

WEST AND MIDDLE CHINNOCK PARISH COUNCIL

Chairman: Mr Mark Bennett

Clerk: Ms Kim Duller

AGENDA

ANNUAL MEETING OF THE PARISH COUNCIL 14th May 2025

To the Chairman, Mr Mark Bennett and all members of West & Middle Chinnock Parish Council

The Annual Meeting of West & Middle Chinnock Parish Council will be held on Wednesday 14th May 2025 commencing at 7.30pm, to discuss and take decisions on Parish business as outlined on the Agenda. Members of the General Public are welcome.

Public Forum

Members of the public and press are welcome to join the meeting and are able to speak on any matter for up to 10 minutes during the Public Forum which will take place at the start of the meeting. If the matter is likely to take longer than 10 minutes, notice should be provided to the Clerk by 12 noon on the Monday preceding the meeting.

Kim Duller

Clerk to the Parish Council

- 1. Election of Chairperson. Declaration of Office**
- 2. Election of Vice Chairperson. Declaration of Office**
- 3. Councillors: Declaration of Office**
- 4. Election of Committee Representation**
- 5. Appointment of Responsible Financial Officer (RFO)**
- 6. Appointment of Internal Auditor**
- 7. ROI forms and acceptance forms for Councillors**
- 8. Chairman's Address**

Public Forum

- 9. Apologies for Absence**
- 10. Declarations of Interest**
- 11. Minutes of the Parish Meeting held on 9th April 2025**
- 12. Matters arising (other than those on the agenda)**
- 13. Core Policies Review**
- 14. Supplementary Policies Review**
- 15. Review of Annual Attendance**
- 16. Somerset Council Ward Councillor's Report**
- 17. Asset Register**
- 18. Risk Assessment**
- 19. Planning:**
 - a. Applications:**
 - i. Fortunes Well, Higher Street 22/00724 – Final Submission
Date
 - b. Determinations:**
 - c. Planning enforcement:**
 - ii. Smiths Hill Development
 - d. Planning queries:**

20. Finance:

- a. To formally note receipt of Parish Precept
- b. To agree Qtr 4, financial year-end 24/25 accounts
- c. Limited Assurance External Audit, overview
- d. To receive report from the Internal Auditor for 24/25 accounts
- e. Approval of the Accounting Statement (AGAR Form 3, 24/25)
- f. Approval of the Annual Governance Statement (AGAR Form 3, 24/25)
- g. Renewal of Annual Insurance
- h. HMRC Query
- i. To pay any routine or previously agreed invoices

21. Allotments: Clerk

- a. Inspection Update
- b. Plot Vacancies

22. Matters Arising from Meeting:

- a. Identification of broken & blocked drains
- b. Dog Fouling Update
- c. Reporting of Maintenance Incidents
- d. Bins: Recreation Ground

23. Reports & Correspondence:

- a. Devolution Update, including Somerset Finance
- b. VE Day Celebrations
- c. Local Community Networks
- d. Play Equipment Inspection Sovereign Equipment
- e. Clerk Report, by exception 9th April 2025 – 9th May 2025
- f. Footpaths
- g. Parish Councillor Recruitment
- e. Drains, Potholes and Hedges: By Exception
- f. Membership of CPRE

24. Correspondence & Matters for the Parish Council Meeting, Wednesday 11th June 2025 Agenda. Forward any items to the Clerk by Friday 6th June 2025

**Next Parish Council Meeting
Wednesday 11th June 2025 7.30pm, Village Hall**