

North Cadbury & Yarlington Parish Council

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Notice of Annual Council Meeting

To be held on **Wednesday 22nd May 2024** in North Cadbury Village Hall,
Following the Annual Parish Meeting commencing at 7.00pm

To all Members of North Cadbury and Yarlington Parish Council, you are hereby summoned to attend the above meeting, to resolve on the business as outlined below:

RCarter

Parish Clerk and Responsible Financial Officer – North Cadbury and Yarlington Parish Council

❖ **Public Question and Comments:**

Before the start of the formal meeting the Public have the opportunity to make a statement **in respect of the business on the agenda only in accordance with Standing Order 3 (e)**. Members of the public are asked to restrict their comments and/or questions to three minutes.

Questions may be answered in writing. Once the formal meeting has started the Public are reminded that they have no right to speak.

❖ **Report from The Newt and Emily Estate**

Representatives may give a report on matters affecting the Parish.

❖ **Reports from Somerset Council:**

To receive any verbal report from Somerset Councillors Henry Hobhouse or Kevin Messenger.

Agenda:

24/61. Election of the Chairman of the Council and receive his/her Declaration of Acceptance of office:

To elect a chairman to serve until May 2025. The 2023/24 chairman Cllr D Rickers will preside over this agenda item.

24/62. Election of the Vice Chairman of the Council and receive his/her Declaration of Acceptance of office:

The Council may choose to elect a Vice-Chairman to serve until May 2025

24/63. Apologies for absence:

To receive any apologies for absence.

24/64. Declarations of Interests:

Members are reminded of their obligation to declare any Pecuniary or Other interests they may have under the Localism Act 2011 and NALC Model Code of Conduct adopted May 2022. (NB this does not preclude any later declarations).

24/65. Minutes:

To approve the Minutes of the PC meeting held on Tuesday 24th April 2024.

24/66. Appointment of Parish Council Representatives for 2024/25:

To resolve on the following appointments:

- a. Village Hall Committee representatives
- b. Parish Path Liaison Officer and Footpath Warden
- c. Internal Auditor
- d. North Cadbury Allotment Association Representative
- e. Precept / Finance Committee
- f. Highways and Byways
- g. Personnel Committee
- h. Environmental, Climate Change and Sustainability
- i. Neighbourhood Plan Monitoring Group
- j. Emergency Planning Working Group
- k. Media and Communication
- l. Local Community Network representatives

24/67. Appointment of Bank Account Signatories 2024/25:

To confirm the Council's bank signatories (Current signatories: Cllrs Garrett, Keys-Toyer, A and D Rickers and Rundle) and complete online banking mandate.

24/68. Council Policies, Terms of Reference, Risk Assessments:

To receive, review and adopt the following:

- a. General and Financial Risk Assessment – adopted 24 May 23, minute Ref 23/73.
- b. Assets Register – adopted 28 Jun 23, minute Ref 23/102.c.
- c. Churchyard Maintenance Grants Policy – adopted 23 Nov 22, minute ref 22/162.

24/69. Planning:

- a. Somerset Council Decisions.
 - i. **PA 23/02451/LBC.** Carry out alterations and conversion of barn to dwelling at Old Hunt Farm, Galhampton Hill, North Cadbury, BA22 7BA – **APPROVED.**
 - ii. **PA 21/01455/OUT.** Outline application with all matters reserved except access for up to 81 dwellings, a new access road, a new junction on to the A359, open space, school parking and drop off, landscaping and associated works on land at Ridgeway Lane, North Cadbury, BA22 7DF – **REFUSED.**
 - iii. **PA 20/01878/FUL.** Convert barn to dwelling (Revised application) at Marylands Farm, Marylands, Galhampton, BA22 7AH – **WITHDRAWN.**

24/70. Finance:

- a. **Balance of the Council's Bank Account & Bank reconciliation:**

To receive the full council accounts and bank reconciliation.

- b. **Accounts for payment:**

To review and approve a schedule of items of expenditure:

- | | |
|------------------------------------|--------|
| i. PC Printer | £99.99 |
| ii. Moderamen Internal Auditor Fee | £80.00 |
| iii. Clerk's Allowances & Expenses | £52.50 |

- c. **Galhampton Playing Field Grounds Maintenance Contract:**

To receive and review quotes for Galhampton Playing Field 2 year Grounds Maintenance Contract for 2024 and 2025, as previously circulated.

24/71. End of Year Audit 2023/24:

- a. **Internal Audit Report for 2023/24:**

To receive report and resolve on any recommendations.

- b. **Annual Governance Statement 2023/24:**

Members to resolve upon the response to the annual governance statement.

- c. **Annual Accounting Statement 2023/24:**

To approve the annual accounting statement

d. Confirmation of Public Rights Period:

To confirm the dates for the public rights as Monday 3 June – Friday 12 July 2024

e. Certificate of Exemption 2023/24:

To consider if the Council meets the qualifying criteria to certify itself as exempt from a limited assurance review under section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

24/72. Emergency Planning and Flood Mitigation:

Update on the formation of a Community Emergency Plan and flood mitigation.

24/73. Highways and Rights of Way (RoW) Report:

PC Representatives to provide progress reports.

24/74. North Cadbury and Yarlington Neighbourhood Plan:

Update from the NP Monitoring Group.

24/75. Local Community Networks LCNs:

Reports.

24/76. Items for Report and Future Business:

a. Update on anti social behaviour in the Parish.

Next meeting: to be held on Wednesday 26th June 2024 in Galhampton Village Hall.