

## **RUISHTON AND THORNFALCON PARISH COUNCIL**

CLERK: HEATHER BRYANT, NORTHAY HOUSE, NORTHAY, CHARD, SOMERSET. TA20 3DN

EMAIL: [ruishtonpc@gmail.com](mailto:ruishtonpc@gmail.com). TEL: NO: 01460 234770

Dear Councillors, you are summoned to a meeting of the Parish Council on Wednesday 5<sup>th</sup> May 2021 at 7.30pm held using Video Conferencing under Regulations

L01-20 | THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020



Heather Bryant  
Clerk to the Council.  
28.4.21

### **PARISHIONERS QUESTION TIME (ON GENERAL PARISH MATTERS)**

Subject to Standing Orders 1 e and 1f, the time limit is at the Chairman's discretion for this section of the agenda. Questions or comments will be noted or raised at the appropriate time on the agenda or become an agenda item for the next meeting. Persons may speak for not more than 5 minutes cumulative.

### **AGENDA**

*Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities, Crime and Disorder, Health & Safety, Bullying & Harassment and Human Rights*

#### **1 ELECTION OF CHAIRMAN**

TO CONSIDER: the election of a Chairman for the forthcoming year.  
The Chairman to sign a Declaration of Office Form  
(Declaration of Office Form attached)

#### **2 APOLOGIES FOR ABSENCE**

#### **3 ELECTION OF VICE-CHAIRMAN**

TO CONSIDER: the election of a Vice-Chairman for the forthcoming year

#### **4 DECLARATIONS OF INTEREST**

#### **5 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 7<sup>TH</sup> APRIL 2021**

#### **6 COUNTY AND DISTRICT COUNCILLORS REPORTS**

#### **7 TO APPOINT COUNCILLORS TO SPECIFIC AREAS OF RESPONSIBILITY**

FOOTPATHS	HIGHWAYS
RECREATIONAL FIELD	SAFETY ISSUES
POLICE CONTACT	PRESS
HENLADE	THORNFALCON
RIVERBANK	LOCAL STRUCTURE PLAN
VILLAGE HALL REP	FLOOD COMMITTEE REP
TREE WARDEN	DEFIBRILLATOR

#### **8 COUNCIL POLICIES, TERMS OF REFERENCE, RISK ASSESSMENTS**

##### **POLICIES**

STANDING ORDERS – adopted 7.9.26 Min No 16/9/11. Recommend to review in 21/22  
FINANCIAL REGULATIONS – adopted 4.11.19 Min No 19/11/15 Recommend to review in 21/22  
EFFECTIVENESS OF INTERNAL AUDIT - adopted 3.3.21 Min No 21/3/16. It is recommended to review each year.  
CASUAL VACANCY POLICY – adopted 20.5.15 Minute No 15/05/12. Recommend to review in 21/22  
COMPLAINTS PROCEDURE- adopted 7.10.15 Minute No 15/10/13. Recommend to review in 21/22  
COMMUNICATIONS POLICY – adopted 2.11.16 Min No 16/11/10. Recommend to review in 21/22  
SOCIAL MEDIA POLICY - adopted 2.11.16 Min No 16/11/10. Recommend to review in 21/22  
PRIVACY POLICES – adopted 18.7.18 Min No 18/7/8. Recommend to review in 21/22

## RISK ASSESSMENTS

GENERAL AND FINANCIAL – adopted 3.3.21 Min No 21/3/16. Recommend to review every year

RECREATION GROUND PLAY EQUIPMENT – Independent Risk Assessment carried out every year

OPEN SPACE POLICY – adopted 3.8.16 Min No. 16/08/08. Recommend to review in 21/22

TO CONSIDER: the above recommendations as the aim for a review. Reviews can be carried out earlier if there are legislation changes, advised by NALC or the Council, a Cllr, Clerk requests a review.

TO CONSIDER: Any further Policies, Terms of Reference or Risk Assessments that should be carried out for the year 2021/22

## **9 PLANNING**

31/21/0006 Erection of a three storey extension to the side with the addition of 1 No dormer window at 11 Virginia Orchard, Ruishton.

31/21/0007 Erection of a two storey extensions to the front & side, election of a first floor extension to the rear and replacement of front porch at Thornhams, Ilminster Road, Henlade

### Any other Planning Matters

## **10 ACCOUNTS FOR YEAR END 2020/2021**

(If the Internal Auditor has completed the Internal Audit)

### A) ACCOUNTS FOR FINANCIAL YEAR 2020/21

(1) TO CONSIDER: the report from the Internal Auditor

(2) TO CONSIDER: that as members of Ruishton & Thornfalcon Parish Council we acknowledge our responsibility for the preparation of the accounts and confirm, to the best of our knowledge and belief, with respect to the Council's accounts for the year ended on 31.3.21 that we agree YES to questions 1-8. (Trust funds not applicable) of the Annual Governance Statement. (Section 1)

(3) TO CONSIDER: In accordance with the Accounts and Audit Regulations 2015, this council approves the accounts for year ending 31.3.21. (Section 2)

## **11 VILLAGE PUMP**

Any updates

## **12 S106 AGREEMENT £27209.75 FOR OUTDOOR RECREATION**

To consider: Disabled equipment, map for the equipment, storage

## **13 RECREATIONAL GROUND**

Any updates and consider any actions

## **14 TREES**

To approve the quote from Arbortech for £180 + VAT for pruning the Crab Apple tree at Lawn Meadow.

## **15 HIGHWAYS AND FOOTPATHS ISSUES**

## **16 NEIGHBOURHOOD PLAN**

Update

## **17 CLERK'S REPORT AND CORRESPONDENCE**

## **18 CHAIRMAN'S REPORT**

## **19 FUTURE MEETINGS**

(See attached NALC's Guidelines)

To consider the arrangements for face-to-face meetings

## **20 FINANCIAL MATTERS**

### FINANCIAL REPORTS AND CHEQUES FOR PAYMENT

To consider: that this Council approves the schedule of cheques and the Financial Report subject to the requirements of our Risk Assessment Document.

**21 MATTERS TO REPORT** (for information only) **OR FOR THE AGENDA AT THE NEXT MEETING**  
Any matters to report of a parochial nature not covered elsewhere in the agenda

*To consider: Under SO 1C the press and the public be instructed to leave the room for the next item*

**22 PURCHASE OF LAND**

DATE OF THE NEXT SCHEDULED PARISH COUNCIL MEETING 2<sup>ND</sup> JUNE 2021