



## Yatton Parish Council

Hangstones Pavilion,  
Stowey Road,  
Yatton,  
Bristol  
BS49 4HS  
Tel: 01934 838971  
[www.yatton-pc.gov.uk](http://www.yatton-pc.gov.uk)



***OUR MISSION: To ensure the provision of high quality services in our communities of Yatton and Claverham***

Date: 7 May 2019  
Clerk: Aleana Baird

Email: [clerk@yatton-pc.gov.uk](mailto:clerk@yatton-pc.gov.uk)

**THE ANNUAL MEETING OF YATTON PARISH COUNCIL WILL BE HELD ON MONDAY 13 MAY 2019 AT 7.30 p.m. IN HANGSTONES PAVILION, STOWEY ROAD, YATTON BS49 4HS.**

**ALL COUNCIL/COMMITTEE MEETINGS ARE OPEN TO THE PUBLIC**

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Aleana Baird – Clerk to the Council

# A G E N D A

## Prayers

### MATTERS FOR DECISION

**1. To elect a Chair for the ensuing year.**

The Council must elect a Chair to hold office until the next Annual Meeting.

**2. To receive the Chair's declaration of acceptance of office or to permit him/her to make the declaration before or at the next meeting of the Parish Council.**

**3. To appoint a Vice-Chair for the ensuing year.**

The Council may appoint a Vice-Chair to hold office until the next Annual Meeting.

**4. To receive any newly elected Parish Councillors declaration of acceptance of office or to permit members who require it to make their declarations before or at the next meeting of the Parish Council.**

**5. To receive apologies for absence, and to approve reasons where appropriate.**

**6. To receive declarations of interests by Parish Councillors and to consider any written applications for dispensations.**

**7. To consider co-opting on to the Parish Council and to discuss the process for making co-options onto the Council for any outstanding vacancies.**

There are vacancies as a result of insufficient nominations as follows:

Yatton Claverham Ward: 1 vacancy.

Yatton North Ward: 2 vacancies.

Yatton South Ward: 1 vacancy.

The Parish Council has 35 working days from the date of election, that is, until Friday 24 June, to fill these vacancies by co-option, after which North Somerset Council may order fresh elections to fill the vacancies.

### **PUBLIC PARTICIPATION**

**8. To receive and hear any person who wishes to address the Council.**

The Chairman will select the order of the matters to be heard. Each speaker will be limited to a period of three minutes (to a maximum of 15 minutes total public participation at the Chairman's discretion).

North Somerset Council - Ward Councillors' Reports

Parish Liaison Officer Report

Police Report

Neighbourhood Plan Updates.

### **MATTERS FOR DECISION**

**9. To confirm the minutes of the meeting held on 11 March 2019.**

**10. If the Council wishes to exclude the public for a particular agenda item, the following resolution must be passed:**

'That the public be excluded from the meeting during consideration of agenda item(s) ... on the ground that publicity would be prejudicial to the public interest [by reason of the confidential nature of the business] or [for other special reason which must be stated].'

**11. Finance**

i) To authorise payments, including to note receipts and petty cash payments for May.

ii) To agree section 1 of the accounts for the Parish Council 2018-19 and sign Section 1 of the Annual Return 2018-19. (Annexe 1 attached)

iii) To agree section 2 of the accounts for Parish Council 2018-19 and sign Section 2 of the Annual Return 2018-19. (Annexe 2 attached)

## **12. To appoint committees.**

**The terms of reference are attached (Annexe 3), any amendments may be made if required by agreement at the meeting.**

Last year's committees:

Amenities & Properties Committee.  
Finance, Personnel & Administration Committee.  
Planning Committee.  
Cadbury Hill Joint Management Committee. (3 members)

The terms of reference are attached (Annexe 3), any amendments may be made if required by agreement at the meeting.

## **13. To appoint working parties**

Last year's working parties

New Cemetery Working Party.  
Yatton Neighbourhood Plan Steering Group.  
Wakedean Gardens Working Group.  
Public Transport Working Group.  
Business Support Working Group.  
Road Safety Working Group.  
Play Area Working Group.  
Hangstones Pavilion Alterations Working Group.

## **14. To appoint representatives on outside organisations**

Last year's organisations:

Bristol Airport Consultative Committee.  
Community Drugs Misuse Forum.  
Strawberry Line Management Committee.  
YACWAG.  
Yatton Music Society.  
Yatton PACT.  
Yatton Village Hall Management Committee.  
ALCA.  
North Somerset Flood Risk Action Group.  
Local Access Forum.  
North End Steering Group.

## **15. To appoint a Trustee to Yatton United Charities.**

**16. To consider resolving that Yatton Parish Council is eligible to use the General Power of Competence.**

The general power of competence, the power of a local authority ‘to do anything that individuals generally may do’, has been available to Yatton Parish Council since May 2012. Eligibility expires at this meeting but may be renewed for a further four years provided that the conditions for eligibility are satisfied.

Members must be satisfied that:

- The number of councillors elected (i.e. not co-opted) is at least two thirds of the total number of seats on the Council (i.e. at least 12 out of 18); there are currently 14 elected councillors.
- The Clerk holds the Certificate in Local Council Administration (CiLCA).
- The Clerk has passed the 2012 CiLCA module on the General Power of Competence.

Documentation to show all these conditions are satisfied is attached.

**17. To approve a Statement on Internal Control (draft attached Annexe 4).**

**MATTERS FOR INFORMATION**

**18. To receive the Clerk’s Report.**

**19. Future Agenda Items.**

**MATTERS FOR DECISION**

**20. To consider three quotes for the repair of the village hall roof – Confidential Item.**

As referred from the Finance Personnel & Administration Committee April 15<sup>th</sup> 2019 meeting.

*\*\*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 (race, age, gender, sexual orientation, marital status and any disability) Crime & Disorder, Health & Safety and Human Rights\*\**

***This document can be made available in a different format on request***