

WITHYCOMBE PARISH COUNCIL

Minutes of the Withycombe Parish Council meeting held at the Memorial Hall on Monday 21st May 2018 at 7.00pm

PRESENT

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

In attendance: S Rawle (Clerk), CL

Also present: Brenda Maitland-Walker (WSC)

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

1836 TO RECEIVE APOLOGIES FOR ABSENCE

CL left at the end of the Public Open Session.

1837 ELECTION OF CHAIRMAN AND VICE CHAIRMAN

1837.1 EW was proposed by DT seconded by SC and elected as Chairman by unanimous decision.

1837.2 CT was proposed by EW seconded by SG and elected as Vice Chairman by unanimous decision.

1838 TO RECEIVE DECLARATIONS OF INTEREST FROM CLLRS

RB declared a personal interest in Agenda Item 6.1.2. Planning Application 3/41/18/001, Squirrels Cottage, as a near neighbour. Spoke and voted.

DT declared a personal interest in Agenda Item 6. (late item) Planning Application 3/41/18/003, Park Edge, as a near neighbour. Spoke on item.

1839 TO APPROVE THE MINUTES OF THE FOLLOWING MEETINGS:

Parish Council Meeting and Public Open Session held on 5th March 2018.

Parish Council Extraordinary Meeting and Public Open Session held on 27th March 2018.

Parish Council Extraordinary Meeting held on 18th April 2018.

The minutes of the above meeting have been circulated prior to the meeting, were agreed as accurate and signed by the Chairman.

1840 MATTERS ARISING FROM THE MINUTES:

None

1841 PLANNING

Applications:

1841.1 Application 3/41/18/001 – Erection of a 1.5 storey extension to the side elevation @ Squirrels Cottage, Lower Street, Withycombe

No objections were expressed and the application was supported.

1841.2 Application 3/41/18/002 – Erection of a pitched roof over the existing single storey flat roof extension @ 1 Culver Cottage, West Street, Withycombe

No objections were expressed and the application was supported.

1841.3 Application 3/41/18/003 - Demolition of dwelling, garage and outbuilding and erection of replacement dwelling and associated works @ Parkedge, Higher Rodhuish, Withycombe
No objections were expressed and the application was supported.

Decisions:

None

1842 FINANCES

1842.1 **Budget Monitoring Report:** The Clerk circulated a budget monitoring report for the period 1st April 2018 to 30th April 2018. The Clerk explained the Parish Councils current reserves position (Titholes Orchard £10,330 and Active Living £459.00). After taking this into account the Parish Council had 'available funds' standing at £11,124 at 30th April 2018. RB questioned what the likely outturn of the reserves position at year end was forecast to be and whether the Council should consider utilising the reserves to use on such projects such as the defibrillator. Clerk advised that a more accurate outturn figure could be forecast at the September meeting and by which time the Titholes project would have progressed.

1842.2 **Bank Reconciliation Statement:** The Clerk presented the bank reconciliation up to 30th April 2018. She confirmed that the first half year precept of £3,772.50.00 had been received from West Somerset Council. The bank reconciliation statement agreed with bank statements and was signed by the Chairman, as an accurate record. Bank balances were:

➤ Account 95304622	£1,910.50
➤ Account 44356501	£20,003.03
Total	£21,913.53

1843.3 **The following payments were approved:**

1. S Rawle (Clerk) salary / expenses (Apr 2018– Jun 2018)	£779.56
2. Came and Company (Annual Insurance Premium)	£317.05
3. B Howe (Internal Auditor)	£ 90.90
4. SALC Affiliation Fee 2018/19	£ 76.52
5. Parish Newsletter (Feb)	£ 33.75

1769.4 **Active Living Account:** The Clerk confirmed that the Parish Council held £459.00 on behalf of Active Living. She was still waiting confirmation of the grant from SCC for 2018/19.

1843 FINAL ACCOUNTS/ANNUAL RETURN 2017/18

1843.1 Certificate of Exemption 2017/18: The Clerk reported changes to the requirement for smaller authorities for 2017/18. The main change to the requirements of the regime relate to those smaller authorities who are eligible to exempt themselves from review. The exemption criteria are met if the smaller authority can declare that it has total gross income and total expenditure below £25k and no public interest report/application to court re. unlawful item of account issued by its external auditor in the prior year and been in existence since before 1/4/2014.

It was resolved (1) that the Parish Council met the criteria set out above and resolved (2) that Withycombe Parish Council is an exempt authority within the definition contained in the Local Audit (Smaller Authorities) Regulations 2015.

1843.1 **Annual Governance Statement 2017/18:** The Annual Governance Statement which forms part of the Annual Return for the year ended 31st March 2018, was circulated by the

Clerk. After due consideration, the Annual Governance Statement was approved by Council and signed by the Chairman.

1843.2 **Accounting Statements 2017/18:** The Accounting Statements which forms part of the Annual Return for the year ended 31st March 2018, was circulated by the Clerk.

1843.3 **Internal Auditors Report 2017/18:** The report prepared by the Council's Internal Auditor, Mr B Howe was circulated and noted.

1844 RISK ASSESSMENTS

The Chairman reported that these had recently been undertaken. Photos of assets had been taken as recommended by the Internal Auditor.

1845 HIGHWAYS

Nothing to report

1846 RIGHTS OF WAY

Website has been updated with information about permissive paths.

1847 TITHOLES ORCHARD UPDATE

SC provided an update regarding a recent meeting held on site between himself, Eric Beaven (PC Advisor), James Dennis (Savills Project Manager) and Piers Owen (Savills Architect). It had been a positive meeting and an agreed way forward had been established. Piers Owen will work up a revised design and bring this back to the Parish Council for agreement before going out to consultation with the local community.

1848 BT TELEPHONE BOX (WEST ST)

Clerk had written to landowner requesting confirmation of land ownership to be provided to BT. Adoption could not be progressed until this is received.

1849 COUNTY COUNCILLOR and DISTRICT COUNCILLOR REPORTS

1849.1 The Somerset County Councillor (CL) presented her report in the Public Open Session which preceded this meeting. There were no matters arising from the Somerset County Councillors report that required further action by the Parish Council.

1849.2 The District Councillor (BMW) presented her report in the Public Open Session which preceded this meeting. There were no matters arising from the report that required further action by the Parish Council.

1849 CORRESPONDENCE RECEIVED

Clowns – Letter received requesting consideration of a grant. Correspondence noted.

1850 AOB

Open Tower at St Nicholas Church on 2nd June 10.30am to 12.00 noon.

1851 DATES OF NEXT MEETINGS

3rd September, 5th December 2018

The meeting closed at 8.20 pm.

Signed _____
CHAIRMAN

Date _____