**Notice of the Annual 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: Annual Parish Council Meeting

Time: 19:30hrs

Date: Monday 20th May 2024

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

This meeting is to conduct normal business.

Yours faithfully,

Text, letter

Description automatically generated

Karen Scott

Clerk to Holford Parish Council

13th May 2024

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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. |

**Notice of a Full Parish Council Meeting**

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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. Have your say – Community issues / concerns. Duration and content at Chairman’s discretion
5. To receive apologies for absence and approve the reasons given.
6. Declarations of Interest and Requests for Dispensations.
7. To approve and sign as a correct record of the minutes of the Full Parish Council meeting held on 11th March 2024.
8. Update on outstanding actions not appearing on the agenda.
9. Review and adoption of the following policies
   * 1. Standing Orders
     2. Financial Regulations.
     3. Code of Conduct.
10. Review of arrangements (including legal agreements) with other local authorities and outside bodies.
11. Appointment of members to outside bodies.
    * 1. Appointment of LCN representative
      2. Dowsborough Highways Working Group
      3. EDF Energy – Community Forum
      4. Hinkley Stakeholders Group
      5. Quantock Hills JAC Partnership
      6. Hinkley Transport and Community Forum
      7. Holford & District Village Hall
      8. National Landscapes
12. Review of land and other assets, including buildings and equipment.
    * 1. Dog Pound – to agree to obtain quotes to maintain in accordance with the agreement.
      2. Notice Boards – to agree to obtain quotes to reseal the door frames.
      3. Benches – to agree whether Holford Parish Council will maintain the various benches.
      4. Defibrillator – To agree provider for the replacement of the existing defibrillator.
13. Confirmation of arrangements for insurance cover.
    * Review Quotes and agree provider for 2024/2025
14. Review of council/staff subscriptions to other bodies
    * SALC/NALC
    * SLCC
15. Review of expenditure under s 137.
16. Review dates and times of full council meetings up to the next annual meeting in May 2025.
17. To receive and note reports from:
    * County Councillor – Cllr Hugh Davies
    * County Councillor – Cllr Rosemary Woods
18. To Receive Chairs report –
19. Councillors –

* Councillor Training.
* Local Leads review
  + Parish Maintenance and Playground
  + Hunt
  + Planning Lead
  + Bowling Green Steward
  + Traffic
  + Fund Raising
  + Natural Environment
  + Rights of Way
* To note the Rights of Way Report.
* Determine whether to register an interest in Holford Parish Council taking on aspects of the Rights of Way activities.
* Update on SIDs
* Review and agree policy for SIDs
* Holford Road Safety Working Group Update
  + Correspondence received.
* LCN Update
* Highways Working Group Update
* Community Emergency Plan Update
* Adopt a phone box – agree to adopt the phone box.
* Website/email – agree on a website Host/email supplier.
* Bridleway past Combe House – agree that the parish council will take on responsibility and will progress a possible solution.
* Somerset Wood Update – to agree to provide a donation.
* To note change of designation/conversion of Williton Customer Service Point (CSP) to a Customer Access Point (CAP) and aligned to the Asset Rationalisation Programme.

1. Clerk Report and Finance matters – KS
   * 1. To review income received and invoices paid since 11th March 2024.
     2. To approve invoices still to be paid.
2. Correspondence – KS.
3. Any other business for next agenda.
4. Date of next scheduled meeting Monday 8th July 2024 although there will be an extra full ordinary 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. |