



Clerk: clerk@sheptonmontagueparish.gov.uk

Date: 9 May 2025

COUNCIL SUMMONS AND AGENDA

The next Meeting of Shepton Montague Parish Council will be the **Annual Parish Meeting** held on **Thursday 15th May** at **7.00pm** in Shepton Montague Village Hall. Members of the Parish are welcome to attend.

Open discussion; Opportunity for parish members to comment on agenda items prior to the start of the meeting.

Agenda

25/01; Election of Chair 2025/26

To nominate and elect a councillor to the office of Chair for 2025/26, who will then sign a Declaration of Acceptance of Office.

25/02; Election of Vice Chair 2025/26

To nominate and elect a councillor to the office of Vice Chair for 2025/26.

25/03; Declarations of interest.

Members to declare any interests, including disclosable pecuniary interests (DPI) they may have in agenda items that accord with the parish council's [Code of Conduct](#) and to consider any written requests from members for dispensations that accord with the Localism Act 2011 s33 (b-e) (this does not preclude any later dispensation).

25/04; Approve the minutes of the last meeting held on [23rd January 2025](#) as a true and accurate record of that meeting.

25/05; To receive the Clerk's report and to note any recommendations for 2025/26:-

1. To agree the new cost centre for bank charges
2. To agree the new earmarked reserve for "Office/Administration"
3. To agree the process of publication of planning applications on the [website planning page](#) as they arrive (it seems this has not been actioned for some time).

25/06; Review of clerk's hours of work, to also note end of probationary period was at the end of January

To review and either confirm position or extend probationary period.

25/07; Finance (as circulated in meeting papers):

1. To review bank reconciliations for 2024/25
2. To review/note/approve list of payments, including staff costs
3. To review/approve list of subscriptions/direct debit/planned payments for 2025/26.
4. To approve the recommended contractor for grass cutting and review/approve the DRAFT contract.

25/08; Review of Policies (as circulated in meeting papers):

1. Risk Assessment and Management
2. Code of Conduct
3. Privacy Policy
4. DRAFT Financial Regulations
5. DRAFT Standing Orders

25/09; Review of Internal Auditor report and to note any recommendations.

1. To review/approve report and recommendations (as circulated in meeting papers).

25/10; Review of DRAFT AGAR.

a) To approve and sign the Annual governance Statement 2024/25

Key dates for AGAR 2024/25:

- Submission deadline - 1st July 2025
- Suggested period for the exercise of public rights period (which must include 1st July 2025) 3rd June – 14th July 2025

b) To determine the dates for the exercise of public rights 2024/25

Recommended period 3rd June – 14th July 2025.

25/11; To review and approve the AGAR annual Accounting Statement 2024/25 and sign.

25/12; CIL funds £1356.00; Cllrs to decide and plan project to spend CIL funds.

At the Parish meeting 28th November 2022 it was suggested that the CIL funds be used to pay for repairs to the village hall roof where the lead had been stolen. However the roof has subsequently been repaired and the cost claimed on the insurance so it seems the CIL money can be put towards something else

25/13; Planning items

1. **Proposal:** Erection of equestrian building including stables for breeding mares and hay barn and formation of hardstanding.

Location: Land At Lushes Farm Stoke Hill Stoney Stoke Wincanton Somerset

Applicant: James & Fiona Read Application Type : Full Application **Application Number:** 25/00715/FUL

Closing date for comments: 23rd May 2025

2. **Application for premises licence to be granted; Apple HQ – Dowding/O'Meara**

25/14; Agenda items for next meeting

25/15; Review and approve [schedule of 2025 meetings](#) as listed on the website;

Provisional meeting dates set for the rest of 2025 are August 14th and November 13th.

1. **To agree a date for the meeting of the Parish.**

25/16; Date of next meeting 14th August 2025

Signed



S Mainstone

Parish Clerk

9 May 2025 on behalf of the Council