



EAST HUNTSPILL PARISH COUNCIL

Clerk to the Parish
Bruce Poole
BA (Hons); Fellow ILCM MMC

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Minutes of the Annual Parish Council Meeting of East Huntspill Parish Council that was held in the **Church Hall Church Lane East Huntspill** on **Monday 19th May 2014** commencing at **7.30 pm** when the following business was transacted.

PRESENT: Councillors Mr G Boyer (Chairman) together with Mesdames H Dixon T J Salway Messrs F Kidner N Litton M Wall and the clerk Mr B Poole

In addition there was one member of the public plus District Councillor Andrew Gilling

106.1 To elect a Chairman

Resolved that Mr G Boyer be elected Chairman

106.2 To receive a Statutory Declaration of Office

The Statutory Declaration was made and duly signed

106.3 To receive any apologies for non attendance

None

106.4 To receive any declarations of interest

None

106.5 To elect a Vice Chairman

Councillor Mr Nigel Litton was so elected.

106.6 To elect the following Personnel/Committees/Brief Holders

(a) Planning

Councillor Heather Dixon Committee Chairman Councillors F Kidner T J Salway M Wall with G Boyer and N Litton (ex-officio)

(b) Playground

Councillor K Cooke Committee Chairman with J Salway H Dixon with G Boyer and N Litton (ex-officio)

(c) Roads & Transports

Councillor N Litton

(d) Footpaths & Bridleways

Councillor G Boyer

- (e) Finance & Personnel

Councillor F Kidner Committee Chairman with H Dixon M Wall and G Boyer and N Litton (ex-officio)

- (f) Grievance Panel
(g) Appeal Panel

Decision deferred

106.7 To propose Representatives to the following Village Organisations

- (a) SALC

Councillor G Boyer

- (b) Cluster Group

Councillors G Boyer J Salway

- (c) East Huntspill School

Councillor H Dixon

- (d) East Huntspill Pavilion Project

Councillors H Dixon

- (e) East Huntspill Pre-School

Councillor J Salway

106.8 To adopt the Council's Corporate Policy

Resolved that the Council's Corporate Policy be adopted

106.9 To approve the Council's Asset Register

Resolved to approve the Council's Asset Register

106.10 To approve the Council's Insurance Policy

Agreed to defer to the next Financial Committee Meeting

106.11 To approve the Council's Bank Mandate

Resolved that the signatories on the Council's Bank Accounts be any two from the following Parish Councillors – Mesdames Cooke Dixon Salway together with Messrs Boyer Kidner Litton and Wall. In addition the Responsible Financial Officer (RFO) Mr Bruce Poole Parish Clerk's signatory is also included for the purposes of making direct contact with the Bank in order to affect transfers between the two accounts on the Parish Council's behalf

106.12 To receive the Parish Council's Financial Statement for the year ending 31st March 2014

- (a) To approve the Annual Accounts for the year ending 31st March 2014

Resolved that the Annual Accounts for the year ending 31st March 2014 be approved – copy attached to the Minute Book

- (b) To approve the Annual Governance Statement

Resolved that the Annual Governance Statement be approved

- (c) To review the effectiveness of the internal audit

The Parish Council acknowledged that they were satisfied with the current effectiveness of the internal audit procedures undertaken by the council.

- 106.13 To re-appoint the Clerk as the Council's Responsible Financial Officer**
Resolved that the Clerk Mr B Poole be re-appointed the Council's Responsible Financial Officer
- 106.14 To re-affirm acceptance of The Audit and Account Regulations 2011 (England) Regulations 2011 (SI 2011 No 817)**
Resolved to re-affirm acceptance of The Audit and Account Regulations 2011 (England) Regulations 2011 (SI 2011 No 817)
- 106.15 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**
Resolved to re-affirm the Council's Publication Scheme and that the Parish Clerk Mr B Poole be re-appointed as the Parish Council's Qualified Person
- 106.16 To give formal approval to the Parish Clerk that he may send summons and notices to Parish Councillors electronically**
Resolved that formal permission be given to the Parish Clerk that he may send summons and notices to Parish Councillors and other such documentation electronically
- 106.17 To review the Member's Register of Interests**
 Members were reminded of their responsibility to ensure that their personal Register of Interest was reviewed and any amendments immediately notified to the Parish Clerk.
- 106.18 To confirm the appointment of Mrs Karen Nobes of Polden Accountants Ltd as the Council's Internal Auditor**
Resolved to confirm
- 106.19 Issues Arising from the Annual Parish Meeting – 22nd April 2014**
 None
- 106.20 To receive and approve the Minutes of the Parish Council Meeting held on Monday 17th March 2014**
Resolved that the Minutes of the Parish Council held on Monday 17th March 2014 that had been duly circulated be taken as read approved as being a correct record and signed as such by the Chairman
- 106.21 Past Subject Matters**
For the purpose of report only
- (1) Matters raised by members of the public
 None
- (2) Continuation of EH
 Still outstanding
- (3) Casual Vacancy
 Still Outstanding
- (4) Letter to County Councillor – HGVs & Middlemoor Water Park
 No such reply received

106.22 Resolutions

- (1) **To resolve to accept Came & Company's Insurance quotation in the sum £1,125.09 for 2014/15's Annual Insurance Premium**

Resolved to accept the stated quotation

106.23 Finance & Personnel Committee

- (1) **To receive the Draft Minutes of the Financial & Personnel Committee held on Monday 17th March 2014**

Recieved

- (2) **To approve the following items of expenditure**

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|------|-------------------|---------------------------------|---------|-------|
| (1)* | Clerks & Councils | Direct Annual Subscription 2014 | 12.00 | |
| (2) | SDC | Dog Bin Emptying | 278.72 | |
| (3) | Came & Company | Annual Insurance Premium | 1125.09 | |
| (4) | SALC | Annual Subscription Renewal | 273.06 | |
| (5) | Intouch crm | Web Support – Apr 14 | 29.99 | 6.00 |
| (6) | Staff | Salaries & Expenses – Mar 14 | 1072.26 | |
| (7) | All Saints PCC | Hall Hire | 264.00 | |
| (8) | Microshade VSM | Monthly Hosting Fee | 43.00 | 8.60 |
| (9) | Sage UK Ltd | Stationery | 9.00 | 1.80 |
| (10) | Sage UK Ltd | Instant Payroll Licence Renewal | 130.00 | 26.00 |
| (11) | intouch crm | Web Support – May | 29.99 | 6.00 |
| (12) | Staff | Salary & Expenses – April | 1150.44 | |
| (13) | SDC | Copy of Play Area Lease | 20.00 | |
| (14) | EH Cricket Club | Hedge Cutting – Play Area | 450.00 | |
| (15) | Staples | Stationery | 187.55 | 37.51 |
| (16) | Microshade | Monthly Hosting Fee - | 43.00 | 8.60 |

Resolved to ratify invoice no's 1 to 10 which were paid under delegated powers and to approve for payment the remaining invoices

106.24 Planning Committee

- (1) **To receive the Draft Minutes of the Planning Committee held on Monday 22nd April 2014**

Received

106.25 Open Spaces Committee

- (1) **To receive reports from the following brief holders**

- (1) Playing Field KC

It was noted that the Parish Council were waiting for a substantive answer in respect as to whether or not a Hearing Dog was allowed to be exercised in the Play Area

- (2) Footpaths & Bridleways GB

It was noted that the Bridge in New Road had been completed

- (3) Roads & Transport NL

106.26 To receive the following Village Reports

- (a) Village Hall MW

It was noted that a Viridor Grant had been successfully secured to assist with the kitchen renovations

- (b) SALC
Nil report
- (c) Councillors
Discussion ensued of the problems that the owner of Fairview in New Road was suffering due to overflowing of water when it rains heavy.
Comment was also made once again regarding speeding vehicles
Concern over the wide gap between the concrete drive in and the tarmacadam pathway
- (d) District Councillors
(e) County Councillor
(f) Village Beat Officer
Nothing tangible reported
- (g) East Huntspill School HD
A further HMI Inspection was due to take place in the near future
- (h) East Huntspill Pre-School JS
Still progressing well
- (i) East Huntspill Pavilion Group HD
Questions were raised as to whether or not the Parish Council were assisting the group by providing the required information in order that they might progress their grant application to Viridor Credits
- (j) Coastal Cluster Group
- (k) The Chairman
It was confirmed that Mrs Valerie Shellard had written a formal letter resigning as a Parish Councillor
- (l) The Clerk BP
He reminded Members that he would be on leave from the 8th to the 15th June

106.27 To receive and consider the following correspondence and e-mails

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|------|-----------------|--|----|
| (1) | Sage UK Ltd | Sage Cover and Year End Payroll Guide | BP |
| (2) | Grant Thornton | Annual Audit of Accounts 31 st March 2014 | BP |
| (3) | SDC | Parish Council Vacancy | BP |
| (4) | Huntspill News | April 2014 | C |
| (5) | SCC | Re-cycling and refuse collections | E |
| (6) | EH Village Hall | Letter of Thanks – Grant Funding | C |
| (7) | SALC | Reminder to renew Annual Subscription | C |
| (8) | NALC | DIS <i>Extra</i> Issue No 830 21/02/14 | E |
| (9) | SALC | Minutes - North Area Meeting 18/03/14 Presentation given by CEO Justin Robinson | E |
| (10) | NALC | Policy Review Survey 2014 | E |
| (11) | ALL Saints | PCC – Letter of Thanks and set of Financial Accounts 31/12/13 | C |
| (12) | NALC | DIS <i>Extra</i> issue 831 04/04/14 | E |
| (13) | Came & Storey | Parish Council Matters | C |
| (14) | Bank | Statements | BP |
| (15) | SALC | NALC Consultation – National Planning Policy Framework | E |
| (16) | SDC | Remittance – Precept 1 st Half - £15,000 and C.Tax Grant £1355.50 | BP |
| (17) | Police | Newsletter – March 2014 – Issue 02 | C |
| (18) | NALC | DIS <i>Extra</i> Issue 832 17/04/14 | C |
| (19) | Sage UK Ltd | Annual Licence Renewal reminder | C |
| (20) | SDC | Policy RLT3 – Two Applications – Details | C |

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| (21) | Clerks & | & Councils Direct – May 2014 – Issue No 93 | C |
| (22) | Huntspill | News – May 2014 | C |
| (23) | SDC | Copy Lease – Play Area | BP |
| (24) | NALC | DIS <i>Extra</i> Issue 833 02/05/14 | E |
| (25) | Sage | Annual Licence Plan Renewal – Confirmation | BP |
| (26) | SDC | Coastal Parish Cluster Group Meeting – 28/05/14 | C |
| (27) | SDC | Road Closure Order 0 Original New Road East Huntspill | C |

Additional items for information received after the circulation of the Agenda

106.28 Other Business referred to the Clerk

106.29 Date of next Meeting

Monday 16th June 2014 commencing at 7.30 pm