**Notice of a Full Parish Council Meeting**

**Members of the public and press are invited to attend all Parish Council meetings.**

Dear Councillors,

You are hereby summoned to attend the following meeting:

Meeting: Full Parish Council Meeting

Time: 19:00hrs

Date: Monday 15th May 2023

Venue: Holford & District Village Hall, Holford. TA5 1SD

This meeting is to conduct normal business.

Yours faithfully,



Karen Scott

Clerk to Holford Parish Council

9th May 2023

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| Following the convening of the council, there will be an opportunity for members of the public (who are not normally permitted to speak during the meeting except by special invitation of the chairman) to participate before the start of the business part of the meeting, by asking questions, raising concerns or making comments on matters affecting Holford.No decisions can be taken during this session, but the chairman may decide to refer any matters raised for further consideration at a later meeting.Please note: Councils cannot lawfully decide items of business that is not specified in the summons/agenda. |

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**PARISH COUNCIL MEETING AGENDA**

1. Election of Chair – by show of hands (presided over by outgoing chair).
2. Elected chair signs a declaration of acceptance of office.
3. Election of Vice-Chair.
4. Elected Vice-Chair signs a declaration of acceptance of office.
5. Have your say – Community issues / concerns. Duration and content at Chairman’s discretion
6. To receive apologies for absence and approve the reasons given.
7. Declarations of Interest and Requests for Dispensations.
8. To approve and sign as a correct record of the minutes of the Full Parish Council meeting held on 13th March 2023.
9. Update on outstanding actions not appearing on the agenda.
10. Review and adoption of the following policies
	* 1. Standing Orders
		2. Financial Regulations.
		3. Code of Conduct
		4. Complaints Procedure
		5. Data Protection
		6. Publication Schedule
		7. Strategic Risk
		8. Grants
11. Review of arrangements (including legal agreements) with other local authorities and outside bodies.
12. Appointment of members to outside bodies.
	* 1. Appointment of LCN representative
		2. EDF Energy – Community Forum
		3. Hinkley Stakeholders Group
		4. Quantock Hills JAC Partnership
		5. Hinkley Transport and Community Forum
		6. Holford & District Village Hall
13. Review of land and other assets, including buildings and equipment.
14. Confirmation of arrangements for insurance cover.
15. Review of council/staff subscriptions to other bodies
	* SALC/NALC
16. Review of expenditure under s 137.
17. Review dates and times of full council meetings up to the next annual meeting in May 2024.
18. To receive reports from:
	* County Councillor – Cllr Hugh Davies
	* County Councillor – Cllr Rosemary Woods
19. To Receive Chairs report – Cllr Emily Heckscher
20. Councillors –
* Planning – WK/51211 – Application for street trading consent – Nellie’s Nosh
* Special Motion supported by 3 Councillors (MC, SM, SN) to re-visit the A39 Traffic Management motion agreed on 13th March 2023 – see appendix 1
* Parish On-line Motion – MC
* Local Leads review
	+ Parish Maintenance and Playground
	+ Hunt
	+ Planning Lead
	+ Bowling Green Steward
	+ Traffic
	+ Fund Raising
	+ Natural Environment
1. Clerk Report and Finance matters – KS
	* 1. To approve invoices still to be paid
	* Defibrilator Pads – Update
2. Correspondence – KS.
	* Hunt 17th April 2023
	* Trainline request
	* Dogs, Sheep email
	* Chairs award for service to the community 2023
	* SoVision IT email
	* SALC Health & Well-being Network event
3. Any other business for next agenda.
4. Date of next scheduled meeting Monday 10th July 2023 although there will be an extraordinary meeting to cover the Annual Finance obligations in June

End of Agenda

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| 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. |