**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 15th May 2018 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. **Election of Chairman and Vice Chairman for the year 2018/19.**
2. **To receive Apologies for Absence.**
3. **To receive Declarations of any Unregistered Disclosable Interests.**
4. **To approve the minutes of the Parish Council meetings held on 10th and 24th April 2018.**
5. **To receive reports from**
6. County Councillor.
7. District Councillor.
8. PCSO.
9. **Matter Arising for report:**
10. Highways and Drains – Update.
11. **To review Planning Applications, Road Closures, Foot Path Diversions.**
12. Outcomes of applications considered at previous meetings: None at time of publishing agenda
13. New Planning Applications:

**18/01155/AGN –** Notification of intent to erect an agricultural storage building. Mr R Garrett, Land East of Ridge Lane, Hadspen, Castle Cary.

1. Other planning matters:
2. To note correspondence from a resident relating to agricultural developments at Pitcombe Hill and to agree any action to be taken.
3. To note that SSDC may ask its Regulation Committee to make the final decision on planning applications of 10 dwellings or more.
4. Temporary Road Closures – Quaperlake Street from the junction with Coombe Street, north-eastwards for a distance of 445 metres from11 June 2018 for two evenings (18:30 to 23:30).
5. Path Diversions - None.
6. **Reports from Portfolio holders not covered elsewhere on the agenda.**
7. **Finance.**
8. To review the Budget vs Spend sheet.
9. To approve the cash book and bank reconciliation for March 2018.
10. To approve payments of:

|  |  |  |
| --- | --- | --- |
| Zöe Godden | Salary and expenses April 2018 | £222.08 |
| HMRC | Income Tax April 2018 | £ 44.80 |
| Hadspen Village Hall | Grant re Car Park extension | £500.00 |
| Lightatouch | Internal Audit work 2017/18 | £ 60.00 |

1. To note receipt of the precept (£6995) and SSDC grant (£10)
2. To consider quotes for Parish Council insurance and sign a cheque accordingly.
3. To note that NALC has issued new pay scales following a national salary award and to consider awarding the Clerk her incremental pay rise backdated to 1st April 2018, in line with her contract of employment and the new pay award.
4. To note and approve the Parish Council’s new Risk Management document.
5. To approve the asset register.
6. To consider exempting the Parish Council from the need for an external audit and to sign the exemption certificate accordingly.
7. To receive the Internal Auditor’s report.
8. To approve section 1 of the Annual Governance and Accountability Return
9. To approve section 2 of the Annual Governance and Accountability Return
10. **Council Matters:** To consider and approve a new Privacy Policy required under the General Data Protection Regulations and to note that the Clerk has completed the associated data audit.
11. **Correspondence/Publications received for report.**
12. Bruton Town Council: To note that Sexey’s School is making plans to sell its Walwin site.
13. **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.*

1. **Date of the next Parish Council meeting: 12th June 2018 at 7.30pm**



Zöe Godden

Parish Clerk

8th May 2018