

**SHOSCOMBE PARISH COUNCIL**

22, Wellow Lane, PSJ BA2 8JS

Tel: 01761 431068

Email: [clerk@shoscombecouncil.org](mailto:clerk@shoscombecouncil.org) Thursday 11<sup>th</sup> November 2021**To members of Shoscombe Parish Council****You are summoned to attend a meeting of Shoscombe Parish Council to be held in Shoscombe Village Hall on Thursday 18<sup>th</sup> November 2021 at 7.00 p.m.****Clerk to Shoscombe Parish Council – 01761 431068**

No	Agenda Item	Category	Timings
1	To note apologies for absence	Note	7.00 - 2 mins
2	Declarations of Interest in items on the agenda	Note	7.02 - 2 mins
3.	10 minutes allocated for Public Participation/questions (2 mins per person)	Note	7.04- 10 mins
4.	To confirm the minutes of the meeting on extraordinary meeting on the 21 <sup>st</sup> October are correct.	Approve	7.14 - 3 mins
5.	<b>Clerk Report to include updates on :</b> <ul style="list-style-type: none"><li>• dog bin at Single Hill ;</li><li>• unstable wall 47 Rag Hill ;</li><li>• Update on email discussion with JW and Highways</li></ul> Councillor resignation response/vacancy for co-option - <b>JF</b>	Note	7.17 - 5 mins
6.	<b>Payments out:</b> Clerk's salary - £532.00 Expenses - £61.33 HMRC - £133.00 Dunkley's Payroll - £43.20 Climate and Nature Group Expenses - £196.87 (TW) plus £65.91 (AL) <b>Money in - £177.00 Climate and Nature Group</b> <b>Clerk's training</b> Proper Officer - free plus 2 hours study time : 2 x £10 = £20 <b>Clerk's training fee/s/potential costs – ILCA - £144.00 plus 10-15 hours overtime /Enhanced Knowledge - £144.00 plus 25 hours overtime /CILCA - £792 plus 200/250 hours overtime - £2500. Maximum of £3,750.</b>	Approve  Note  Discuss/approve	7.27 -10 mins
7.	<b>Planning:</b> 21/02840/FUL – Mobile home at Braysdown Stable 21/02641/FUL - Conversion and extension of agricultural building to form holiday accommodation – Double Hill 21/03942/FUL – Woodland View, Single Hill - Erection of 1no dwelling following demolition of existing bungalow. 21/00065/RFAGR -21/01678/ADCOU- Land and Buildings West of St Julians Farm St Julian's Road Shoscombe Bath. Change of use of agricultural building to dwelling house 21/04485/FUL - Barn 1 Holiday Let Paglinch Farm Access Road To Paglinch Farm Shoscombe Bath. Erection of single storey side extension. 21/04509/OUT outline planning application for the erection of up to 255 dwellings at Writhlington.	Note  Note  Note response B&NE  Note response to B&NES  Note response to B&NES Discuss/Approve any response	7.37 – 5 mins

8.	<b>Climate and Nature Group: Action Plan – Update TW/AL/CK</b> <ul style="list-style-type: none"> <li>Update and feedback from C &amp; N Event 18<sup>th</sup> September</li> <li><b>Proposal</b> – C&amp;N Group – TW</li> </ul>	<b>Note</b> <b>Discuss/agree</b>	<b>7.42 -5 mins</b>
9.	<b>Village Hall/Recreation Ground &amp; Play Area</b> <ul style="list-style-type: none"> <li>A) Play area repairs/Weekly checks –update JF</li> <li>B) Play area improvements/Removal of Social Play Area equipment.</li> </ul>	<b>Note</b>	<b>7.47 – 5 mins</b>
10.	<b>Councillor Reports – already distributed</b> <ul style="list-style-type: none"> <li>A) Village Hall - DP</li> <li>B) HELAA/JSP/Local Plan – IC</li> <li>C) Public Rights of Way – AK</li> <li>D) School – FC</li> <li>E) Highways – GH</li> <li>F) Church/Burial Board – JS</li> <li>G) Parish Plan – update Action Plan - TW/CK</li> </ul>	<b>Note</b>	<b>7.52 -5 mins</b>
11.	<b>Council designated email mailboxes – CK/AK</b> <b>Proposal</b> - designated email mailboxes for Councillors	<b>Discuss/Approve</b>	<b>7.57-5 mins</b>
12.	<b>Feedback from Meetings:</b> <ul style="list-style-type: none"> <li>A) Parish Liaison meeting – already distributed - JF</li> <li>B) ALCA AGM – CK – already distributed</li> </ul>	<b>Note</b>	<b>8.02 – 5 mins</b>
13.	<b>Update on Clerk’s training - Proper Officer and ILCA - JF</b>	<b>Note</b>	<b>8.07 – 5 mins</b>
14.	<b>Clerk’s Appraisal – date and procedure</b>	<b>Discuss/agree</b>	<b>8.12 - 5 mins</b>
15.	<b>Reporting procedures – newsletter and minutes – CK</b> <b>Frequency of meetings - CK</b>	<b>Discuss/agree</b>	<b>8.17 – 10 mins</b>
16.	<b>Review Emergency Scheme of Delegation</b> (adopted temporarily in May 2021 due to Covid) - CK	<b>Discuss/agree</b>	<b>8.27 –5 mins</b>
17.	<b>Review of Clerk’s absence/attendance policy - FC</b>	<b>Discuss/approve</b>	<b>8.32 – 5 mins</b>
18.	<b>Personnel Committee Report:</b> discussions regarding the report (already distributed) on the Clerk’s role and training, including recommendations, advice and information on the Clerk’s Job Description, firstly to bring it in line with the recently adopted draft policy on leave entitlement and procedures, and secondly to bring it in line with ALCA’s own recommendations on the management structure of Parish Councils. <b>TW/FC/IC</b>	<b>Discuss</b>	<b>8.37– 10 mins</b>
19.	<b>Confirm Reporting Procedure - Serious Complaints and Concerns – see JF reports (already distributed)</b> <b>Proposal</b> - to confirm reporting procedures in the light of two recent issues - Dangerous tree on the Cinder Path and unstable wall at 47 Rag Hill.	<b>Discuss/Approve</b>	<b>8.47 – 5 mins</b>
20.	<b>Dates of next meetings:</b> <b>2<sup>nd</sup> December – ALCA</b> <b>13<sup>th</sup> January 2022 – Parish Council meeting</b> <b>10<sup>th</sup> March 2022 – Parish Council meeting</b> <b>23<sup>rd</sup> March 2022 – Parish Liaison</b> <b>13<sup>th</sup> July 2022 – Parish Liaison</b> <b>13<sup>th</sup> October 2022 – Parish Liaison</b>	<b>Note</b>	