

CROSCOMBE PARISH COUNCIL

 clerk@croscombeparishcouncil.co.uk |  www.croscombeparishcouncil.co.uk |  07734 742977

Dear **Member of Crocombe Parish Council**

You are hereby summoned to attend an **Ordinary Meeting on Tuesday 18 November 2025 at 7.00pm** in the **Church Rooms, Church Street** to transact the following business.

The right for the public and press to attend a Parish Council Meeting is established under the Openness of Local Government Regulations 2014 as well the right to record, film and broadcast meetings. If anyone wishes to film, photograph, or audio record this public meeting, you must inform the Clerk at least 24 hours in advance to ensure obligations under the Data Protection Act, Human Rights Act, and other legislation are met.

By Order of Linda Roslyn, Parish Clerk & RFO
13 November 2025

AGENDA

116⁽²⁵⁾ **Public Forum Session**

15 minutes will be allowed for questions and comments from members of the public.

Parish Council meetings are open and members of the public and press are welcome to attend. Such entitlement does not include the right to speak except during the Public Forum, where each member of the public is entitled to speak once on issues affecting the Parish. Any questions asked shall not require a response or debate. The Council may wish to consider the matter in more detail at a later date before making a full response. (Please see the Council's Standing Orders for further information – available on the website or on request from the Parish Clerk).

117⁽²⁵⁾ **Apologies and Reasons for Absence.**

118⁽²⁵⁾ **Declarations of any pecuniary or non-pecuniary interests from members regarding matters on the agenda.**

119⁽²⁵⁾ **Minutes for Approval**

To approve and sign the minutes of the Parish Council Meeting (PCM) held on 21 October 2025.

120⁽²⁵⁾ **Finance**

- a) To consider expenditure up to £100 for the purchase of water level warning gauges (from budget – general reserves).
- b) To approve the November Monthly Accounts and Q2 Budget Statements and new invoices for online payment.

121⁽²⁵⁾ **Clerk's Report**

To receive the Clerk's Report.

122⁽²⁵⁾ **Somerset Council Report**

To receive an update from Cllr M Lovell of Somerset Council.

123⁽²⁵⁾ **Leave of Absence Request (section 85 of the Local Government Act 1972)**

To consider a request from Cllr Chris Jackson for a leave of absence.

124⁽²⁵⁾ **Governance – Policies and Procedures**

- a) **IT Policy (v1.0)** - To approve the adoption of the IT Policy (v1.0).
- b) **Email Policy (v1.0)** - To approve the adoption of the Email Policy (v1.0).

125⁽²⁵⁾ **Member Roles and Responsibilities**

- a) **Asset Management** – To approve the appointment of a Councillor to have responsibility for the Council's assets.
- b) **Village Hall Liaison** - To approve the appointment of Cllr A Ford as liaison for the Council on matters pertaining to the Village Hall.

126⁽²⁵⁾ **Working Group Updates**

- a) **Crocombe Flood Group (CFG)** - To receive an update from Cllr P Hodge.

b) **Orchard Working Group (OWG)** - To receive an update from Cllr L Tully.

c) **Play Area Working Group (PAWG)** - To receive an update from Cllr B Gudzelak.

127⁽²⁵⁾ **Community Car Scheme**

To consider supporting the operation of a Community Car Scheme for Croscombe (Cllr A Hargraves).

128⁽²⁵⁾ **Date and Venue of Parish Council Meetings**

a) To consider a change to the day of the meetings – to either 1st Tues or 1st Thur of the month.

b) To consider a change of venue for the meetings.

c) To note the date of the next PCM as Tuesday 16 December 2025 in the Church Rooms.

129⁽²⁵⁾ **CONFIDENTIAL - Personnel Matters**

The Council to approve to exclude members of the public and press under provisions of the Local Government Act 1972 Sch.12a, Section 3 to discuss matters pertaining to the Clerk's employment.