



**NETHER STOWEY PARISH COUNCIL**  
**PARISH COUNCIL MEETING**  
**Monday 14th May 2018**  
**AGENDA**

**Public Session (will commence at 7.00pm)**

*To allow any questions, reports by members of the public on any matters relating to the agenda of this meeting, or any matters the public would like the Council to consider on a future agenda*

**1. Apologies**

*To approve the reasons for the absence of Parish Councillors*

**2. Declarations of Interest**

*To receive declarations of Members' interests in accordance with the Code of Conduct*

**3. Election of Chairman**

*To elect a Chairman for the Council Year 2018/19 and to receive the Chairman's Declaration of Acceptance of Office.*

**4. Election of Vice Chairman**

*To elect a Vice Chairman for the Council year 2018/19*

**5. Minutes of Previous Meeting**

*To approve the minutes of the Parish Council meeting held on 9 April*

**6. District and County Council Liaison**

**7. Somerset CC Finger post**

*To consider a request to install an additional fingerpost at the Cross*

**8. Public Toilets External Lighting**

*To approve the installation of an external light on the toilet block*

**9. Planning**

*To consider the Parish Council response to the following Planning Application*

a) 36/18/0005 – Inwood Farm, Nether Stowey (Mr Andrew Jeanes)

*Proposal: Erection of a function and store room to replaces the current marquee at Quantock Lakes*

**10. Clock Tower Lighting**

*To consider the design proposals offered and to create a shortlist for price quotations*

**11. Financial Management**

a) *To receive the Budget Report to 11 May*

b) *To approve expenditure incurred since the Parish Council meeting of 9 April*

c) *To note the most recent bank reconciliation*

d) *To approve the revised electricity supply contract*

e) *To approve the repainting of toilets (internal)*

**12. End of Financial Year and Audit 2017/2018**

a) *To receive the Internal Auditor's report*

b) *To receive the draft Annual Accounts Report*



## NETHER STOWEY PARISH COUNCIL

### AGENDA (continued)

#### 13. Annual Governance Statement for 2017/2018

*To approve the Annual Governance Statement for 2017/2018 and authorise the Chairman and Clerk to sign for submission to the external Auditors*

#### 14. Accounting Statement for 2017/2018

*To approve the Accounting Statement for 2017/2018 and authorise the Chairman to sign for submission to the External Auditors*

#### 15. Parish Council Meetings

*To approve the dates of Parish Council meetings for the year 2018/19 (list circulated)*

#### 16. Appointment of Committees and Working Groups

*To agree membership of the following Committees and Working Groups*

##### Committees

- Finance & Audit Committee
- Planning Committee
- Cemetery Committee
- Personnel Committees

##### Working Groups

- Neighbourhood Plan Working Group
- Library Working Group

#### 17. Appointment of Representatives to Outside Bodies

*To appoint the Parish Council representatives to the following bodies*

- Nether Stowey Village Hall
- Nether Stowey Recreation Ground
- Quantock Hills Joint Advisory Committee (as Observer)
- Hinkley Point Site Stakeholder Group (and associated bodies)
- Stowey Walking
- Friends of Nether Stowey Library
- Quantock Active Living

#### 18. Highways

*To note matters attended to or items requiring attention*

#### 19. Reports

- Clerk's/Chairman's Report*
- To receive reports from Parish Council Representatives on outside bodies*

#### 20. Forthcoming Meetings and Events

#### 21. Parish Council Meeting

*Annual Parish Meeting – Thursday 24 May*

*Parish Council Meeting – Monday 11 June*



## NETHER STOWEY PARISH COUNCIL

### PARISH COUNCIL MEETINGS CONTRIBUTIONS BY MEMBERS OF THE PUBLIC

This note has been produced for the benefit of members of the public attending meetings of the Parish Council. It explains how and when members of the public may contribute to the meeting.

Parish Council meetings are open for the public to attend but are not public meetings. In order to facilitate contributions by members of the public there is a public session prior to the formal meeting. During the **public session**, members of the public are welcome to address the Council on any matter relating to the agenda or on any other matter that they would like the Parish Council to consider at a future date. It is helpful if you inform the Chairman or the Clerk beforehand of any matter you wish to raise, so that the Clerk can bring any necessary information to the meeting.

The conduct of Parish Council meetings are governed by the Parish Council's Standing Orders (adopted 14 January 2013). These are available from the Parish Office or on the Council's website.

#### Public Session

- If you wish to speak, please raise your hand to indicate this. Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.
- Please address your comments to the Chairman.
- Unless otherwise permitted by the Chairman, the Public Session last a maximum of 15 minutes. Each member of the public is entitled to speak once only and shall not speak for more than five minutes
- The Council is not required to give a response to a matter raised during the public session but may do so. Alternatively, the Chairman may direct the Clerk to follow the matter up or give a written response at a later date. **Please note that** no decisions can be made and no expenditure approved on any item raised during the public session unless the matter has been legally notified on an agenda in advance.
- A brief summary of the issues raised during the public session are included in the minutes of that meeting: it is not required to provide a detailed or *verbatim* account of the proceedings.

#### Parish Council Meeting

When all the members of the public have spoken in the public participation section, the Chairman will resume the formal meeting. **Members of the public are asked to respect the fact that this is a meeting to conduct Council business. They are not permitted to enter into the debate of agenda items.** The Chairman may at his or her discretion, invite members of the public to speak on an agenda item if he feels that they have some expertise or experience in the matter being discussed. In this case, he will temporarily adjourn the meeting to allow them to speak.

**Members of the public disturbing a Council meeting will be asked by the Chairman to be quiet and if they persist will then ask them to leave. If a meeting becomes unmanageable because of interruption, or impossible to be continued due to disturbance or disregard for the Chairman's instructions the Council can and will resolve either to close the meeting for a period of time or to have the meeting recalled for another date.**