEETING OF THE PARISH COUNCIL 8th May 2024

To the Chairman, Mr Mark Bennett and all members of West & Middle Chinnock Parish Council

The Annual Meeting of West & Middle Chinnock Parish Council will be held on Wednesday 8th May 2024 commencing at 7.30pm, to discuss and take decisions on Parish business as outlined on the Agenda. Members of the General Public are welcome.

Public Forum

Members of the public and press are welcome to join the meeting and are able to speak on any matter for up to 10 minutes during the Public Forum which will take place at the start of the meeting. If the matter is likely to take longer than 10 minutes, notice should be provided to the Clerk by 12 noon on the Monday preceding the meeting.

Kim Duller

Clerk to the Parish Council

1. Election of Chairperson. Declaration of Office
2. Election of Vice Chairperson. Declaration of Office
3. Councillors: Declaration of Office
4. Election of Committee Representation
5. Appointment of Responsible Financial Officer (RFO)
6. Appointment of Internal Auditor
7. ROI forms and acceptance forms for Councillors
8. Chairman's Address

Public Forum

9. Apologies for Absence
10. Declarations of Interest
11. Minutes of the Parish Meeting held on 10th April 2024
12. Matters arising (other than those on the agenda)
13. Core Policies Review
14. Supplementary Policies Review
15. Review of Annual Attendance
16. County Councillor's Report
17. Asset Register
18. Risk Assessment
19. Planning:
 - a. Applications:
 - i. Fortunes Well, Higher Street 22/00724
 - b. Determinations:
 - c. Planning enforcement:
 - ii. Smiths Hill Development
 - d. Planning queries:

20. Finance:

- a. To formally note receipt of Parish Precept
- b. To agree Qtr 4, financial year-end 23/24 accounts
- c. Limited Assurance External Audit, overview
- d. To receive report from the Internal Auditor for 23/24 accounts
- e. Approval of the Accounting Statement (AGAR Form 3, 23/24)
- f. Approval of the Annual Governance Statement (AGAR Form 3, 23/24)
- g. To formally approve 23/24 Parish Council budget - Final
- h. Renewal of annual insurance quote/s
- i. To pay any routine or previously agreed invoices

21. Allotments: Cllr Partridge

- a. Inspection
- b. Plot Vacancies

22. Matters Arising from 8th April Meeting:

- a. Youth Shelter
- b. Dangerous Parking on Scott's Way
- c. Community Play Area
- d. Annual Parish Meeting Monday 27th May 2024
- e. Tender, Grass Cutting Review
- f. Tree Maintenance Tender Review
- g. Payroll Review

23. Reports & Correspondence:

- a. Devolution Update, including Somerset Finance
- b. Local Community Networks: Update
- c. Play Equipment Inspection Sovereign Equipment
- d. Clerk Report, by exception 11th April 2024 – 8th May 2024
- e. Footpaths: Update. Discussion of correspondence received from Somerset Council relating to maintenance of footpaths
- h. Drains, Potholes and Hedges: By Exception

24. Correspondence & Matters for the Parish Council Meeting, Wednesday 12th June 2024 Agenda. Forward any items to the Clerk by Friday 7th June

**Next Parish Council Meeting
Wednesday 12th June 2024 7.30pm, Village Hall**