

Stoke St Mary Parish Council

Stokeparishclerk@gmail.com

You are hereby summoned to attend a **Stoke St Mary Annual Parish Council Meeting**, to be held at Stoke St Mary Village Hall on **Thursday, 18th May 2023 at 7.00pm**

Sarah Fisher – Clerk to the Council

Annual Parish Council Meeting Agenda

23.1 Election of Chair

23.2 Election of Vice Chair

23.3 Councillor Portfolios

To review and appoint Councillor responsibilities;

- staff committee
- finance
- planning
- rights of way/highways
- playpark/village hall/traffic/police
- Local Community Networks (LCNs)

23.4 Attendance and Apologies

23.5 Declarations of Interest

23.6 Minutes of Last Meeting

- to receive and approve the Minutes of the last Parish Council meeting held on 16th March 2023, a draft has been circulated with the summons to this meeting
- There were no minutes recorded for the Annual Parish Council meeting held on 19th May 2022

23.7 Finance

a) Balances (as at 12/05/2023):

Current a/c - £6577.82
Deposit a/c- £7801.78

The bank reconciliation is attached to the summons to this meeting.

b) Expenditure approval:

	£
i. Parsons Landscapes (16668 & 16710)	162.08
ii. SSM Village Hall hire inv 1034 6 hrs	42.00
iii. Projector (Amazon) purchased by Clerk	134.98
iv. Matt Lukins – allotment clearance	350.00 (to be set against grant)
iv Insurance	498.62

c) Debit card:

To consider whether the Parish Council should hold a debit card

23.8 Annual Accounts

To receive the Annual Accounts for 2022/23

23.9 Internal Audit

To receive and review the report from the Internal Auditor

23.10 Certificate of Exemption

To consider whether the Parish Council wishes to certify itself as exempt from a limited assurance review

23.11 Annual Governance & Accountability return (AGAR) Section 1

To consider the questions and respond accordingly

23.12 AGAR Section 2

To consider and agree the accounting statement figures

23.13 Electors' Rights

To note the dates of the Exercise of Public Rights as 5th June – 14th July 2023

23.14 Insurances

To review and agree renewal of the Parish Council insurance policy – quotation schedule from BHIB sent with the summons to this meeting

23.15 Clerk's report/action list from previous meeting:

- a) Defibrillator – update on training session for villagers
- b) Allotments – to update on work to allotments, with reference to grant
- c) Update on Play park inspection
- d) Update on Broughton Lane

23.16 To receive reports from Parish Council Portfolios:

- Chair – Local Council Networks (LCNs)
- Cllr Rob Hossell/Chair – 20mph
- Cllr Rob Hossell – A358/Taylor Wimpey
- Cllr Pat Fallance – Rights of Way/Highways
- Cllr Dan Fallance – playpark/village hall/police/traffic

23.17 Planning – Cllr Rob Hossell

Application no 37/23/0004 – Demolition of conservatory, erection of single storey extension with balcony over to the rear of Mt Pleasant

23.18 To receive reports from County Councillors

23.19 To adopt new Financial Regulations

A draft is attached with the summons to this meeting – (as presented to Councillors at the meeting on 16th March 2023). Also attached, notes from Joint Panel on Accountability & Governance Practitioners' Guide, ref earmarking

23.20 To adopt Risk Strategy

A draft is attached with the summons to this meeting

23.21 To adopt a Publications Scheme

A draft is attached with the summons to this meeting

23.22 To adopt a Complaints Policy

A draft is attached with the summons to this meeting

23.23 Clerks hours - report

23.24 Annual Parish Meeting (APM)

To discuss actions arising from APM

A358 – to discuss Nexus link road/Ilminster road

Traffic management –

20mph

Flashing speed signs (vehicle activated signs/VAS)

Road closure from Stoke Hill (50.98976N 3.03577W) to West Hatch Road (50.99148N 3.03207W) to reduce rat running

Junction of Stoke Road/Ashe Road

Planning – to engage with Savills re Higher Broughton Farm Barns

AONB

Play area – strategy/refurbishment?

Coronation Celebrations – formal thanks

Village litter bins - review

23.25 Parishioners' Forum

23.26 Date of next meeting: Thursday, 20th July 2023 at 7.30pm

Attachments:

Draft Minutes from meeting on Thurs 16th March 2023

Bank reconciliation

Insurance quotation schedule from BHIB

Draft Financial Regulations, and notes from JPAG Practitioners' Guide

Draft Risk Strategy paper

Draft Publications Scheme

Draft Complaints Policy