



LONG SUTTON PARISH COUNCIL

www.longsutton-pc.gov.uk

NOTICE OF ANNUAL PARISH COUNCIL MEETING 7th May 2024

Councillors,

I hereby give you notice that the Annual Meeting of the above-named Parish Council will be held in the Committee Room at Long Sutton Village Hall, **on Tuesday 7th May 2024. at 7:30pm.** All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Before the start of the meeting, in accordance with Standing Order 3(e) there will be an opportunity for members of the public to comment on agenda items (at the discretion of the Chair of that meeting). In accordance with Standing Order 3(f) the question/comment time is limited to 3 minutes each, and the session should not exceed 20 minutes (unless directed by the Chair of that meeting). Contributions from members of the public do not form part of the official meeting and will normally not be included in the official minutes unless they are deemed helpful in explaining subsequent Council decisions.

Lisa Newby
Parish Clerk and Responsible Finance Officer
30th April 2024

Public Questions and Observations
Somerset Councillors Report

Agenda

24/001: Election of Chairman.

24/002: Election of Vice Chairman.

24/003: Apologies for absence (LGA 1972 s85(1)).

To receive and approve apologies for absence.

24/004: Declarations of Interest.

Declarations of Interests. Members to declare any interests, including disclosable pecuniary interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any written requests for dispensations that accord with the Localism Act 2011 s33 (b-e)(this does not preclude any later declaration).

24/005: Minutes of the last meeting held on 2nd April 2024 (LGA 1972sch12 para 41(1)).

To receive and approve the minutes of the meeting held on 2nd April 2024 as a true and accurate record of that meeting.

24/006: Casual Vacancy

To consider any applications received to fill the casual vacancy on the Parish Council by co-option.



24/007: Appointment of members as officers as representatives or to existing committees or working groups.

- a. Village Hall. Three council members are required to sit on the village hall committee.
- b. Local Community Network (LCN) representative.
 - Planning.
 - Highways and Footpaths.
 - Accounts/Payment scrutiny.
 - Lengthsman co-ordinator
 - Parish Communications and website
 - Environment Group.
 - Play area refurbishment.

24/008: Planning application. Planning applications can be viewed on the [Somerset council website](#).

- a. Application 24/00530/HOU & 24/00531/LBC The Stables, Martock Road, Long Sutton TA10 9HT. Erection of an oak framed covered porch. (extension for response to 10.05.2024).
- b. Application 24/00643/HOU Summerfield, Langport Road, Long Sutton TA10 9NE. Proposed two storey and a single storey extension. (extension for response to 10.05.2024).
- c. Application 24/000927/HOU 1 Rowley Cottages, Hermitage Road, Long Sutton, TA10 9NP. Erection of garage and store. (extension for response to 10.05.2024).
- d. Application 24/00828/FUL Orchard Farm, Knole Causeway, Long Sutton, TA10 9HY. Proposed change of use of land as extension to garden and alterations to an existing outbuilding (17.05.2024).

24/009: Village Hall and Recreation Ground

Matters brought forward by the committee.

24/0010: Play area Refurbishment

- a. To receive an update regarding the play area refurbishment.
- b. To discuss and decide upon the financial contribution from the parish council towards the play area refurbishment.

24/011: Tennis Court Refurbishment

To receive an update regarding the tennis court refurbishment.

24/012: Pavilion Refurbishment

To receive an update regarding the pavilion refurbishment.

24/013: Environment Group

To receive an update from the environment group.



24/014: Knole Flood Group update.

24/015: Communication: website and e-newsletter

- a. To agree the priority for the June newsletter
- b. Actions for consideration and approval.

24/016: Finance

- a. To approve the accounts for payment in May 2024.
- b. To view and approve the bank reconciliation for 31st March 2024
- c. To view and approve the spend to budget for the year ended 31st March 2024.
- d. Replacement of the clerk laptop.

24/017: Year end, 31st March 2024

- a. To review the Letter of Engagement for the Internal Auditor, and delegate to the parish clerk to sign it.
- b. To receive the Internal Audit report, conducted on 26th March 2024, and note the recommendations within.
- c. To review the Annual Governance and Accountability Return (AGAR) Section 1, Annual Governance Statement.
- d. To review the AGAR Section 2, Accounting Statements.
- e. To review and agree the variances of more than 15% from last year's AGAR figures.
- f. To agree the dates for the public rights to view the parish council accounts.

24/018: Reinstatement Valuations for Parish Council assets.

24/018: Tengore lane Solar Panel income/Community Benefits Payment.

24/020: Representative reports from councillors.

- a. Community Safety (including the monthly crime statistics from [Police.uk](https://www.police.uk) and the Speed Indicator Device).
- b. Lengthsman. To receive a short verbal report of works undertaken in the parish.
- c. Highways and Footpaths. To receive an update about any planned or completed works.

24/021: Other correspondence not previously distributed.

24/022: Date of next meeting.

Parish Council meeting Tuesday 4th June 2024, immediately after the Annual Trustees Meeting of the Village Hall and Recreation Ground which starts at 7.30pm.

24/023: Agenda items for the next meeting.

END OF AGENDA