



## ST CUTHBERT (OUT) PARISH COUNCIL

### COUNCIL SUMMONS

Public Notice is hereby given that a meeting of St Cuthbert (Out) Parish Council, which Members are summoned to attend, will be held in Easton Village Hall, Easton BA5 1EP on Monday 25<sup>th</sup> October 2021 at 7pm.

A handwritten signature in black ink, appearing to be 'ME', enclosed within a circular scribble.

Michele Exton

**PARISH CLERK**

St Cuthbert (Out) Parish Council

c/o Monitoring Officer

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**IMPORTANT COVID EXPOSURE RELATED GUIDELINES FOR ALL ATTENDEES**

Please read the Management of Meetings guidelines on page 4 if you wish to attend in person.

The Chairman will begin the formal business of the Council which is open to the Public to attend; during the meeting there is an opportunity for Members of the Public to speak - *please see item 06.*

**The Covid restriction maximum number of people allowed in this venue was 20. Although social distancing restrictions have been removed, as caution with mixing in enclosed spaces is still advised, we will aim to limit the total of in person attendees to 20.** A Zoom meeting has also been set up to enable live streaming. Click [Meeting Link](#) to access the meeting. The Meeting ID is 810 7071 4453 and the Passcode is 298158. Members of the Public are encouraged to make written representations on issues rather than attending.

Visit the website to view all supporting papers for the agenda below. CONFIDENTIAL papers are only sent to elected members and are not available online. All documents are PDF (or equivalent) and can be downloaded to a suitable device.

# A G E N D A

## **01. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

Council to receive apologies for absence and, if appropriate, to resolve to approve the reasons given [LGA 1972 s85\(1\)](#). In addition to the risk assessment that the Council has carried out for face-to-face meetings, any Councillor or Staff who do not feel safe attending a meeting, due to medical grounds or risk to immediate family members, will not be required to attend and absence will be authorised – this policy to be reviewed at every meeting based on the latest Government guidance and case numbers.

## **02. CO-OPTION OF 1 MEMBER TO REPRESENT THE WEST WARD**

To co-opt 1 Member of the Parish Council to represent the West Ward. Each Candidate has up to 2 minutes to present to the Council why they would be selected as a Parish Councillor to represent part of the Ward. According to Arnold-Baker, the successful Candidates must have received an absolute vote of those present voting: "It follows that if there are more than two Candidates for one vacancy and no one of them at the first count receives a majority over the aggregate votes given to the rest, steps must be taken to strike off the Candidate with the least number of votes and the remainder must then be put to the vote again; this process must, if necessary, be repeated until an absolute majority is obtained".

## **03. DECLARATIONS OF INTEREST**

Members to declare any interests they may have in agenda items that accord with the requirements of the [Local Authorities \(Model Code of Conduct\) Order 2007 SI No.1159](#). (*NB this does not preclude any later declarations*).

**03.01.** To receive declarations of interest from Councillors on items on the agenda.

**03.02.** To receive written requests for dispensations for disclosable pecuniary interests (if any).

**03.03.** To grant any requests for dispensation as appropriate.

## **04. EXCLUSION OF THE PRESS AND PUBLIC**

To agree any items to be dealt with after the Press and Public has been excluded from the meeting within the requirements of the [Public Bodies \(Admission to Meetings\) Act \(as amended\) 1960](#).

## **05. CHAIRMAN'S ANNOUNCEMENTS**

## **06. PUBLIC QUESTION TIME**

Public speaking time is normally restricted to 15 minutes in total (up to 3 minutes per speaker) at the discretion of the Chairman. The Chairman will call from those who are indicating to speak; written questions can also be received in advance of the meeting (by email or letter to the Chairman or Parish Clerk). As issues raised in the public session may not relate to items on the agenda, no resolution for action can be taken. Members of the Public who would like to speak but who are not able to attend are encouraged to email [parishclerk@stcuthbertout-pc.gov.uk](mailto:parishclerk@stcuthbertout-pc.gov.uk) and register their request.

## **07. LOCAL AUTHORITY REPORTS**

To receive reports in person or in writing from:

- Avon & Somerset Police
- Somerset County Councillors
- Mendip District Councillors

**08. MINUTES OF ST CUTHBERT (OUT) PARISH COUNCIL ON MONDAY 13<sup>TH</sup> SEPTEMBER 2021**

To confirm and sign as correct record the minutes of the Council held on Monday 13<sup>th</sup> September 2021 (attached).

**09. DINDER VILLAGE TRAFFIC – SPEEDING VEHICLES**

To receive an update from Cllr Hathway on the speeding traffic along the High Street in Dinder.

**10. WORKING WITH THE NEW UNITARY AUTHORITY**

To consider further the Council's position under the new unitary authority. The Mayor and Deputy Mayor of Wells City Council will be attending and speaking on this item.

**11. ACCOUNTS FOR PAYMENT**

To review and approve a schedule of items of expenditure and issuing of payment (ANNEX A & B) [LGA 1972 s150 \(5\)](#). An appointed Member at the meeting to verify all bank reconciliations produced by the RFO (ANNEX C1, C2).

**12. REVIEW PRESS & MEDIA POLICY**

To review the Council's Press & Media Policy (ANNEX D1, D2).

**13. REVIEW PUBLICATION SCHEME**

To review the Council's Publication Scheme (ANNEX E).

**14. REVIEW CODE OF CONDUCT**

To review the Council's Code of Conduct (ANNEX F).

**15. REVIEW OF RISK REGISTER and RISK MANAGEMENT POLICY STATEMENT**

To review the Council's Risk Register and Risk Management Policy Statement as reviewed by the Asset Management Committee 8<sup>th</sup> September 2021 (ANNEX G1, G2).

**16. FINANCIAL REGULATIONS**

To consider the recommendation of the Finance & Scrutiny Committee 25<sup>th</sup> August 2021 to amend the Council's Financial Regulations (ANNEX H).

**17. THE COUNCIL'S NEW WEBSITE**

Review of the Council's Website Accessibility Statement.

**18. ENVIRONMENT WORKING GROUP (EWG)**

To receive a progress report from the Council's EWG including the EWG's responses to NALC's PC6-21 on DEFRA's consultation on Local Nature Recovery Strategies which had a submission deadline of 15<sup>th</sup> October 2021 (ANNEX I).

**19. DATE OF NEXT MEETING**

6<sup>th</sup> December 2021.

**20. DATE OF NEXT PARISH MEETING**

20<sup>th</sup> April 2021.

## Management of Meetings (v4)

Covid security is the venue hirer's responsibility. The verbal instructions of the Clerk and/or Chairman in respect of compliance with these guidelines, the risk assessment and/or the various Covid-19 regulations must be complied with at all times for the safety of all those attending or wishing to attend.

1. You must not attend the meeting if you have any Covid symptoms.
2. Members and the Public must enter the hall one at a time.
3. Members and the Public must use the hand sanitiser provided on entering the hall.
4. Members of the Public will be required to provide contact details or register on the NHS Track and Trace app. There is NHS QR scanning by the entrance.
5. The meeting will take place in the Main Hall with windows and doors open to allow sufficient ventilation (cross flow).
6. Members will be seated at individual tables at a suitable spacing apart. These tables must not be moved at any time during the meeting.
7. Face masks should be worn unless speaking on an item on the agenda.
8. Papers will not be circulated at the meeting – where papers must be signed, **individuals must provide their own pen and use hand sanitiser before and after signing and touching the papers.**
9. A copy of the agenda will be displayed on the entrance door to the Main hall – no copies will be provided for Members of the Public.
10. Members of the Public will be provided with seats suitably spaced apart.
11. Members and the Public must leave the hall one at a time.
12. Only the Main Hall is to be used before, during or after the meeting. Any Member or the Public who believes they may need a non-alcoholic drink during the meeting will be required to bring their own with them.
13. Toilets will be available for use before, during or after the meeting. Toilets should be used on a one in, one out basis and good hand hygiene should be adhered to.
14. The Covid restriction maximum number of people allowed in this venue was **20**. As caution with mixing in enclosed spaces is still advised, we will try not to exceed this number. Should the number of Public wishing to attend result in there being more than the maximum number of people allowed in the Main Hall the agenda may be varied to allow for each to hear the debate on the item for which they have attended. If all Members of the Public attending for one particular item result in there being more than the maximum number of people allowed in the Main Hall, the Chairman may decide to defer the item or to deal with it in such a way as to hear all the contributions. (**NOTE:** the maximum number of people in the Main Hall (**20**) INCLUDES the Clerks (**2**), Members of the Parish Council (**up to 16**), County and District Cllrs (**up to 3**) AND Members of the Public.