



EAST HUNTSPILL PARISH COUNCIL

Clerk to the Parish
Jane Moreton

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Annual Parish Council Meeting Held on Monday 18th May at 7-30pm

Prior to the commencement of the meeting all members signed the acceptance of office as an elected member of the Parish Council

MINUTES

Present Councillors E. Birt; G Boyer S Croll, H Dixon, F Kidner, N Litton, M Wall, C Wright together with the Parish Clerk Jane Moreton

In attendance was District Councillor R Filmer together with two members of the public

- 116.1 To elect a Chairman
G Boyer was Proposed Cllr Wright Seconded Cllr Kidner **Agreed unanimously**
- 116.2 To receive a Statutory Declaration of Office **This was read aloud and signed**
- 116.3 To receive any apologies for non attendance - Cllr A Gilling
- 116.4 To receive any declarations of interest **None**
- 116.5 To elect a Vice Chairman
The Chairman asked for nominations N Litton was proposed by F Kidner and Seconded Cllr Boyer **Agreed unanimously**
- 116.6 Some discussion regarding Committees and it was agreed to have a responsible Councillor for areas of responsibility to arrange if required a meeting (or where practical electronically). All to be included in the monthly agenda with the responsible Councillor to Brief the full council for decision To elect the following Personnel as Brief Holders
- (a) Planning - Cllr H Dixon
 - (b) Open Spaces - Cllr. E. Birt
 - (c) Roads & Transports -Cllr N Litton
 - (d) Footpaths & Bridleways - Cllr G Boyer
 - (e) Finance & Personnel - Cllr C Wright with F Kidner as deputy.
 - (f) Grievance - Cllr Boyer. Appeals - Cllr Litton (This could be amended if and when the occasion arose)
 - (g) Communications Working Group. Cllr Birt, Cllr Dixon, Cllr Croll and Cllr Wright
- 116.7 To propose Representatives to the following Village Organisations
- (a) SALC Cllr Boyer
 - (b) Cluster Group Cllr Wright
 - (c) East Huntspill School - Cllr Croll
 - (d) East Huntspill Pavilion Project - Cllrs Birt and Croll.
 - (e) Village Hall – Cllr Birt

- 116.8 To adopt the Council's Corporate Policy.
This has been circulated electronically; this was discussed and a few minor changes made. The dates of meetings to be second Tuesday monthly at 7pm usually 12 per year. Francis to have a paper copy other members to have a copy electronically. JM
This is a living document and will be reviewed on an annual basis.
- 116.9 To approve the Council's Asset Register – **This was read out and agreed**
- 116.10 To approve the Council's Insurance Policy **a copy to be requested** JM
- 116.11 **To approve the Council's Bank Mandate That the bank account to be maintained at the Co-operative bank Skelmsdale (Any Two members to sign) The new documents circulated for completion.**
- 116.12 **To receive the Parish Council's Financial Statement for the year ending 31st March 2015**
 (a) To approve the Annual Accounts for the year ending 31st March 2015
copy circulated agreed and signed
 (b) **To approve the Annual Governance Statement**
Read out agreed and signed
 (c) **To review the effectiveness of the internal audit**
Agreed and to have an interim audit after 6 months.
- 116.13 **To re-appoint the Clerk as the Council's Responsible Financial Officer**
Agreed
- 116.14 **To re-affirm acceptance of The Audit and Account Regulations 2011 (England) Regulations 2011 (SI 2011 No 817 Agreed**
- 116.15 **To re-affirm the Council's Publication Scheme and confirm the Parish Council's Qualified Persons under Section 36 of The Freedom of Information Act 2000 Agreed**
- 116.16 **To give formal approval to the Parish Clerk that he may send summons and notices to Parish Councillors electronically Agreed**
- 116.17 **To complete the Member's Register of Interests Forms completed and returned these will be copied and sent to the monitoring officer at SDC**
- 116.18 **To confirm the appointment of Polden Accountants as the Council's Internal Auditor. Agreed**
- 116.19 **Issues arising from the Annual Parish Meeting – 20th April 2015**
One issue regarding the plastic rubbish that blows across our parish agree to arrange a site visit to Viridor.
- 116.20 **To receive and approve the Minutes of the Parish Council Meeting held on Monday 16th March 2015**

Resolved: that the Minutes of the Parish Council Meeting held on Monday 16th March 2015 which had been circulated are approved as being a correct record and signed as such by the chairman.

- 116.21 Parish Council Vacancy
To be advertised on the notice board and website in view to co-opting at the July meeting JM + C Group
- 116.22 **Past Subject Matters**
For the purpose of report only
 (1) Matters raised by members of the public
 (2) To agree a Communications group to be Cllrs Croll, Dixon and Wright and to receive a regular agenda item for report
- 116.23 Resolutions (1) To resolve to accept Came & Company's Insurance quotation in the sum £1,045.85 for 2015/16's Annual Insurance Premium
- 116.24 **Finance & Personnel Committee**
(1) To receive the Draft Minutes of the Financial & Personnel Committee held on Monday 16th March 2015 and Monday 20th April

Resolved: that the Minutes of the Finance and Personnel meeting held on Monday 20th April 2015 which had been circulated are approved as being a correct record and signed as such by the chairman.

(2) To approve the following items of expenditure

(1) Staff Salaries & Expenses – Mar 15	1647.77
(2) SLCC Stationery	47.50
(3) Came & Co Insurance	1045.85
(4) Sedgemoor DC dog Bins	334.46
(5) Jimas Newsletter	362.00
(6) Microshade	51.60
(7) East Huntspill School (SCC Grant)	800.00
(1-7 Above As agreed at the Finance meeting 20:4.15)	
(8) Refreshments for APM	20.00

(9) BT	143.31
(10) Sage	162.00
(11) SALC Fees	279.14
(12) In touch (Web management)	35.99
(13) Bruce Poole Gratuity	1716.00
(14) N Litton Expenses	19.20
(15) SALC Training 4x course 29 July	60.00
(16) Microshade	51.60
(17) K Nobes (Polden Accountants)	342.00
(18) Salaries and PAYE	933.30
<u>ALL AGREED</u>	

116.25 Planning

(1) To agree the minutes of the planning committee held on 20th April 2015

Resolved: that the **Minutes** of the **Planning committee** held on **Monday 20th April 2015** which had been circulated are approved as being a correct record and signed as such by the chairman.

(2) To consider Planning applications

25/15/00010	Agricultural development Hackness Farm Cover existing yard/feed area	No Observations	
25/15/00011	Alteration to touring caravan site Caravan site with 20 pitches to 11 hardstanding & erection of W/C shower block and reception with 10 tent pitches Land to the South of Withy Road	Support	

(3) Decisions on planning matters

54/13/00023	Erection of five turbine wind farm with associated infrastructure Land at Withy End Causeway Woolavington TA9 3NP	Refused	
25/15/00002	Erection of a bungalow for someone with disabilities and formation of access Land to the South of Bramley House Church Road, East Huntspill	No Objections raised	Refused
25/15/00003	Demolish Existing Dwelling erection of 4 Dwellings comprising of two semi detached dwellings contained within two buildings 17, Church Road, East Huntspill TA9 3PG	Support Tidy up the site. Offer additional properties for the village Unlikely to increase traffic	O/S
25/15/00004	Formation of access track across field to move livestock to building adjoining field Land to the south of New Road East Huntspill Notice of Proposed Agricultural development	No Observations	Refused

116.26 (1) To receive reports from the following brief holders

Open Spaces NONE

116.27 To receive the following Village Reports

- (a) Village Ranger NONE
- (b) SALC NONE

(c) **Councillors**

Issues raised were:-

Overhanging bush in Ashlea Park.

Magazine distribution:- to be area based, as the planning is, but aligned to peoples homes.

Editorial group to discuss advertising in the newsletter.

Light still on by Bason Bridge Garage No 13

Complaints about the road closure through Bason Bridge - Signage.

Report back from the HPCC meeting held in Weston

Notice of grass cutting (Nigel has the letter)

There should be available an independent risk assessment of Factory lane.

(d) **District Councillors**

Cllr Filmer gave an update 75% turnout for the Knoll Ward Election he thanked the parish.

He was asked about High-speed Broadband and screening of solar panels.

A Letter to be written to our MP regarding the lack of response and for an update on the HPCC

Copied to Cllr Healey and MH Asked to attend our next meeting

JM

(e) **County Councillor NONE**

(f) **Village Beat Officer NONE**

(g) **East Huntspill School NONE**

(h) **East Huntspill Pre-School NONE**

(i) **East Huntspill Pavilion Group NONE**

(j) **Coastal Cluster Group NONE**

(k) **The Chairman**

(l) **The Clerk Clerks report circulated**

116.28

To receive and consider the following correspondence and e-mails

Additional items for information received after the circulation of the Agenda

All Saints Parish Church Letter of thanks for the grant of £2000

Letter from Sage re licence cover due for renewal

SALC to renew our membership

Rialitas changes in the accounting process from Alpha to be installed after year end

116.29

Other Business referred to the Clerk NONE

116.30

Date of next Meeting

TUESDAY 9th June 2015 at 7pm