

# KINGSBURY EPISCOPI PARISH COUNCIL

Councillors are summoned to the Annual Meeting of the Parish Council  
To be held on WEDNESDAY 7<sup>TH</sup> MAY 2025, 7.30PM at Kingsbury Episcopi Primary School

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## PUBLIC FORUM

Members of the public may make representations, ask questions or give evidence in respect of matters on this agenda or any other item which may be included in a future agenda. A speaker in the public forum may only represent their own point of view and shall not speak for more than 3 minutes. No decision can be taken on issues raised unless the matter is already an item on the agenda.

## REPORT FROM SOMERSET COUNCIL COUNCILLOR(S)

Verbal report from Somerset Council Councillors.

Where a written report is provided, this will be made available on the Parish Council website.

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1. Election of Chair of the Parish Council
2. Declaration of Acceptance of Office by the Chair
3. Election of Vice-Chair of the Parish Council
4. Attendance and apologies
5. Declarations of interest
6. Parish Council Vacancy: To consider any applications
7. Approve and sign minutes of the previous meeting
8. To review areas of responsibility and agree any committees
9. To review membership and subscriptions for outside bodies
10. Policy, procedure and document review:
  - a. Standing Orders
  - b. Financial Regulations
  - c. Code of Conduct
  - d. Risk Assessment
  - e. Employment policies
11. Planning applications
  - a. 25/00806/LBC: Dudmoor House Dudmoor Kingsbury Episcopi TA12 6AT - Withywind Silver Street Kingsbury Episcopi TA12 6AZ - Revised scheme for approved loft conversion (06/00380/LBC) to include additional rooflights
  - b. 25/00887/LBC: Dudmoor Corner Dudmoor Kingsbury Episcopi TA12 6AT - Repair and change of materials of existing porch and a replacement porch door
  - c. 25/00833/FUL: Orchard End Farm Water Street East Lambrook TA13 5HN – Proposed demolition of an agricultural building and the erection of two private self-build dwellings with parking and gardens
  - d. 25/00931/OUT: Mulberry House Middle Street East Lambrook TA13 5HH - Outline application with all matters reserved for one single storey custom build dwelling, new tree and hedgerow planting, and an upgrade to the existing foul water system
12. Financial matters
  - a. Financial report
  - b. Payments for authorisation

|           |                                  |         |
|-----------|----------------------------------|---------|
| K Larsson | Clerk Salary incl. PAYE (April)* |         |
| K Larsson | Administrative expenses          | £TBC    |
| SALC      | Annual affiliation fee           | £641.06 |
  - c. To review assets and confirm appropriate insurance

\*Salary information protected under GDPR.

### **13. Councillor and general updates**

- a. Highways
- b. Flooding
- c. Footpaths and Bridleway
- d. Wildlife Group
- e. Cemetery & Churchyard
- f. Lock-up
- g. SID
- h. Local Community Networks
- i. Other matters raised with permission from the Chair

### **14. Items for the next meeting**

### **15. Dates and times of future meetings**

**Exempt Business:** The Parish Council proposes that in view of the confidential nature of the business about to be transacted (legal, personal or commercial), the press and public be excluded in accordance with the Public Bodies (Admission to Meetings) Act 1960, and they are instructed to withdraw.

### **16. To note Clerk's salary scale point revision as per contract of employment**

Kim Larsson, Clerk  
1<sup>st</sup> May 2025