



Parish Clerk: Jo Swift
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To: - Councillors T Bridgeman, G Dix, L Hardman, H Howson, J Humphries (Vice Chairman), S Long, J Luxton, A Lyons (Chairman), P McSherry, C Mitchard, L Quinn, B Stevens, M Stevens and H Warren.

You are summoned to attend a meeting of the Parish Council to be held in the Village Hall, Paulton on **Tuesday 23rd October 2018 at 7.00pm**. The Agenda for the meeting appears below.

A handwritten signature in black ink, appearing to read 'Jo Swift'.

Jo Swift, Parish Clerk

EVACUATION PROCEDURE

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

THIS MEETING MAY BE FILMED OR RECORDED

AGENDA

1. **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 18th September 2018 are approved as a correct record and signed by the Chairman.

5. **CHAIRMANS REPORT**

The Chairman will report back on activities, events and meetings attended or taken part in since the last Council meeting.

6. CLERKS REPORT

The Clerk will provide a verbal update on matters since the last Council meeting.

7. ANNUAL ASSEMBLY

To decide who to invite as the guest speaker for the Annual Assembly to be held on Tuesday 30th April 2019.

8. CEMETERY NOTICEBOARD

The Chapel has recently been renovated and is to be promoted for use. The noticeboard on the Chapel at the Cemetery needs to be replaced. There is no money in the Chapel/Cemetery budget for a new noticeboard however there is £2,000 in earmark reserves for new noticeboards.

Recommended – to replace the noticeboard on the Chapel.

9. OVERSPEND – EMERGENCY DECISION KUTIA MACHINE

To note the overspend on Machinery Maintenance and Servicing (4069/291) due to repairs needed on the Kioti utility vehicle. It is now hoped that the vehicle has 5 years life left in it. A new replacement costs in the region of £16K therefore it is recommended that money is built up in ear marked reserves ready to purchase a new one.

Recommended – to (i) note the overspend on budget code 4069/291 and (ii) to add £6,000 to the existing £10,000 in earmarked reserves for Replacement Machinery and Equipment.

10. FINANCES (MONTH 6 – SEPTEMBER 2018)

September finances – to receive and approve the finances (emailed on 10.10.18).

11. HUB MANAGEMENT REPORT

A report will be provided by the Chairman of the committee.

12. ANNUAL RETURN OF THE EXTERNAL AUDIT 2017/2018

Annual Return for the year ended 31 March 2018–The Annual Return has been audited and advertised, 2 points have been raised:

Comment 1 – the last statement received from Cambridge and Counties bank was a balance of £75,830.89 to 31.12.17. The balance as at 31.03.18 of £76,081.72 should have been reported to the external auditor.

Comment 2 – it was raised in 2016/17 to indicate that the notice of electors rights was posted on the website/notice board outside of a consecutive 30 day notice period needed to comply with the regulations due to the date being incorrect by 2 days as reported at the PPC meeting in November 2017, therefore the requirement for the governance statement assertion 4 in 2017/18 would be to show that the Parish Council have not complied by showing "No" in assertion 4 for 2017/18 as well.

13. INTERNAL AUDIT

Bridget Bowen, who works alongside the Parish Councils Auditor Lightatouch, will be doing the Parish Councils audit going forward. Therefore, the Council needs to decide if they would like to continue with Lightatouch and Bridget will do the work under their name or would the Council prefer to appoint Bridget as the internal auditor in her own name. If the Council decides to appoint Bridget, then a letter of engagement setting out the terms.

14. YOUTH SERVICE

An update on the present situation to be provided by Councillors L Hardman and A Lyons.

A temporary arrangement has been put in place which is different than previously mentioned at a previous Parish Council meeting. The arrangement is as follows for 1st October to 31st December 2018. As this temporary arrangement is different than previously discussed there will be a lower contribution needed from each parish/town council. Each council will need to contribute £1220 for 3 months delivery.

Recommended – (i) to note the changes to the original agreement as detailed in the August 2018 agenda (ii) that the unspent monies agreed at the August Parish Council meeting is put into earmarked reserves

15. ADDITIONAL CCTV CAMERA

To consider the attached quote to cover the new shelter in the Memorial Park.

16. PARISH COUNCIL LOGO

At the last Parish Council meeting it was agreed that the digital version of the logo will be distributed to Councillors to make comments for a final decision at the October Parish Council meeting.

17. ROAD SWEEPING SCHEME

To note the information in the report (emailed with the agenda) in relation to category 3.

18. DATE OF NEXT MEETING

The next scheduled Parish Council meeting is to be held on **Tuesday 20th November 2018** at 7.00pm.

19. EXCLUSION OF PRESS AND PUBLIC

That pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted - to consider commercial and staffing matters.

20. CHARACTER AND SITE ASSESSMENT – HELAA and Draft Local Plan

B&NES Council have invited Parish and Town Councils to assess the character of villages and potential development sites to help inform preparation of the Draft Local Plan. The Council submissions are requested by end of October 2018 and need to be approved by the full Council before submission.

- i) To receive an update from the Chairman of Planning and Highways with regards to the process and what work has been completed.
- ii) To receive and consider a proposed character assessment (prepared in BANES toolkit template) and agree the submission to BANES Council.
- iii) To receive and consider the site suitability assessments (prepared in BANES toolkit template for each site) and agree the submission to BANES Council.

21. STAFFING COMMITTEE

The Clerk will leave the meeting when this item is discussed. It is hoped that Deborah White from ALCA will be in attendance to Clerk this item.