

WITHYCOMBE PARISH COUNCIL

DRAFT Minutes of the Withycombe Parish Council meeting held at the Memorial Hall on Monday 20th March 2019 at 7.00pm

PRESENT

Councillors: Emma Wright (Chairman), David Tilley, Stephen Crossman, Richard Barnham, Amanda Gardiner, Susan Gill

In attendance: S Rawle (Clerk), Christine Lawrence (SCC)

For future reference attendees will be referred to in these, and subsequent, minutes by their initials viz:

Emma Wright (Chairman) EW, Chris Thomas CT, Stephen Crossman SC, Richard Barnham RB, Amanda Gardiner AJG, Susan Gill SG, David Tilley DT, Brenda Maitland-Walker (West Somerset District Council) BMW, Christine Lawrence (Somerset County Council) CL, Sam Rawle (Clerk) SR.

The Meeting was digitally recorded

THESE MINUTES ARE DRAFT UNTIL APPROVED AT THE NEXT FULL COUNCIL MEETING.

1905 ELECTION OF CHAIRMAN

EW was proposed by DT seconded by CT and elected as Chairman by unanimous decision.

1906 APOLOGIES FOR ABSENCE

RB

1907 ELECTION OF VICE CHAIRMAN

CT was proposed by SG seconded by EW and elected as Vice Chairmana by unanimous decision.

1908 PARISH COUNCIL VACANCY

Following the recent Election process a vacancy had arisen on the parish council. The Chairman proposed that Steve Crossman be co-opted on to the Council. The proposal was seconded by and unanimously agreed.

1909 DECLARATION OF ACCEPTANCE OF OFFICE

The Clerk circulated forms to the Chairman and Councillors in order that they formally declare acceptance of office. Forms were completed and returned to the Clerk. Clerk to arrange for these to be sent to Electoral Services Officer at Somerset West and Taunton Deane Council.

1910 REGISTER OF MEMBERS INTERESTS FORMS

The Clerk circulated register of members interests forms. Forms were completed and returned to the Clerk. Clerk to arrange for these to be sent Electoral Services at Somerset West and Taunton Deane Council.

1911 TO RECEIVE DECLARATIONS OF INTERESTS FROM CLLRS

None

1912 TO APPROVE MINUTES OF THE FOLLOWING MEETINGS

Parish Council Meeting and Public Open Session held on 4th March 2019.

Parish Council Extraordinary Meeting held on 19th March 2019

1913 **MATTERS ARISING FROM THE MINUTES**

1914 **PLANNING**

Applications:

3/14/19/004 – Edgemoor, Rattle Row, Withycombe – Erection of front porch – No objections

Decisions: None received

1915 **PRESENTATION OF FINANCES**

1915.1 **Budget Monitoring Report:** The Clerk circulated a budget monitoring report for the period 1st April 2019 to 30th April 2019. The Clerk explained the Parish Councils current reserves position (Titholes Orchard £10,9330 and Active Living £457.00). She confirmed that the annual precept had been received from the District Council for £7852. She explained that the expected payment from The Crown had not yet been received. The delay was because of the requirement for MHPF to approve the lease before payment could be released. The Clerk confirmed that the Parish Council had 'free funds' of £18,816.

1915.2 **Bank Reconciliation Statement:** The Clerk presented the bank reconciliation up to 30th April 2019. The bank reconciliation statement agreed with bank statements and was signed by the Chairman, as an accurate record. Bank balances were:

➤ Account 95304622	£1,945.69
➤ Account 44356501	£ 27,656.81
Total	£29,602.50

1915.3 **The following payments were approved:**

1. S Rawle (Clerk) salary / expenses (Apr 2019 – Jun 2019)	£819.11
2. Mr B J Howe (Internal Audit)	£90.50

Clerk's Salary and Expenses:

The Clerk advised that the amount shown included re-imburement of £10 towards the Parish Assembly refreshments and also £36.00 for a payment made to ISOK Designs who were the PC website providers. Additional pages had been added to the Parish Council website in order that the Annual Accounts and policy documents (standing orders, financial regs) could be uploaded and could be more easily identified to the general public. This was approved.

1916 **INSURANCE RENEWAL**

The Clerk advised that quotations had been received through Insurance Brokers, Came and Company as follows: (1) Inspire - £379.73 (2) Hiscox - £627.76 (3) Ecclesiastical - £379.73.

The premium quoted by Ecclesiastical could be reduced to £363.25 if the Parish Council took advantage of a three year long term agreement. She advised that the Parish Councils insurer was currently Ecclesiastical and that the three year long term agreement came to an end on 31st May 2019. Councillors discussed the options at length. It was asked whether Titholes would require a separate insurance agreement and if not how would the current quotations be affected. The Clerk advised she would need to enquire with the insurance brokers. There was some concerns that a 3 year deal would lock the Parish Council should Titholes insurance requirements adversely affect the premium. The Clerk was instructed to make the necessary enquiries with Came and Company.

1917 FINAL ACCOUNTS 2018/19

1917.1 **Certificate of Exemption 2018/19:** Approved and signed.

1917.2 **Annual Governance Statement 2018/19:** The Annual Governance Statement was circulated by the Clerk. After due consideration this was approved and signed by the Chairman.

1917.3 **Accounting Statements 2018/19:** The Accounting Statements which forms part of the Annual Return for the year ended 31st March 2019, were circulated by the Clerk. After due consideration these were approved and signed by the Chairman.

1917.4 **Internal Audit Report 2018/19:** The report prepared by the Council's Internal Auditor, Mr B Howe was circulated and noted.

1918 TITHOLES ORCHARD UPDATE

Work on the site had supposed to have started today.

The Chairman advised that MHPF had not yet approved the draft lease. She had spoken to Nick Kelly, Estate Manager for MHPF and he was confident that approval would be forthcoming fairly soon. The need for quotes for play equipment was discussed and the timing for approaching play equipment companies. The consensus was that wait for the physical space to be constructed before contacting providers. CL mentioned that some of her parishes were incurring unexpected costs in the upkeep and maintenance of equipment. Important to be aware in mind when choosing equipment and materials. Agreed that would not have the funds to fill the space straight away and that community involvement would be needed.

1919 HIGHWAYS

Nothing to report

1920 RIGHTS OF WAY

A vacancy had arisen for the role of volunteer Parish Path Liaison Officer. It was agreed to advertise this in the Parish Newsletter. Clerk to liaise with Anne Rivett.

1921 BT TELEPHONE BOX (WEST STREET)

The Clerk reported that she had received proof of ownership of the land where the box was situated. The landowner had also provided written permission to the Parish Council that she was happy for the telephone box be adopted. The Clerk explained she had been unable to progress the matter because of priority in finalising the Annual Accounts and Audit. It was agreed that the Memorial Hall Committee be consulted as to whether they had any objections to the telephone box being re-positioned on the patio area outside the Memorial Hall before further action was taken. The Chairman offered to speak to Liz Steadman, MH Committee Chairman.

1922 COUNTY COUNCILLOR AND DISTRICT COUNCILLOR REPORT

1922.1 The County Councillor (CL) presented her report in the Public Open Session which preceded this meeting. There were no matters arising from the County Councillors report that required further action by the Parish Council.

1923 CORRESPONDENCE RECEIVED

1923.1 ENP Parish Member Appointments – The Clerk advised that she had received notification of the forthcoming election for ENP Parish Member Appointments. Parish Councillors have the opportunity to join the NPA Authority. Nomination papers were available from the Clerk.

1923.2 Planning Applications received into SW & TD – Decision had been made that paper copies would be no longer sent as a matter of course. They will be sent electronically.

1924 AOB

Beech Trees – AG reported that some of the cages around the trees had been damaged and that two of the trees has died. One of these trees had been replaced approx 2 years ago but did not take. Where framework had been damaged this was cutting into the trees. Two frames had completely detached and were across the field. Tree guards still all in place. Remaining trees could benefit from some fertiliser. There was a lengthy discussion about the best way forward and the options. It was decided that most cost effective and sustainable option would be to fence the entire circle of trees. It was decided not to replace the 2 dead trees.

1897 DATES OF NEXT MEETINGS

2nd September 2019, 2nd December 2019

The meeting closed at 8.40 pm.

Signed _____
CHAIRMAN

Date _____