

North Cadbury & Yarlington Parish Council

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Notice of Annual Parish Council Meeting

To be held on Monday 19th May 2025 in
The Reading Room, North Cadbury, commencing at 7.15pm

To all Members of North Cadbury and Yarlington Parish Council (PC), you are hereby summoned to attend the above meeting, to resolve on the business as outlined below:

RCarter

Parish Clerk and Responsible Financial Officer – North Cadbury and Yarlington Parish Council

❖ Public Question and Comments:

Before the start of the formal meeting the Public have the opportunity to make a statement **in respect of the business on the agenda only in accordance with Standing Order 3 (e)**. Members of the public are asked to restrict their comments and/or questions to three minutes.

Questions may be answered in writing. Once the formal meeting has started the Public are reminded that they have no right to speak.

❖ Report from The Newt and Emily Estate

Representatives may give a report on matters affecting the Parish.

❖ Reports from Somerset Council:

To receive any verbal report from Somerset Councillors Henry Hobhouse or Kevin Messenger.

Agenda:

25/67. Election of the Chairman of the Council and receive his/her Declaration of Acceptance of office:

To elect a chairman to serve until May 2026. The retiring 2024/25 chairman Cllr A Keys-Toyer will preside over this agenda item.

25/68. Election of the Vice Chairman of the Council and receive his/her Declaration of Acceptance of office:

The Council may choose to elect a Vice-Chairman to serve until May 2026.

25/69. Apologies for absence:

To receive any apologies for absence.

25/70. Declarations of Interests:

Members are reminded of their obligation to declare any Pecuniary or Other interests they may have under the Localism Act 2011 and NALC Model Code of Conduct adopted May 2022. (NB this does not preclude any later declarations).

25/71. Minutes:

To approve the minutes of the ordinary PC meeting held on Wednesday 23rd April 2025 and on site planning meeting held on Wednesday 14th May 2025.

25/72. Appointment of Parish Council Representatives for 2025/26:

To resolve on the following appointments:

- a. Village Hall Committee representatives
- b. Parish Path Liaison Officer and Footpath Warden
- c. Internal Auditor
- d. North Cadbury Allotment Association Representative
- e. Precept / Finance Committee
- f. Highways and Byways
- g. Personnel Committee
- h. Environmental, Climate Change and Sustainability
- i. Neighbourhood Plan Monitoring Group
- j. Emergency Planning Working Group
- k. Media and Communication
- l. Local Community Network representatives

25/73. Appointment of Bank Account Signatories 2025/26:

To confirm the Council's bank signatories.

25/74. Council Policies, Terms of Reference, Risk Assessments:

To receive, review and adopt the following:

- a. General and Financial Risk Assessment – adopted 22 May 24, minute Ref 24/68.a.
- b. Assets Register – adopted 22 May 24, minute Ref 24/68.b.

25/75. Planning:

- a. **Somerset Council Decisions:** None received.

25/76. Finance:

- a. **Balance of the Council's Bank Account & Bank reconciliation:**

To receive the full council accounts and bank reconciliation.

- b. **Accounts for payment:**

To review and approve a schedule of items of expenditure:

- | | |
|--|---------|
| i. Mr A Moore – NC Telephone box refurbishment materials | £240.21 |
| ii. SALC training Inv 2034 – 2 x planning applications 22/4/25 | £60.00 |
| iii. Clerk's allowances & expenses | £47.29 |
| iv. NC Rdg RM & V Hall hire 30 Apr & 14 May 25 | £58.50 |

- c. **Parish Council Insurance:**

To receive and consider Zurich Municipal Parish Council Insurance Renewal Premium £361.86.

- d. **Grant Application North Cadbury Village Hall:**

To consider expenditure from Community Infrastructure Levies (CIL) towards the purchase of new audio visual equipment for community events.

25/77. End of Year Audit 2024/25:

- a. **Internal Audit Report for 2024/25:**

To receive report and resolve on any recommendations.

- b. **Annual Governance Statement 2024/25:**

Members to resolve upon the response to the annual governance statement.

- c. **Annual Accounting Statement 2024/25:**

To approve the annual accounting statement

- d. **Confirmation of Public Rights Period:**

To confirm the dates for the public rights as Tuesday 3 June – Monday 14 July 2025

25/78. North Cadbury and Yarlington Neighbourhood Plan Monitoring:
Update.

25/79. Highways and Rights of Way (RoW) Report:
PC Representatives to provide progress reports.

25/80. Emergency Planning and Flood Mitigation:

Update on the formation of a Community Emergency Plan and flood mitigation.

- a. Liaison with Flood Warden. To appoint two people to liaise with the Flood Warden on behalf of the PC.
- b. Flood Risk Brookhampton. To discuss how to address the removal of the debris in the Cam downstream of Brookhampton.

25/81. Local Community Networks LCNs:
Reports.

25/82. Items for Report and Future Business:

- a. Update from Wessex Water re Sewage Overflow - Mitchells Row, Brookhampton.
- b. Email from Galhampton Resident – speeding vehicles through the village.

Please notify items to the Clerk at least 24hrs before the meeting.

Next meetings: On site planning meeting/s to be held if required at 4.30pm on Wednesday 18th June 2025 and to be followed by ordinary Parish Council meeting at 7.00pm in Galhampton Village Hall.