

EAST HUNTSPELL PARISH COUNCIL

Clerk to the Parish

Bruce Poole

Cert HE Local Policy; MILCM

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Minutes of the Annual Meeting of East Huntspill Parish Council that was held in the **Church Hall Church Lane East Huntspill on Monday 19th May 2008** commencing at **7.30 pm** when the following business was transacted.

PRESENT: Councillors Mrs T J Salway (Chairman) together Mesdames K Bennett K Cooke Ms G Hendy V Shellard Messrs G Boyer F Kidner N Litton R Puddy and the clerk Mr B Poole

In addition there were two members of the public present together with District Councillor Mrs Jane Moreton and County Councillor Mr Mark Healey.

“Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race gender age sexual orientation marital status and any disability) Crime & Disorder Health & Safety and Human Rights”

49.1 To elect a Chairman

There being only one nomination Councillor Mrs Jenny Salway was duly proposed and unanimously elected as chairman for the ensuing year.

49.2 To receive a Statutory Declaration of Office

The Statutory Declaration was made and duly signed

49.3 To receive any apologies for non attendance

None

49.4 To receive any declarations of interest

| Ref | Councillor | Type | Relationship |
|-----|------------|------|--------------|
|-----|------------|------|--------------|

| | | | |
|---------|----------|-------------|-------------------------------------|
| 49.23.1 | R Puddy | Personal | Chair/Trustee - New Hall Management |
| 49.23.1 | J Salway | Personal | Trustee – New Hall |
| 49.23.3 | J Salway | Prejudicial | Governor – Pre-School Alliance |

49.5 To elect a Vice Chairman

Again there being only one nomination Councillor Mrs Valerie Shellard was duly proposed and unanimously elected as Vice Chairman

49.6 To elect the following Personnel/Committees/Brief Holders

(a) Planning

Chairman – Councillor Mr Ray Puddy supported by all members of the Parish Council

(b) Playing Field

Chairman – Councillor Mrs Kay Bennett supported Councillors Miss Geraldine Hendy and Mrs Kathryn Cooke

(c) Roads & Transports

Brief Holder – Councillor Mr Nigel Litton

(d) Footpaths & Bridleways

Brief Holder – Councillor Mr Gordon Boyer

(e) Finance & Personnel

Chairman – Councillor Mr Francis Kidner supported by Councillors Kathryn Cooke Jenny Salway and Valerie Shellard

(f) Grievance Panel

Councillor Mrs T J Salway (Chairman) supported by Councillors Gordon Boyer and Francis Kidner

(g) Appeal Panel

Councillor Mrs Valerie Shellard (Chairman) and Councillors Mrs Kathryn Cooke and Councillor Mr Nigel Litton

49.7 To propose Representatives to the following Village Organisations

(a) SALC

The Clerk to attend wherever possible

(b) Cluster Group

Councillors Jenny Salway and Valerie Shellard

(c) East Huntspill School

Councillor Mrs Valerie Shellard

(d) East Huntspill Pre-School Group

Councillor Mrs Jenny Salway

49.8 To re-adopt Standing Orders Financial Regulations and Delegated Powers

Resolved that the Standing Orders and Financial Regulations be re-adopted.

Resolved to adopt the tabled Delegated Power

49.9 To approve the Council's Asset Register

Resolved that Council's Asset register be adopted

49.10 To approve the Council's Bank Mandate

Resolved that the signatories on the Council's Bank Accounts should be any two from the following Parish Council Members – Mesdames Bennett Cooke Hendy Salway and Shellard together with Messrs Boyer Kidner Litton and Puddy and that the Responsible Financial Officer (RFO) Mr B Poole Parish Council Clerk be permitted to make contact with the Bank and to authorise transfers between the two accounts on the Parish Councils behalf.

49.11 To receive the Parish Council's Financial Statement for the year ending 31st March 2008

- (a) To approve the Annual Accounts for the year ending 31st March 2008

Resolved that the Annual Accounts for the year ending 31st March 2008 be adopted

- (b) To approve the Annual Governance Statement

Resolved that the Annual Governance Statement be approved

The Chairman and the Clerk both signed the documents

- (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.

49.12 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 Financial Officer

49.13 To re-affirm acceptance of The Audit and Account Regulations 2003 as amended by the Accounts and Audit (Amendment) (England) Regulations 2006 (SI 2006/564)

Resolved to re-affirm acceptance of The Audit and Account Regulations 2003 as amended by the Accounts and Audit (Amendment) (England) Regulations 2006 (SI 2006/564)

49.14 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

49.15 To review the Council's Insurance Policy

It was noted that the Parish Clerk had made some general enquiries and that he recommended that the Parish Council continue with the present insurers.

49.16 To review the Member's Register of Interests

The Clerk reminded the members of their responsibility in respect to the register by ensuring that their own individual details were correct.

Resolved to accept the Parish Clerk's recommendation

49.17 To confirm the appointment of Mr Julian Frost as the Council's Internal Auditor

Resolved that Mr Julian Frost be re-appointed as the Council's Internal Auditor

49.18 Issues Arising from the Annual Parish Meeting – 21st April 2008 see attached Report

- (a) Notice Boards and 'stolen' notices.

Resolved that the parish Council's two notice boards – Recycling Area and the Post Office – in the future be locked and that a notice is placed therein advising how to make contact with the clerk when village organisations wish to place their own posters

- (b) 30 mph sign

Resolved that no further action be taken

The Chairman suspended Standing Orders in order to allow an open discussion on the following subject.

- (c) Naming of the Commemorative Stones

Resolved that the following should be placed on the two stones:

East Huntspill - MM – and a copy of the old school badge depicting “The Hun”

The Chairman reinstated Standing Orders.

49.19 To receive and approve the Minutes of the Parish Council Meeting held on Monday 17th March 2008

Resolved that the Minutes of the Parish Council held on Monday 17th March 2008 that had been duly circulated be taken as read approved as being a correct record and signed as such by the Chairman

49.20 Matters Arising

For the purpose of report only

- | | | |
|-----|---|----|
| (1) | Matters raised by members of the public at the previous council meeting None | BP |
| (2) | Youth Shelter – Update The clerk confirmed that he was currently sourcing some additional funding | KB |
| (3) | Village Computer Councillor Gordon Boyer explained to the meeting what steps he had taken with regards to installing the computer in “The Crown Stores” He confirmed that it would be necessary to obtain a dedicated BT line. | GB |
| (4) | “East Huntspill” Signs The clerk confirmed that he had a provisional discussion with the Highways engineer as to where the signs might be located. | BP |
| (5) | Weight Restrictions Councillor Nigel Litton explained to the meeting what the current position was in respect to the matter. | NL |
| (6) | Deer Signs The clerk confirmed that he had a provisional discussion with the Highways engineer as to where the signs might be located. | BP |
| (7) | Letter Box The clerk advised the meeting that for the fifth time he had written to the Post Office asking them what was going to happen regarding the missing letter box. | BP |
| (8) | Grant Funding 2008 The clerk confirmed that the subject had now been concluded satisfactorily | BP |
| (9) | Children’s Play Area – Rubbish in the ditch It was agreed that SDC should be informed on each occasion when the problem exists. | BP |

(10) Blocked Gulley – Crown Stores BP

Satisfactorily concluded

(11) "MUGA" VS

The Clerk confirmed he had asked SDC to provide a speaker for a future Parish Council meeting on the subject.

49.20 To approve the following items of expenditure for the months of April and May

| | | | | |
|-------|-------------------|-----------------------------------|--------|-------|
| (44)* | UofG | | 30.00 | |
| (1)* | SDC | Rent of Village Playing Field | 56.25 | |
| (2)* | SALC | Affiliation Fees 2008/09 | 232.85 | |
| (3)* | NALC | DIS Extra – 2008/09 Subscription | 22.50 | 3.75 |
| (4)* | Staff | Salary & Expenses – March 2008 | 558.49 | |
| (5)* | Mr B Poole | Postage – March 08 | 10.50 | |
| (6)* | Zurich | Annual Insurance Premium | 398.34 | |
| (7)* | BT | Broadband 01/04-30/06 | 14.68 | 2.57 |
| (8)* | Data Protection | Renewal of Registration – 2008 | 35.00 | |
| (9)* | Sage | Accounting Support 08/09 | 90.00 | 15.75 |
| (10)* | Sage | Payroll Support 08/09 | 90.00 | 15.75 |
| (11)* | Staples | Stationery | 39.80 | 6.96 |
| (12)* | N C J Lukins | Grass Cutting | 170.00 | 29.75 |
| (13) | SLCC | Larger Councils Conference | 103.33 | 18.09 |
| | | Travel | 63.17 | |
| (14) | Community Council | Annual Subscription 2008/09 | 25.00 | |
| (15) | SLCC | Practitioners Conference 14/02/08 | 47.50 | 8.32 |
| (16) | Mr B Poole | Salary & Expenses – April 08 | 592.45 | |
| (17) | Staples | Stationery | 15.97 | 2.80 |
| (18) | Bleadon PC | Training Day Costs x 1 | 33.41 | |
| (19) | SLCC | Summer Seminars | 42.00 | 7.35 |
| (20) | EH Church Hall | Hall Hire x 11 | 110.00 | |

Resolved that those accounts marked with an asterisk that were paid under delegated powers be re-affirmed and that the remaining as listed be paid

Duplicate Cheque East Huntspill Baby & Toddler Group 50.00

Resolved that a duplicate cheque be issued

49.21 Planning

(1) To receive an update on the following outstanding applications

25/07/00049

Depositing of soil, obtained from ponds, on paddock
On OS Field No 7786 West of railway line Puriton Road West Huntspill

25/08/00007 - Withdrawn

Erection of dwelling formation of parking and access
Land to the West of 3 Church Lane East Huntspill

JS

25/08/00008 – Approved 03/04/08

Erection of single storey rear extension, on site of existing (to be demolished)
117 Church Road Basonbridge Highbridge

VS

25/08/00010 – Approved 16/04/08

Erection of Agricultural Building
On land at Cote Farm Cote East Huntspill

25/08/00011 – Approved 23/04/08

Erection of carport partly on site of garage (to be demolished) front porch and erection of first floor extension
101 Church Road Basonbridge Highbridge

(2) To consider and respond to the following planning applications

25/08/00009 – Approved 16/04/08 **GB**

Erection of building to be used to garage four vehicles on site of farm loose boxes
Garages at Cripps Farm Merry Lane East Huntspill

25/08/00013 – Approved 08/05/08 **FK**

Erection of replacement toilet block
Toilet Block Westhill Farm Caravan Park Catherine Street East Huntspill

25/08/00014 – Approved 13/05/08 **FK**

Change of use of former railway sidings to storage of up to 20 Caravans
Former siding to the West of Westhill Farm Catherine Street East Huntspill

25/08/00018 – Approved 16/05/08 **GB**

Erection of extensions to North and East elevations of existing agricultural building
On land off Factory Lane Basonbridge Highbridge

25/08/00006 – Approved 15/05/08 **VS**

Erection of agricultural building
On land to the East of Reed Farm Church Road Basonbridge

25/08/00019 – Approved 14/05/08 **JS**

Erection of first and second floor side extension
38 Church Close East Huntspill

25/08/00012 **RP**

Erection of Stables
OS Field No 9682 Withy Road East Huntspill

It was noted that this application was a renewal of a previously approved application and as such the Parish Council had no objections.

25/08/00021 **FK**

Use of land for horticultural purposes on a permanent basis, retention of shed, mess room,
two poly tunnels, aviary and greenhouse
On land North of Threeways Catherine Street East Huntspill

The Parish Council had no objections to this application.

49.22 Open Spaces – To receive reports from the following brief holders

(1) Playing Field **KB**

It was noted that the dip by the pedestrian gate had been repaired and that RoSPA was due to do its Annual Inspection in June.

(2) Footpaths & Bridleways **GB**

Councillor Boyer informed the meeting that SCC was putting legislation in place that will ensure that Dogs must be kept on leads when using the village footpaths. When this legislation had been completed it was agreed that an article should be placed in the village newsletter explaining the new position.

(3) Roads & Transport **NL**

It was reported that speeding was still an issue in the village.

49.23 To receive the following Village Reports

(1) Village Hall **RP**

A big thank you was expressed by Councillor Ray Puddy for the recently received village grant which allowed the management committee to purchase blinds for the hall.

Nothing to report

(3) Councillors

(a) Councillor Mrs Valerie Shellard

The Chairman announced that she had a potential prejudicial interest in the following subject and as such decided to withdraw from the meeting.

Councillor Mrs Valerie Shellard Vice Chairman assumed the chairmanship of the meeting.

(i) Pre-School Alliance

A full explanation was given that the Pre-School Alliance was struggling to raise the required £2,000 in order to replace the school hall floor.

Resolved that the Parish Council would hold its June Parish Council Meeting in the School Hall and that they would consider formally a financial contribution at the June meeting.

Councillor Mrs T Jenny Salway then returned to the meeting and assumed the chairmanship.

(ii) State of Pavement

Concern was expressed at the small but steep slope that runs adjacent to the school pavement that was a potential risk to young people.

Resolved that SDC be advised of the problem

(iii) Training Day

It was reported that this was a very successful day and Councillor Shellard expressed her disappointment that she was the only Councillor to attend from East Huntspill. She hoped if future events are held that East Huntspill as a council fully participates.

(iv) Village Calendar

Background was given on this suggested project.

Resolved that further investigation be given to this possible village project.

(v) Community Projector/Laptop

Resolved that further investigation be given to this subject

(vi) Access on to Church Road

Resolved that the Parish Clerk write to SCC to explain the Parish Council's concern at the risks involved in gaining safe vehicular access on to Church Road

(vii) Retirement of Head teacher

Resolved that the Parish Clerk should write to Alison Norcross to wish a long and happy retirement.

(viii) Progress of the School

The latest report of the School's progress was received with satisfaction.

(b) Councillor Nigel Lytton

(i) Ex-Milk Factory

He asked whether or not it would be prudent for the Parish Clerk to write to the Factory to encourage them to repaint the exterior as it was looking so drab? It was noted that there appeared to be changes a foot at the factory premises and as such it was decided take no action at this present time.

(ii) Dog Bins

It was agreed to put this item on June Parish Council agenda

(4) District Councillors

Councillor Mrs Jane Moreton advised the meeting of the current members of the SDC Executive following the recent May annual meeting. She also gave an update on the recently held PACT Meeting and PPG 25 in respect to Flood Risk Zone Three

(5) County Councillor

Councillor Mark Healey indicated that he would have at his disposal as was the position last year the sum of £5,000 to dispense to worthy causes in his ward.

(6) Village Beat Officer

No report

(9) East Huntspill School

VS

See 49.23.3 vii and viii above

(10) The Chairman

JS

The Chairman indicated that the Parish Council would need to address the problem of rubbish often found in the village bus shelters. It was agreed to place the matter on the Parish Council's June agenda.

(11) The Clerk

The Clerk referred to the difficulties experienced at the Annual Parish Meeting in April when two of the participating audience were somewhat rude to the chairman and himself. He deprecated the fact that the main questioner refused to provide prior knowledge of the questions/queries which if he had direct answers could have readily been given.

He concluded by saying that he very much hoped that future annual meetings would not be a repeat of that unpleasant experience.

49.24

To receive and consider the following correspondence and e-mails

| | | | |
|------|------------------|---|----|
| (1)* | Audit Commission | Appointment of external Auditor | C |
| (2)* | Wicksteed | Xerscape | C |
| (3)* | Good Companions | Grant Funding Letter | |
| (4)* | Mr R J Stenning | Request – Freedom of Information Act | BP |
| (5)* | Age Concern | Letter of thanks | BP |
| (6)* | NALC | DIS <i>Extra</i> – Issue 679 – 31/03/08 | C |
| (7)* | Sedgemoor CAB | Letter of thanks | BP |
| (8)* | Moore Stephens | Accounts Year End – 31 st March 2008 | BP |

It was noted that the usual notice of annual audit had been received.

| | | | |
|-------|---------------------|----------------------------------|----|
| (9)* | SCC | Focus on Transporting Somerset | C |
| (10)* | The Huntspill News | April 2008 | C |
| (11)* | SLCC | Branch Meeting – Yeovil 18/04/08 | BP |
| (12)* | EH New Village Hall | Letter of Thanks | BP |

| | | | |
|-------|-----------------------|---|----|
| (13)* | Community Council | Parish Plan Impact Survey 2008 | BP |
| (14)* | Air Ambulance | Letter of Thanks | BP |
| (15)* | SPFA | "Somerset Field of the Year" | C |
| (16)* | CLG | Empowerment White Paper | C |
| (17)* | All Saints Church PCC | Annual Report & Accounts | C |
| (18)* | SDC | Sedgemoor Area Working Panel Minutes | C |
| (19)* | Zurich Insurance | Corporate Homicide and Corporate Manslaughter Act 2007 | C |
| (20)* | HMR&C | Employers Payslip Booklet | BP |
| (21)* | SCC Highways | Highways Group Changes | BP |
| (22)* | NALC | DIS <i>Extra</i> – No 681 – 14/04/08 | C |
| (23)* | Cossington Concerts | Fund Seeking Letter | C |
| (24)* | NALC | Conference 2008 | C |
| (25) | SCC | Heritage Roadshow 2008 | C |
| (26) | SCC | Letter from County Councillor Mr Mark Healey | C |
| (27) | Poppins Active Living | Poster | NB |
| (28) | The Huntspill News | May 2008 | C |
| (29) | SCC | Community Safety Newsletter – Spring 2008 | C |
| (30) | SCC | Environmental Maintenance 2008 | C |
| (31) | Community Council | Thatch and other material | C |
| (32) | SDC | Remittance Advice – Precept 1 st Instalment - £8,300 | BP |
| (33) | SALC | Area Meetings details | C |
| (34) | North Devon/Somerset | Shoreline Management Plan Review | C |
| (35) | SCC | Sedgemoor Area Working Panel 22/05/08 | C |
| (36) | RoSPA | Notice of inspection – June 2003 | BP |
| (37) | Nat West | Change of Banking Terms | BP |
| (38) | Sage | Tax Parameters Changes | BP |
| (39) | SDC | Coastal Parish Cluster Group – 14/5/08 | |
| (40) | Inland Revenue | Overpayment of PAYE/NI | BP |
| (41) | Friends of EH School | June Fayre – 14/06/08 | BP |

Resolved that the usual permission be granted to the Friends subject to the required indemnification being in place

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|------|-------------------|--|----|
| (42) | Clerks & Councils | Direct – May 2008 – Issue 57 | C |
| (43) | SPFA | "The Playing Field" Spring 2008 | C |
| (44) | SCC | Experimental Weight Restriction update - See 49.20.5 | NL |
| (45) | NALC | DIS <i>Extra</i> Issue 683 12/05/08 | C |

Additional items for information received after the circulation of the Agenda

| | | | |
|------|----------------------|--|----|
| (46) | SCC | Sedgemoor Area Working Panel Agenda – 22/05/08 | C |
| (47) | EH Horticultural Soc | Thank you letter | BP |

49.25 Other Business referred to the Clerk

- (1) To resolve to carry out a village housing survey in respect to affordable homes

Resolved that such a survey be carried out and that SDC be notified

- (2) To note the posting of the Notice of Appointment of Date for the Exercise of Elector's Rights

Noted

49.26 Date of next Meeting

Tuesday 16th June 2007 commencing at 7.30 pm.