

STAPLEGROVE PARISH COUNCIL
www.staplegroveparish.co.uk

CHAIRMAN
Michael Clark
Brookfield
Rectory Drive
Staplegrove, Taunton
Somerset TA2 6AP
01823 282239

CLERK
Helen McInnes
28 Gaunton Close
Taunton
Somerset TA1 4TW
01823 276403
staplegroveparishcouncil@hotmail.com

11 May 2018

Please find below the agenda for the Annual Meeting of Electors for the Parish of Staplegrove to be held at Staplegrove Village Hall, on **Thursday 17th May 2018 at 6pm**. This will be followed by the Annual and then Ordinary Meeting of the Parish Council at approximately 6.15 pm. A meeting of the Staplegrove Children's Playground Trust (trustee: Staplegrove Parish Council) will then follow. The agenda for this meeting is enclosed separately.

Yours sincerely

Helen McInnes, Clerk

Agenda for annual meeting of electors

1. To receive and agree apologies for absence
2. To approve as a correct record the minutes of the previous meeting held on 18th May 2017 (attached)
3. Matters arising
4. Review of parish matters during the past year – Chairman to report (attached)
5. Annual reports (all attached) from:
 - Staplegrove Trust
 - Staplegrove Youth Football Club
 - Parish Paths Liaison Officer
 - Staplegrove Church School
6. Questions from members of the public
7. Any other business

Agenda for annual meeting of parish council

1. To receive and agree apologies for absence
2. Code of Conduct – Declaration of interests
3. Election of Chair and Vice-Chair for 2018/19

Ordinary meeting of the parish council

4. To approve as a correct record the minutes of the meeting held on 15th March 2018 (attached)
5. Police matters
6. Question from members of the public (maximum 15 minute session)
7. Matters Arising
 - i. Cars and vans parked in lay-by along Staplegrove Road
 - ii. Reduction of height of hedge near Post Office
8. Annual Meeting of Parish Electors – to discuss any issues arising from the meeting
9. Parishioner concerns about parking at junction of Mill Rise and Grove Gate
10. Narrowed pavement on south side of Staplegrove Road near pedestrian crossing/Post Office

11. Highways update
 - i. Purchase of Community Speed Watch signs
 - ii. Request for SLOW on Staplegrove Road near Village Hall
 - iii. Recovery of the full width of the footway near Westerkirk Gate
 - iv. Parking issues/restrictions in Showell Park and Bindon Road
12. Update from County Councillor Rod Williams – Parish issues
13. Update on Parish Council's Facebook page
14. Discussion of maintenance needed to Parish Council noticeboard near Post Office
15. Renewal of insurance policy for 1st June 2018 – 31st May 2019 (papers to follow)
16. Review of risk assessments (attached)
17. Purchase of replacement information panel for The Grove (paper attached)
18. General Data Protection Regulation (GDPR)
19. Planning applications
 - i. Report from Planning Sub-committee meeting, 9th May 2018 (minutes attached)
 - ii. Decisions since last meeting to be noted (paper attached)
20. Financial matters:
 - i. Bank reconciliations – March and April
 - ii. 2017/18 accounts and asset register – to note and approve (attached)
 - iii. Internal audit of 2017/18 accounts and review of the effectiveness of internal audit arrangements
 - iv. External audit – completion of the Annual governance statement 2017/18
 - v. External audit – completion of the Accounting statement 2017/18
 - vi. Receipts and payments since last meeting
 - vii. Clerk's salary
21. Correspondence
22. Any other business
23. Date of next meeting (Thursday 19th July 2018)

Receipts and payments since last meeting

		£
Receipts:	Santander – bank interest (March)	11.93
	HMRC – VAT repayment	127.81
	TDBC - precept	9,400.00
Payments:	Love Musgrove MRI scanner donation	500.00
	Helen McInnes – March salary and expenses	312.01
	HMRC – March PAYE	59.80
	Helen McInnes – pension contributions	298.52
	TDBC – grass cutting (2017/18)	406.80
	Howard SW Ltd – April grass cutting	70.40
	Helen McInnes – April salary and expenses	343.74
	HMRC – April PAYE	45.20
	Charlie Saville – April footpath maintenance and playground strimming	229.50