

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, 16th May 2024 at 7.00pm**

Sarah Fisher – Clerk to the Council

Annual Parish Council Meeting Agenda

Before the meeting there will be a public session to enable the people of Stoke St Mary to ask questions of the Parish Council and make comments (in accordance with Standing order 1 (e)). This session shall not exceed 15 minutes (Standing Order 1f) and, in accordance with Standing Order 1(g), a member of the public shall not speak for more than 5 minutes. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an Agenda Item for the next meeting.

Unitary Councillors are invited to give written or oral reports on matters affecting Stoke St Mary.

24.1 Election of Chair

24.2 Election of Vice Chair

24.3 Co-option of Graeme Watt to Parish Council

24.4 Councillor Portfolios

To review and appoint Councillor responsibilities;

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

24.5 Attendance and Apologies

24.6 Declarations of Interest

24.7 Minutes of Last Meeting

- to receive and approve the Minutes of the last Parish Council meeting held on 21st March 2024, a draft has been circulated with the summons to this meeting

24.8 Finance

a) Balances (as at 10/05/24):

Current a/c: £11,674.64

Deposit a/c: £35,185.57

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

b) Expenditure approval:

	£
i. Parsons Landscapes (17290 & 17343)	232.30
ii. Village Hall hire (1075)	28.00
iii. Insurance see 24.14 below	483.46
iv. Turfing of Play area – see 24.16 below	
v. Sainsburys, refreshments for APM (spent under LGA 1972 S111(1))	22.70

c) Agree transfer of funds from current a/c to deposit a/c

24.9 Internal Audit

To receive and review the report from the Internal Auditor

24.10 Certificate of Exemption

To consider whether the Parish Council wishes to certify itself as exempt from a limited assurance review – to comply with Proper Practices, accounts will be subject to external audit 2023/24 due to play area grants received (applies to all authorities exceeding income or expenditure of £25,000 gross) – see AGAR Form 3 para 4.

24.11 Annual Governance & Accountability return (AGAR) Section 1

To consider the questions and respond accordingly

24.12 AGAR Section 2

To consider and agree the accounting statement figures – The Receipts & Payments account is attached with the summons to this meeting

24.13 Electors' Rights

To note the dates of the Exercise of Public Rights as 3rd June – 12th July 2024

24.14 Insurances

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

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

- a) Defibrillator – update on training session for villagers
- b) Jubilee Gardens – ownership/liability
- c) ROSPA inspection
- d) Website redevelopment – to consider choice of name: Stokestmaryparish.gov.uk

24.16 Play Area Proposal

To consider and approve the proposal for play area redevelopment. A copy of the proposal has been circulated with the summons to this meeting. To consider quotations for turfing or seeding of site of old fort ready for new fort. To consider delegating financial authority for project, to named Councillors and Responsible Finance Officer.

24.17 To receive reports from Parish Council Portfolios:

- Chair – Local Council Networks (LCNs)/Devolution
- 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

24.18 Planning – Cllr Rob Hossell

Application no 37/24/0004 - Erection of grain/machinery store (Phase 2) on land north of Stoke Road, Stoke St Mary

Application no 37/24/0005 - Variation of Condition No. 03 (use of building) of application 37/21/0003 at Grove Cottage, Stoke Road, Stoke St Mary

Application no 37/24/0007 - Application to fell one maple and one rowan tree and to carry out management works to two hornbeams, one oak and one damson tree included in Taunton Deane Borough (Stoke St. Mary No.1) Tree Preservation Order 2001 at Greystones, Stoke St. Mary (TD911)

24.19 To review and confirm Policy Documents, all of which may be found on website *stokestmary.info*:

- a) Code of Conduct
- b) Standing Orders
- d) Safeguarding Policy
- e) Equality and Diversity Policy
- f) Model Publication Scheme
- g) Risk Strategy
- h) Complaints Policy
- i) Terms of Reference, Staff Committee

Financial Regulations to be reviewed at July meeting as new NALC model documents imminent

24.20 Clerks hours - report

24.21 Annual Parish Meeting (APM)

To discuss actions arising from APM

24.22 Date of next meeting: Thursday, 18th July 2024 at 7.30pm

Attachments:

Draft Minutes from meeting on Thurs 21st March 2024

Bank reconciliation

Insurance quotation schedule from BHIB/Clear Council

Proposal from Play Area Working Party/Proludic

2023/24 Annual Accounts spreadsheet & AGAR forms/Notes to accounts/Confirmation of the dates of the Period for the Exercise of Public Rights