



TATWORTH AND FORTON PARISH COUNCIL

Notice of Parish Council Meeting

MEMBERS OF THE PUBLIC AND THE PRESS ARE INVITED TO ATTEND ALL COUNCIL MEETINGS

(Public Bodies (Admission to Meetings) Act 1960)

To Chairman G Beattie and Councillors S Adams S Beattie J Davison R Digweed R Down A Goody K Marks M Mercer J MacOmish J Payne and E Peadon

You are hereby summoned to attend the following meeting:

Meeting of...	Tatworth and Forton Parish Council
Time...	7.00pm
Date...	Thursday 10th January 2019
Place...	Tatworth Memorial Hall, Kents Lane, South Chard TA20 2QW

Councillors will be discussing all the items listed overleaf on the Agenda.

Bruce Poole

Bruce Poole BA (Hons) FSLCC MMC
Parish Clerk
3rd January 2019

7.00pm (Prior to the start of the meeting)

Questions and comments from members of the public (limited to 15 minutes in total)

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting by asking questions, raising concerns or making comments on matters affecting Tatworth and Forton. No decision can be taken during this session¹, but the Chairman may decide to refer any matters raised for further consideration.

¹N. B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119).

Reports from County and District Councillors

The County and District Councillor are invited to give short oral reports on matters affecting Tatworth and Forton.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the office know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting.

Please note that members of the public exercising their right to speak during Public Question Time may be recorded.

A G E N D A

1/19 To receive Apologies for Absence and to approve the reasons given. (LGA 1972 s85 (1))

2/19 Declarations of interests

Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations)

3/19 To approve and sign as a correct record the Minutes of the Parish Council Meeting held on Thursday 6th December 2018. (LGA 1972 sch 12, para 41(1))

4/19 Matters for report purposes only

207/18.2	Grit Bins
207/18.8	Appointment of a Contractor – Jubilee Field
207/18.9	Response to a subsequent e-mail
207/18.10	Past Parish Council Minutes
207.18.13	Launch of the Parish Council website
209/18.a	Christmas Tree Re-cycling
209/18.c	Parish Elections 2019 Poster

5/19 Chairman's Announcements

6/19 Planning

New Planning Applications

Application No: [18/03626/FUL](#) Proposal: Erection of 3 No. Dwellings with associated access. Land adjoining Stone Buildings Parrocks Lane Tatworth Chard.

Application No: [18/03923/FUL](#) Proposal: Proposed retirement housing development of 4 new bungalows and alteration to existing access and parking facilities. Land adjacent to Rose Cottage School Lane South Chard TA20 2SA.

Planning Application Decisions

7/19 Resolutions

- (1) To receive and agree the Diary of Meetings for 2019.
- (2) To note the signing by the Parish Clerk/RFO of the Internal Auditor Bridget C Bowen's letter of engagement.
- (3) To note the External Auditor's report 2017-18 regarding the required correction of figures in Boxes 4 7 & 8 of the AGAR
- (4) To review the Council's action list.
- (5) To elect the following Sub-Committees.
 - (a) **Greivance Sub-Committee**
 - (b) **Appeals Sub-Committee**
(Although hopefully unnecessary these two sub-committees should prudently be in place as a precaution. Suggest that Council Chairman chairs one and the Vice Chairman chairs the other. Maximum of four councillors {different} on each sub-committee)
 - (c) **Personnel Sub-Committee**
(Following the recommendations contained in the Report entitled "Management of the Clerk's Post 02/08/18 the members should comprise Chairman of the Council Chairman of the Finance and Personnel Committee plus one other)

8/19 Financial

1. To note the following items of expenditure.

Parish Council

(38)	Bridget C Bowen	Internal Audit Fee	225.00	
(39)	Office Outlet	Stationery	24.73	4.94
(40)	Office Outlet	Stationery	12.49	2.50
(41)	VisionICT	Web Site Upgrade	1025.00	205.00
(42)	Eclipse Internet	Home Lite	14.67	2.93
(43)	Mr B Poole	Clerk's Salary – December	1337.00	
(44)	ICO	Annual Renewal Registration Fee	40.00	
(45)	HMRC	Outstanding PAYE Liabilities	526.96	
(46)	Shreeji Enterprises	Postage	13.92	
(47)	B E Powell & Sons	Maintenance Contract – 3 rd Qtr	878.00	175.60

Parish Cemetery

(C5)	B E Powell & Sons	Maintenance Contract – 3 rd Qtr	1449.50	289.90
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9/19 Matters for information purposes only

10/19 Correspondence

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| (1) NALC | Pay Scales 2019-2020 |
| (2) SSDC | 2019-2020 Tax Base |
| (3) SW Councils | News – Winter – December 2018 |
| (4) Bridget C Bowen – Internal Auditor | Letter of Engagement
Recommendations and findings from visit 13/12/18 |
| (5) Police | Winter 2018 – Newsletter |
| (6) HMR&C | Reference PAYE & NIC |
| (7) MicroshadeVSM | Newsletter No 7 |
| (8) Mr R L Locker | Damaged Post Box – Galway Mead |
| (9) ICO | Change of registration details |

11/19 Date and Time of next meeting – Thursday 7th February 2019 commencing at 7.00 pm