

# **Notice of the Annual Parish Council Meeting – 21<sup>st</sup> May 2024 at 7.30pm at the Moorland Hall, Wheddon Cross**

**Dear Councillors, you are summoned to the Annual Meeting of Cutcombe Parish Council to be held on  
Tuesday 21<sup>st</sup> May 2024 at The Moorland Hall.**

**All Council Meetings are open to members of the public and the press.  
All Council Meetings will be audio recorded.**

## **AGENDA**

Public Question Time.

The meeting will include a 15-minute public forum during which members of the public may ask questions or make short statements to the Council. Members of the public should note that decisions not on the agenda are unable to be resolved by the council but can be raised to be added to the next agenda

- 24/50 To elect the Chair for 2024/25. Nominations properly proposed and seconded and endorsed by the candidate(s) are invited for the office of chair. The 2023/24 chair Cllr Levenson will preside over this agenda item.
- 24/51 To receive the Declaration of Office from the Chair.
- 24/52 To elect the Vice Chair for 2024/25. Nominations properly proposed and seconded and endorsed by the candidate(s) are invited for the office of Vice Chair.
- 24/53 To receive the Declaration of Acceptance of Office from the Vice Chair.
- 24/54 Public Question Time.
- 24/55 To receive apologies for absence.
- 24/56 To receive declarations of Interest.
- 24/57 To approve the minutes of the Ordinary Parish Council Meeting of the 16<sup>th</sup> of April 2024.
- 24/58 To receive the Clerk's Report.
- 24/59 To receive the Chair's Report.
- 24/60 To receive reports from Somerset Councillors.
- 24/61 To consider Highways and Transport matters.
- 24/62 Update on Moorland Hall & Recreation Ground.
- 24/63 Update on advertising and sponsorship of the Bus Shelter and Public Toilets.
- 24/64 Update on the Community Review Project.
  - i) To resolve to pay for 'message in a bottle' and a prize draw incentive for people who complete the survey.
- 24/65 To consider any Planning matters.
  - i) Application No: 6/8/24/001 - SUMMERINGS, WHEDDON CROSS, MINEHEAD, TA24 7AT - Proposal: Certificate Of Lawfulness for Dwelling with Unrestricted Occupancy (Free From The Encumbrance Of The Planning Conditions Attached To Planning Permission Reference 6/8/80/004)
- 24/66 To receive, review and adopt the Code of Conduct.

- 24/67 To receive, review and adopt the Noticeboard Policy and elect a councilor to update the Noticeboards.
- 24/68 To review and adopt the committee's Terms of Reference.
- 24/69 To review delegation arrangements to committees, working groups and portfolio roles:
  - i) Finance & Risk Working Group: Three councilors plus Clerk/RFO
  - ii) Snowdrop Valley Committee: Committee Chair, Two councilors plus Clerk/RFO.
  - iii) Planning Working Group: Three councilors.
  - iv) Portfolios – Highways.
  - v) Representation – Moorland Hall Committee.

Other committees to be established on an ad-hoc basis.

- 24/70 To review the membership of other bodies; SALC and Clerk's membership of the Society of Local Council Clerks.
- 24/71 To receive, review and adopt the updated Asset Register and Asset Register Policy.
- 24/72 To receive the Insurance Policy Renewal which is currently in a three year long term undertaking and due to renew on the 1<sup>st</sup> of June 2024.
- 24/73 Finance:
  - i) Resolve to purchase a storage shed/lean to, and to pay for ground preparation works.
  - ii) Resolve to write off cheque number 1216 for SALC for £115 from 2022/23.
  - iii) To receive the 2023/24 Q4 and year end accounts.
  - iv) To receive and approve the schedule of payments and note receipts.
- 24/74 To agree the dates of the ordinary council meetings for 2024/25. Meetings are proposed for the third Tuesday of each month excepting January and August at 7.30pm in the Moorland Hall.
- 24/75 To note the correspondence which Councillors have received in the correspondence report.
- 24/76 Items for consideration on the next agenda.
  - i) To receive, review and adopt the Financial Regulations and Standing Orders.

Signed: Elizabeth Stitt, Parish Clerk

*E. Stitt*

Dated: 16<sup>th</sup> of May 2024