

# Pitcombe Parish Council

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**Members are summoned to the Annual Pitcombe Parish Council Meeting to be held at the conclusion of the Annual Parish Meeting commencing at 7.00pm on Tuesday 13<sup>th</sup> June 2017 at Hadspen Village Hall.**

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, age and any disability) Crime & Disorder, Health & Safety and Human Rights.

Members of the public are invited to attend. The Chairman will allow a period of 10 minutes for questions from the public before the meeting begins.

- 1. To receive Apologies for Absence.**
- 2. To receive Declarations of any Unregistered Disclosable Interests.**
- 3. To approve the minutes of the Parish Council meeting held on 9<sup>th</sup> May 2017.**
- 4. To receive reports from**
  - i County Councillor.
  - ii District Councillor.
  - iii PCSO.
- 5. Matter Arising for report:**
  - i Highways and Drains – Update.
  - ii To agree amendments to the Parish Plan and agree any further action to be taken. (LC)
  - iii To agree that the Council will take the lead on the defibrillator project and to note that the defibrillator units will be the property of the Council and will be entered onto the Council's asset register accordingly.
  - iv To receive information gathered as requested from the Clerk relating to a new Speed Indicator Device to be purchased by Bruton Town Council and its use in Pitcombe.
- 6. To review Planning Applications, Road Closures, Foot Path Diversions.**
  - i Outcomes of applications considered at previous meetings:  
**17/00796/FUL** – Erection of single storey oak framed annexe, 7 Old Station Lane, Pitcombe. BA10 0PT – Granted with conditions.
  - ii New Planning Applications:
    - a) **17/02162/OUT** - Outline planning application for one single storey dwelling to include access and landscaping with all other matters (appearance, layout, scale) to be reserved, Land at Mill Lane, Pitcombe.
  - iii Other Planning matters:  
To note that the Council was consulted on a planning application in Shepton Montague Parish, relating to a new museum building and ancillary visitor facilities on the Hadspen House site but on consulting members, it was not felt to be cost effective to hold an additional meeting and no comments were submitted.
  - iv Temporary Road Closures – None
  - v Path Diversions - None.
- 7. Reports from Portfolio holders not covered elsewhere on the agenda.**
- 8. Council Matters**
  - i To adopt the amended Standing Orders as presented.
  - ii To re-adopt Recording of Council Meetings policy without amendment.
  - iii To adopt the following new policies and procedures: Annual Leave Policy, Capability Procedure, Complaints Procedure, Data Protection Documents, Equal Opportunities Policy, Freedom of Information Policy, Grants Policy & application form, Grievance Policy and Sick Absence Policy.
- 9. Finance.**
  - i To approve payments of:

Zöe Godden	Salary & expenses May 2017	£243.55
Came & Company	Parish Council insurance	£168.00
Philip J Smith	Internal Audit work 2016/17	£61.20
Bruton Town Council	SID contribution	£100.00
  - ii To consider a request from Pitcombe News for a grant of £500 towards magazine production.
  - iii To note receipt of a VAT repayment from HMRC of £130.96 for the period to 30<sup>th</sup> April 2017.
  - iv To approve the cash book and bank reconciliation for May 2017.
  - v To agree that the Chairman should sign a letter to Payman.co.uk informing them that the Clerk will carry out payroll functions from April 2018, as agreed at the meeting on 10<sup>th</sup> May 2016.
  - vi To approve Section 1 of the 2016/17 Annual Return (Annual Governance Statements)
  - vii To approve Section 2 of the 2016/17 Annual Return (Accounting Statements)
  - viii To note the Internal Auditor's report.
  - ix To approve the earmarked reserves as presented.
  - x To approve the Financial Risk Assessment as presented.
  - xi To re-adopt the Financial Regulations without amendment.

**10. Correspondence/Publications received for report.**

- i To note receipt of a thank you letter from St Margaret's Hospice for the recent grant.
- ii To agree any members to attend Community Led Housing events organised by SSDC.

**11. Any Other Business:**

*Please note this item can only be used for statements of information and requests for items to be included on the agenda at the next meeting.*

**12. Date of the next Parish Council meeting: 11<sup>th</sup> July 2017 at 7.30pm**



Zoe Godden  
Parish Clerk  
7<sup>th</sup> June 2017