



Correspondence address: c/o Andrew Bramston, Chair
Orr Farm, Chantry BA11 3LJ

**Summons & Notice for the Annual General Meeting of the
Parish Council Meeting
being held on Wednesday 8th May at 7:00pm
at Holy Trinity, Chantry**

5th March 2024

To: All Members of the Council

Dear Councillor

You are hereby summoned to attend the Annual General meeting of the Whatley & Chantry Parish Council to be held at **Holy Trinity, Chantry** on Wednesday 8th May 2024 at 7:00pm. The meeting will consider the agenda items set out below.

Please inform the Clerk if you are unable to attend.

Yours sincerely

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Rachel Nash
Clerk

- Agenda and papers are available at [Whatley and Chantry Website](https://www.whatleyandchantry.co.uk).
- To attend in person:
 - Residents are welcome to join the meeting in person and are asked to contact the Parish Clerk if they wish to discuss a matter and participate in the meeting clerk@whatleyandchantry.co.uk
 - Those attending the meeting are welcome to continue to wear face masks
 - Where there are confidential or exempt items which may need to be considered, residents will be asked to leave at that point

Agenda

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|-----------------|--|
| 052024.1 | Chairs Welcome |
| 052024.2 | Election of Chair for 2024/2025
Election of Chair and Proper Officer and receive declaration of acceptance of office |

- 052024.3 Parish Clerk for 2024/2025**
Confirmation of continuation of the current contracted Parish Clerk services
- 052024.4 Apologies for absence:**
- 052024.5 Declaration of Councillors' interests and requests for dispensation:**
To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk (Localism Act 2011 s29-34)
- 052024.6 Approval of Minutes of the previous meeting held on Wednesday 13th March 2024**
To confirm and sign as a correct record of the meeting held - attachment 1.
- 052024.7 Election of Vice Chair for 2024/25**
Election of Vice Chair and receive declaration of acceptance of office
- 052024.8 Election of Responsible Finance Officer for 2024/25**
Election of Responsible Finance Officer and receive declaration of office
- 052024.9 Somerset County Councillors' report**
- 052024.10 Public Participation relating to meeting agenda items**
If you would prefer to submit questions in advance, please email clerk@whatleyandchantry.co.uk
- 052024.11 Presentation from external organisations:**
To receive a verbal presentation from external organisations in attendance. If you wish to present to the Council, please email clerk@whatleyandchantry.co.uk
- 052024.12 Clerks Report**
Update regarding activities undertaken by the Clerk - attachment 2
- 052024.13 Finance: (Responsible Finance Officer)**
The council are requested to review and approve:
- Year end spend at 31st March 2024 - attachment 3
 - Agar Return for External Auditor for signing - attachment 4
 - Agree budget breakdown for 2024/2025 - attachment 5
 - Invoices for payment in May and June 2024 - attachment 6
 - Confirm Asset Register - attachment 7
 - Reserves Policy for 2024/2025 - attachment 8
- 052024.14 Approval of Policies**
To review, approve and sign the following Council Policies:
- Financial Regulations - attachment 9
 - Financial Risk Assessment - attachment 10
 - Risk Management Policy - attachment 11
 - General Privacy Notice - attachment 12
 - Data Protection - attachment 13
 - Retention and Disposal Policy - attachment 14
 - Social Media Policy - attachment 15
- 052024.15 Local Farmers Liaison**
Update from Cllr Boorer

052024.16	Roads & Highways Liaison Update from Cllr Scott
052024.17	Chantry Village Liaison Update from Cllr Evans
052024.18	Whatley Village Liaison Update from Cllr Palmer
052024.19	Quarry Liaison Update from Cllr Bramston
052024.20	Communications Update to be received.
052024.21	Local Business Liaison Update from Cllrs Evans & Palmer
052024.22	Planning Applications The Council to discuss any planning applications received. Proposal: The erection of five dwellings and associated development following the demolition of the existing barns. Location: Orcadia Farm Chantry To Mells Green Chantry Frome Somerset Applicant: Mr A Jones Application Type: Full Application Application Number: 2024/0622/FUL Attachment 16 https://www.somerset.gov.uk/planning-buildings-and-land/view-and-comment-on-a-planning-application/
052024.23	Whatley Parish Field Update to be provided on use of the field.
052024.24	WCGT Update See attachment 17 for update.
052024.25	Items for next Agenda / Items to Report <ul style="list-style-type: none"> • Approval of the Reserves Policy • Review of payments made in May
052024.26	Date and venue of Next Meeting Wednesday 10 th June 2024 at Holy Trinity, Chantry
052024.27	Exclusion of press and public Under the Public Bodies (Admissions to Meetings) Act 1960 Members of the public and press are required to leave the meeting due to the following items being a confidential matter – staff discussion.