

## SWT Annual Council

Tuesday, 24th May, 2022,  
6.15 pm

The logo for Somerset West and Taunton, featuring the text "Somerset West and Taunton" in white on a teal background with a white swoosh at the bottom right.

The John Meikle Room - The Deane  
House

[SWT MEETING WEBCAST LINK](#)

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**Members:** Ian Aldridge, Benet Allen, Lee Baker, Marcus Barr, Mark Blaker, Chris Booth, Sue Buller, Norman Cavill, Simon Coles, Dixie Darch, Hugh Davies, Tom Deakin, Dave Durdan, Kelly Durdan, Caroline Ellis, Habib Farbahi, Ed Firmin, Andrew Govier, Steve Griffiths, Roger Habgood, Andrew Hadley, Barrie Hall, John Hassall, Nicole Hawkins, Ross Henley, Marcia Hill, John Hunt, Dawn Johnson, Marcus Kravis, Richard Lees, Sue Lees, Libby Lisgo, Mark Lithgow, Janet Lloyd, Dave Mansell, Andy Milne, Chris Morgan, Simon Nicholls, Craig Palmer, Derek Perry, Martin Peters, Hazel Prior-Sankey, Andy Pritchard, Steven Pugsley, Mike Rigby, Francesca Smith, Federica Smith-Roberts, Vivienne Stock-Williams, Andrew Sully, Nick Thwaites, Anthony Trollope-Bellew, Ray Tully, Terry Venner, Sarah Wakefield, Danny Wedderkopp, Brenda Weston, Keith Wheatley, Loretta Whetlor and Gwil Wren

### Agenda

**1. Election of Chair**

It is the legal requirement that the first formal business at the Annual Meeting of Council shall be the election of a Councillor to be the Chair of the Council.

**2. Appointment of Vice Chair**

**3. Apologies**

To receive any apologies for absence.

**4. Minutes of the previous meeting of Full Council**

To approve the minutes of the previous meeting of the Committee.

**5. Declarations of Interest**

(Pages 7 - 14)

To receive and note any declarations of disclosable pecuniary or prejudicial or personal interests in respect of any matters included on the agenda for consideration at this meeting.

(The personal interests of Councillors and Clerks of Somerset County Council, Town or Parish Councils and other Local Authorities will automatically be recorded in the minutes.)

**6. Public Participation - To receive only in relation to the business for which the Extraordinary Meeting has been called any questions, statements or petitions from the public in accordance with Council Procedure Rules 14,15 and 16**

The Chair to advise the Committee of any items on which members of the public have requested to speak and advise those members of the public present of the details of the Council's public participation scheme.

For those members of the public who have submitted any questions or statements, please note, a three minute time limit applies to each speaker and you will be asked to speak before Councillors debate the issue.

We are now live webcasting most of our committee meetings and you are welcome to view and listen to the discussion. The link to each webcast will be available on the meeting webpage, but you can also access them on the [Somerset West and Taunton webcasting website](#).

**7. To receive any communications or announcements from the Chair of the Council**

**8. To receive any communications or announcements from the Leader of the Council**

**9. To receive only in relation to the business for which the Extraordinary Meeting has been called any questions from Councillors in accordance with Council Procedure Rule 13**

**10. Election of the Chair of the Corporate Scrutiny Committee**

The Corporate Scrutiny Chair shall be drawn from among those Councillors proposed to serve on the Corporate Scrutiny Committee who are not from the majority political group and are not Chair of any other Committee.

**11. Election of the Chair of the Community Scrutiny Committee**

The Community Scrutiny Chair shall be drawn from among those Councillors proposed to serve on the Community Scrutiny Committee who are not from the majority political group and are not Chair of any other Committee.

**12. Somerset West and Taunton Council Committees, Terms of Reference, Committee Allocation and Appointments to Committees**

(Pages 15 - 60)

This matter is the responsibility of the Leader of the Council, Councillor Federica Smith-Roberts.

The Council Procedure Rules within the Council's Constitution require that the following items of business are transacted at the annual meeting of the Council:

- a) To decide which Committees to establish for the municipal year;
- b) To decide the size and terms of reference of those Committees;
- c) To decide the numerical allocation of seats to political groups on Committees in accordance with the political balance rules;
- d) To make appointments to Committees

**13. Appointment of Representatives on Outside Bodies**

(Pages 61 - 92)

This matter is the responsibility of the Leader of the Council, Councillor Federica Smith-Roberts.

This report is to finalise the appointment of representatives to serve on outside bodies for the period to vesting day of the New Council in April 2023.

**14. To authorise the sealing or signing of documents to give effect to any decisions taken**

(Pages 93 - 94)

This matter is the responsibility of the Leader of the Council, Councillor Federica Smith-Roberts.

To authorise the Common Seal of Somerset West and Taunton Council.

**15. Decision taken under the urgency rules regarding the Discretionary Council Tax Energy Payment Scheme**

(Pages 95 - 122)

This matter is the responsibility of Executive Councillor for Corporate Resources, Councillor Ross Henley.

This report details the decision taken on 5 May 2022 by the Chief Executive under the urgency rules contained within

paragraph 5 of the Budget and Policy Framework within the Council's Constitution.

**16. Formal delegation to the Parish Councils of Wellington, Pitminster and Milverton to determine specified types of planning application until 31 March 2023**

(Pages 123 - 126)

This matter is the responsibility of the Chair of the Planning Committee, Councillor Simon Coles.

This report seeks authorisation for the District Council as the Local Planning Authority to delegate to the three Parish Councils its powers to determine planning applications for development of the type set out in Paragraph 4.2 of this report.

**17. Temporary Appointment of Members to Town and Parish Councils**

(Pages 127 - 132)

This matter is the responsibility of Executive Councillor for Corporate Resources, Councillor Ross Henley.

Ordinary Town and Parish Council Elections were recently conducted in Somerset on 5<sup>th</sup> May 2022. There are occasions where due to resignations or lack of applications for vacancies at an election, a Parish or Town Council is unable to operate because it is inquorate. Under section 91 of the Local Government Act 1972 the Council has power to make an Order appointing temporary members to a parish council where due to the number of vacancies the council cannot function.



**ANDREW PRITCHARD  
CHIEF EXECUTIVE**

Please note that this meeting will be recorded. At the start of the meeting the Chair will confirm if all or part of the meeting is being recorded and webcast. You should be aware that the Council is a Data Controller under the Data Protection Act 2018. Data collected during the recording will be retained in accordance with the Council's policy. Therefore unless you are advised otherwise, by entering the Council Chamber and speaking during Public Participation you are consenting to being recorded and to the possible use of the sound recording for access via the website or for training purposes. If you have any queries regarding this please contact the officer as detailed above.

Members of the public are welcome to attend the meeting and listen to the discussions. There is time set aside at the beginning of most meetings to allow the public to ask questions. Speaking under "Public Question Time" is limited to 3 minutes per person in an overall period of 15 minutes and you can only speak to the Committee once. If there are a group of people attending to speak about a particular item then a representative should be chosen to speak on behalf of the group. These arrangements do not apply to exempt (confidential) items on the agenda where any members of the press or public present will be asked to leave the Committee Room.

If you would like to ask a question or speak at a meeting, you will need to submit your request to a member of the Governance Team in advance of the meeting. You can request to speak at a Council meeting by emailing your full name, the agenda item and your question to the Governance Team using [governance@somersetwestandtaunton.gov.uk](mailto:governance@somersetwestandtaunton.gov.uk)

Any requests need to be received by 4pm on the day that provides 1 clear working day before the meeting (excluding the day of the meeting itself). For example, if the meeting is due to take place on a Tuesday, requests need to be received by 4pm on the Friday prior to the meeting.

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The meeting rooms, including the Council Chamber at The Deane House, are on the first floor and are fully accessible. Lift access to The John Meikle Room (Council Chamber), is available from the main ground floor entrance at The Deane House. The Council Chamber at West Somerset House is on the ground floor and is fully accessible via a public entrance door. Toilet facilities, with wheelchair access, are available across both locations. An induction loop operates at both The Deane House and West Somerset House to enhance sound for anyone wearing a hearing aid or using a transmitter.

Full Council, Executive, and Committee agendas, reports and minutes are available on our website: [www.somersetwestandtaunton.gov.uk](http://www.somersetwestandtaunton.gov.uk)

For further information about the meeting, please contact the Governance and Democracy Team via email: [governance@somersetwestandtaunton.gov.uk](mailto:governance@somersetwestandtaunton.gov.uk)

If you would like an agenda, a report or the minutes of a meeting translated into another language or into Braille, large print, audio tape or CD, please email: [governance@somersetwestandtaunton.gov.uk](mailto:governance@somersetwestandtaunton.gov.uk)