

LOPEN PARISH COUNCIL

<https://www.lopenvillage.org/parish-council>

Councillors are summoned, and members of the public invited, to attend the Ordinary Meeting of the Parish Council to be held at 7.00pm, Monday 27th October 2025 in The Sunday School Room, Lopen.

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 speak for no more than 3 minutes. The Public Forum shall last a maximum of 15 minutes, and the Chair of the meeting has absolute discretion to request the speaker to stop or adjourn the public forum at any time. 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.

AGENDA

1. **Attendance and apologies**
2. **Declarations of interest / Dispensation requests**
3. **Parish Councillor vacancy:** To consider any applications
4. **Approval of Minutes:** To confirm minutes as a true record of the previous meeting.
5. **Planning Matters**
 - a. New applications to consider: None.
 - b. Updates and enforcement issues and to consider any actions required
6. **Financial matters**
 - a. Financial statement to 30/09/25
 - b. To approve payments requiring authorisation
 - c. To review the suitability of Scribe Lite and consider format for ongoing financial recording and monitoring
7. **Sunday School Room AV equipment:** To consider additional connectivity requirements
8. **SRA river level gauge project:** To receive an update and consider any additional actions
9. **Policies:** To consider adoption of the following employment policies: Dignity at Work; Equality and Diversity; Grievance; Disciplinary
10. **To receive updates and agree actions on the following areas:**
 - a. Highways
 - b. Rights of Way
 - c. Flooding
 - d. Orchard Land
 - e. Training
 - f. Local Community Network
11. **Correspondence/matters for report only**
12. **Items for the next meeting**
13. **Date of the next meeting:** Monday 24th November 2025, 7.00pm in The Sunday School Room
14. **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.
15. **Clerk salary payment:** To agree the final salary payment for the former Clerk

Kim Larsson, Clerk
22nd October 2025