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To: - Councillors T Bridgeman, M Colliver, G Dix, Z Escott, D Garlick, G Garlick, L Hardman, J Humphries, G Johnson, A Lyons, P McSherry, A Meaton, C Mitchard, K Paul, A Pitt, H Warren and R Wollacott.

You are summoned to attend a meeting of the Parish Council to be held in the meeting room, Village Hall, Paulton on **Tuesday 14<sup>th</sup> September 2021** at 7.00pm.

The Agenda for the meeting appears below.

A handwritten signature in black ink, which appears to read "Carol Hall".

Carol Hall, Parish Clerk

#### **EVACUATION PROCEDURE**

When the continuous alarm sounds, you must evacuate the building by the exit and proceed to the tennis courts.

#### **THIS MEETING MAY BE FILMED OR RECORDED**

#### **AGENDA**

1. **APOLOGIES FOR ABSENCE**

To note any apologies for absence.

2. **PUBLIC PARTICIPATION**

In accordance with Standing Order 3, members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

3. **DECLARATIONS OF INTEREST**

To receive any Declarations of Interest, including Disclosable Pecuniary Interests (DPI) on the agenda under Paulton Parish Council's Code of Conduct (adopted on 16th October 2012) issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464.

4. CONFIRMATION OF MINUTES

That the Minutes of the Parish Council meeting held on 17<sup>th</sup> August 2021 are approved as a correct record and signed by the Chairman.

5. CHAIRMANS REPORT

The Chairman will report back on activities and events since the last Council meeting.

6. FINANCES (emailed 07.09.21)

To note and receive the following finances for month 5:

- Bank reconciliation as at 31.08.2021
- Receipts and payments
- Petty Cash payments
- Income and Expenditure showing % against budget.

7. CIL PAYMENT

To note that £1,197.22 has been received from B&NES Council for a CIL payment in respect of planning application 20/03648/VAR Britten's Close, Paulton.

To note that the total amount of CIL monies held will be added to the agenda for October for discussion.

8. MOTOR INSURANCE

To approve the renewal of the motor insurance for the Kubota vehicle and lawn mower, due on the 29<sup>th</sup> September. Annual premium £606.53.

9. ANNUAL RETURN OF THE EXTERNAL AUDIT 2020/2021 (attached)

Annual Return for the year ended 31 March 2021 –The Annual Return has been audited and advertised, no matters have been raised giving cause for concern and all relevant legislation and regulatory requirements have been met.

10. MEMORIAL PARK WALL (attached)

The wall at the top of the Memorial park has areas of significant damage and is in need of repair, additionally there are areas that are showing signs of deterioration and will need repair in the near future. Each year £10,000 is earmarked for the possible boundary wall repairs, this will be sufficient for a partial repair but not a full repair. Attached are possible costings for a partial and full repair.

The Council need to decide what repair they would like, this will enable the funds to be allocated in the budget. Any works will not commence until April 2022, this fits in with both the financial year and builders' availability.

11. LOCAL COUNCIL AWARD SCHEME (attached)

To confirm the required criteria is in place to submit an application for Quality Status.

12. REQUEST FROM THE CLERK

It was approved on the 29<sup>th</sup> June 2021 that the Clerk may work up to an additional 5 hours per week if required in the short term until a permanent member of staff was recruited. The Clerk would like to request that these additional 5 hours could be used by **either** the Clerk or the Locum RFO. The 7 hours per week Locum cover is insufficient, with budget planning due additional hours will be required.

13. COMMITTEE MEMBERSHIP

To note that Councillor T Bridgeman is joining the Paulton Hub Management Committee.

14. TERMS OF REFERENCE (attached)

To approve the following:

- I. revised Terms of Reference as recommended by the Staffing Committee.
- II. revised Terms of Reference as recommended by the Parks and Amenities Committee.
- III. revised Terms of Reference as recommended by the Hub Committee.

15. REVIEW OF MEETINGS (attached)

As agreed at the July full Council meeting the Clerk has prepared a recommendation for the reduction of meetings as suggested in the recent independent review. A proposal has been attached showing the current meeting schedule and the proposed meeting schedule.

16. ELECTORS ENGAGEMENT EVENT 7<sup>th</sup> OCTOBER

To confirm arrangements for the event on the 7<sup>th</sup> October.

17. PAULTON VILLAGE HALL QUARTERLY REPORT (attached)

To receive the attached report from the Village Hall.

To approve the removal of Jo Swift as a signatory on the account and the addition of Cllr G Johnson.

18. ENTERPRISE ZONE

To receive an update from Cllr G Johnson on the proposed Enterprise zone.

19. DATE OF NEXT MEETING

The next scheduled Parish Council meeting is to be held on 12<sup>th</sup> October 2021