

EAST HUNTSPELL PARISH COUNCIL

Parish Clerk:
Bruce Poole
Cert HE Local Policy

The **Annual Meeting of East Huntspill Parish Council** was held in the **Church Hall Church Lane East Huntspill** on **Monday 21st May 2007** commencing at **7.30 pm** when the following business was transacted.

PRESENT Councillors Mrs T J Salway (Chairman) Mesdames K Bennett and V Shellard together with Messrs G Boyer and R Puddy and the clerk Mr B Poole

In addition there were four members of the public present

“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”

39.1 To elect a Chairman

Councillor Mrs T J Salway was duly proposed seconded and elected as Chairman

39.2 To receive a Statutory Declaration of Office

The Statutory Declaration was made and duly signed

39.3 To receive Statutory Declarations of Office from newly elected Councillors

The Statutory Declaration was made by all Councillors and duly signed

The Chairman sought permission from the meeting to take the following agenda item which was agreed

39.27.2 To resolve to co-opt Mesdames K Cooke and G Hendy together with Messrs F Kidner and N Litton as Parish Councillors as prescribed by the Representation of the People's Acts 1983 & 1985

Resolved that Mesdames Kathryn Cook and Geraldine Hendy together with Messrs Francis Kidner and Nigel Litton be co-opted as Parish Councillors as prescribed by the Representation of the People's Acts 1983 and 1985

The Statutory Declaration was made and duly signed by Miss Geraldine Hendy Mr Francis Kidner and Mr Nigel Litton

Resolved that Councillor Mrs Kathryn Cooke be allowed to make the Statutory Declaration at the next available meeting

39.4 To receive any apologies for non attendance

County Councillor Mark Healey District Councillors Mrs Jane Moreton and Mr M Paul Herbert

39.5 To receive entries to the Members Register of Interest

Members were advised that a blank copy of the register entry had been included in the New Councillor Pack for their completion. They were also reminded that it should be completed and returned to the clerk no later than the date of the next Parish Council on the 18th June

39.6 To receive any declarations of interest

Ref	Councillor	Type	Relationship
39.25.1	R Puddy	Personal	Chair/Trustee - New Hall Management

39.25.1	K Bennett	Personal	Member – New Hall Management
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39.7 To elect a Vice Chairman

Councillor Mrs Valerie Shellard was duly proposed seconded and elected as chairman

39.8 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 Valerie Shellard

(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

39.9 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

39.10 To re-adopt Standing Orders and Financial Regulations

Resolved to re-adopt the Council's Standing Orders and Financial Regulations

39.11 To approve the Council's Asset Register

Resolved to approve the Council's Asset Register

39.12 To approve the Council's Bank Mandate

Resolved that it be adopted i.e. two signatures from any of the Council

39.13 To receive the Parish Council's Financial Statement for the year ending 31st March 2007

(a) To approve the Annual Accounts for the year ending 31st March 2007

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

8.0 P.m. Councillor Miss Geraldine Hendy retired from the meeting

- (b) To approve the Annual Governance Statement

Resolved that the Annual Governance Statement be approved

The Chairman and the Parish Clerk signed the documents

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

Resolved that the Finance Committee investigate the effectiveness of the internal audit and make any necessary recommendations

39.14 To re-appoint the Clerk as the Council's Responsible Financial Officer

Resolved that Mr Poole the Parish Clerk be re-appointed

39.15 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 that The Audit and Account Regulations 2003 as amended be accepted

39.16 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 that the Council's Publish Scheme be re-adopted and that the Parish Clerk Mr Poole be the Parish Council's Qualified Person

39.17 To Resolve to formally adopt with immediate effect the mandatory Model Code of Conduct as is applicable to Parish Councils of 2007 with specific inclusion of paragraph 12 (2) – "Effect of prejudicial interest on participation"

Resolved that as each Parish Councillor had that evening signed up to the old code that the formal adoption of the new code be deferred until the members had had an opportunity of perusing the documents

39.18 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

39.19 Issues Arising from the Annual Parish Meeting – 16th April 2007

None

39.20 To receive and approve the Minutes of the Parish Council Meeting held on Monday 19th March 2007

Resolved that the Minutes of the Parish Council Meeting held on Monday 19th March 2007 as circulated be approved as being a correct record and were signed as such by the Chairman

39.21 Matters Arising

For the purpose of report only

- (1) Matters raised by members of the public at the previous council meeting BP

None

- (2) Youth Shelter – Update

Matter to be discussed by the Open Spaces Committee

- (3) Stones BP

Waiting delivery of the name plates

- (4) "New Road" Sign BP
Nothing to report
- (5) Village Emergency Policy – Working Party BP
(6) Youth Council BP
(7) Barrier Costings
- Matters to be discussed further by the Open Spaces Committee
- (8) Rubbish – New Road & Factory Lane/Church Road
(9) Mr Manley – Quotation
- Concluded
- (10) Date for Village Walk GB
Agreed to be Sunday 1st July 2007
- (11) Village Newsletter
Agreed to ask Councillors Cooke and Hendy to assist on this subject matter
- (12) Village Computer BP
It was noted that whilst the proprietor of the Post Office was enthusiastic to assist it was agreed that there was insufficient space within the premises to house the computer. After discussion it was suggested that the clerk discuss the matter with the owner of Crown Stores.
- (13) "East Huntspill" Signs BP
The clerk was asked to obtain a quotation from Highways

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

(44)	UofG	6 th & 7 th	60.00	
(1)*	SDC	Rent of Playing Field – 25/03/07	56.25	
(2)*	Church Hall	Rent – 11 Meetings	110.00	
(3)*	GB Sport	Playground Repairs	328.60	57.51
(4)*	B Poole & Co	Postage – March 2007	7.92	
(5)*	SALC	Affiliation Fee 2007/08	223.31	
(6)*	Clerks & Councils	Subscription 2007/08	9.50	
(7)*	Community Council	Subscription 2007/08	25.00	
(8)*	Zurich Municipal	Annual Insurance Premium	387.14	
(9)*	BT	Broadband – 01/04/07 to 30/06/07	20.42	3.57
(10)*	Mr B Poole	Staffing costs and expenses – March 2007	544.42	
(11)*	GTC	Mole Work	90.00	
(12)*	Data Protection	Re-registration 2007/08	30.00	
(13)	APM	Refreshments	52.15	
(14)	Staff	Salary and Expenses – April 2007	533.12	
(15)	Sage	Instant Payroll Support	84.26	14.75
(16)	B Poole & Co	Postage – April 2007	8.20	
(17)	Quick Sign	Notice Board Signage	45.00	7.88
(18)	NALC	Bournemouth Conference – Oct (1/4)	76.33	14.03
(19)	Staples	Stationery	75.37	13.19
(20)	SLCC	Summer School Seminar	39.67	6.94

Resolved that those marked with an asterisk be accepted as having been paid under the delegated powers given to the Chairman and to approve those for payment not so marked

39.23 Planning

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

25/07/00003 – 02/03/07

Erection of Agricultural building to house cattle
Off Factory Lane Basonbridge Highbridge

RP

25/07/00006 – 21/02/07 **FK**
Erection of single storey rear extension
Knoll View Mark Road Walrow Highbridge

25/07/00007- 03/04/07 **RP**
Change of use and conversion of barn to dwelling
Barn to the west of Withy Road Farm Withy Road East Huntspill

27/07/00008 – 06/03/07 **RP**
Erection of conservatory to SE elevation
Sunnyside Withy Road East Huntspill

25/07/00009 – 26/04/07 **RP**
Use of land to site six additional static caravans
Land to the west of Cripps Farm Merry Lane East Huntspill

25/07/00010 – 24/03/07 **RP**
Erection of Hay Store
Off Factory Lane Basonbridge Highbridge

25/07/00011 – 04/04/07 **RP**
Erection of two storey side extension on site of existing (to be demolished)
Rosalea Withy Road East Huntspill

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

25/07/00005 – 24/04/07 **KC**
Installation of replacement slate roof, roof light and first floor window to rear (West) elevation of dwelling and installation of replacement slate roof to South elevation of rear building
New Road Farm New Road East Huntspill

25/07/00012 – 18/04/07 **RP**
Erection of single storey side (NW) extension with balcony and installation of two rear (NE) dormer windows
Withy Bank Withy Road East Huntspill

25/07/00013 – 02/05/07 **VS**
Erection of livestock building
OS Field No 0005 Hack Mead Lane Bason Bridge

25/07/00014 – 02/05/07 **VS**
Erection of Haybarn
OS Field No 0005 Hack Mead Lane Bason Bridge

25/07/00015 – 15/05/07 **NL**
Erection of rear conservatory
25 Ashlea Park East Huntspill

25/07/00016 **JS**
Erection of dwelling with side attached Garage
Land to the west of 2 Chapel Lane East Huntspill

25/07/00017 **RP**
Change of use of agricultural land for inclusion within garden area
Land to the east of 14A Church Road East Huntspill

25/07/00018 – 14/05/07 **RP**
Erection of single storey extension to west elevation, first floor extension and front porch
Cherry Trees Withy Road East Huntspill

25/07/00020
Erection of four buildings to form industrial units
Land at Factory Lane Basonbridge

Resolved that the Application to be considered at a Planning Committee Meeting on Monday 4th June 2007

25/07/00023

Certificate of Lawfulness for existing use of land as a lorry park and operating centre for heavy goods vehicles
Meade Farm New Road East Huntspill

Resolved that the Parish Council recognise from its own investigations that there has been continue use as a lorry park for the past ten years

25/06/00024

FK

Erection of building to form three stables
Long East Barn New Road East Huntspill

Resolved to advise SDC that the Parish Council had no objections to this planning application

39.24 Open Spaces - To receive reports from the brief holders

- (1) Playing Field

No report

- (2) Footpaths & Bridleways

GB

Councillor Gordon Boyer agreed to look into the complaint raised by District Councillor Moreton in respect to the footpath opposite the New Hall

- (3) Roads & Transport

NL

Councillor Nigel Litton confirmed that he was still following up the problems relating to the white lines at Withy Drove

39.25 To receive the following Village Reports

- (1) Village Hall

RP

It was noted that the fitting out of the stage was almost complete

- (2) SALC

JW

No report

- (3) Councillors

- (a) Councillor Kay Bennett

Expressed her concern that the recent hiring of the New Hall by the police authority had been paid for three times over!

- (b) Councillor Valerie Shellard

- (i) Hydrant

It was noted that the cover to the hydrant at Primrose Cottage Mill Lane was still broken

- (ii) Signs

It was noted that the "Public Rights of Way" arrows had changed colour from yellow to purple

- (iii) Dogs on leads

Asked the question as to whether or not dogs had to be kept on leads whilst being walked on village footpaths

- (4) District Councillors
- (5) County Councillor
- (6) Village Beat Officer

No reports

- (9) East Huntspill School VS

It was noted with some pleasure that the School was out of special measures and that a male teacher had recently been appointed

- (10) The Chairman JS

Councillor Jenny Salway advised the Council of the proposed opening of the new Outside Play Area on the 26th June to which the Parish Councillors had been invited

- (11) The Clerk BP

Nothing to report

39.26 To receive and consider the following correspondence and e-mails for April/May

- | | | | |
|-------|--------------------|---|----|
| (1) | SCC | Invitation to discuss SCC Unitary Proposals | C |
| (2) | SDC | Special Meeting – Coastal Parish Cluster Group – 04/04/07 | |
| (3) | NALC | DISExtra – Issue 653 – 26/03/07 | C |
| (4) | Audit Commission | Appointment of External Auditor | BP |
| (5) | Community Council | “Thatch” – Spring 2007 | C |
| (6) | SCC | Statement of Community Involvement – www.somerset.gov.uk | C |
| (7) | The Huntspill News | April 2007 | C |
| (8) | DCA | Memorial Safety | C |
| (9) | SDC | Sedgemoor Charter | C |
| (10) | Moore Stephens | Annual Audit Documents | BP |
| (11) | Mr R Hampson | Precept 2007/08 | BP |
| | | The clerk response to this enquiry was noted | |
| (12)* | SDC | Seaside Fun Day leaflet | C |
| | | Somerset Showcase leaflet | C |
| | | “What’s On” | C |
| | | Robert Blake leaflet | C |
| | | Events – 2007 | C |
| | | “Parrett People” | C |
| (13)* | SCC | Home Composting – Reduced Price Bins | C |
| | | Environmental Maintenance | C |
| | | Highway Related Services – Questionnaire | NL |
| (14)* | NALC | DISExtra – Issue 654 09/04/07 | C |
| (15)* | SDC | “Team Somerset” | C |
| (16)* | SCC | Public Rights of Way – A Guide for Dog Owners | C |
| (17)* | SDC | Statement of Persons Nominated | NB |
| (18)* | Community Council | Press Release – Parish Plans | C |
| (19)* | SCC | Invitation – Council’s Unitary Proposals | C |
| (20)* | Team Somerset: | Connecting Communities – Outline Business Case | C |
| (21)* | SDC | Parish Council Election – Persons Nominated/Elected | NB |
| (22) | SDC | District Council Election – Notice of Poll | NB |
| (23) | A Criddle | Youth Shelter Quotation | BP |
| (24) | SDC | Area Working Panel – Topics identified | C |
| (25) | CLG | The Local Authorities (Model Code of Conduct) Order 2007 | BP |
| (26) | HMR&C | Tax Deduction Book 2007-08 | BP |
| (27) | NALC | DISExtra – Issue 655 – 23/04/07 | C |
| (28) | SALC | Items of Interest | C |
| (29) | SCC | “One Somerset” One Council for Somerset – One Voice | C |
| (30) | CAB | Letter of Thanks | C |
| (31) | Age Concern | Letter of Thanks | C |
| (32) | SDC | Buildings of local interest I Sedgemoor District | C |
| (33) | Clerks & Councils | Direct – May 2007 Issue 51 | C |

(34)	SDC	Remittance Advice – Precept 1 st Half - £7657.50	C
		Noted	
(35)	Standards Board	New Code of Conduct	C
(36)	SCHIP	Gardening Scheme	C
(37)	SALC	Proposals for a new Unitary Council for Somerset	C
		Summary of Code of Conduct	C
		Agenda & Minutes – North Area 14/06/07	C
		Shaping Health	C
		RYP – 10 th Birthday Edition Newsletter	C
(38)	Mrs J Moreton	State of Footpath – Opposite New Village Hall	BP
		See 39.24.2	
(39)	RoSPA	Notification of Planned Inspection – June	BP
		Noted	
(40)	Shall Housing	Advert for Village Magazine	BP
(41)	Police	PC Tracey Stiles	BP
		It was noted that PC Tracey Stiles had been transferred to Berrow beat	
(42)	SCC	Area Working Team – Sedgemoor Panel 16/05/07	BP
(43)	SCC	Council Unitary Proposals – 17/05/07	BP
(44)	SDC	District Council Election – Declaration of Result	NB
(45)	SDC	Amenity Grant 2007/08	BP
		It was noted that the clerk was dealing with this matter	
(46)	Police	Neighbourhood Policing Up Date	C

Additional items for information received after the circulation of the Agenda

(47)	St Margaret's Hospice	Spring/Somerset Magazine	C
(48)	SREC	Black & Minority Ethnic Form	C
(49)	Community Council	Funding Information Conference – 26/06/07	C
(50)	Mr J Woolley	Letter to Chairman	JS
		The contents of Mr Woolley's letter were read to the Council whereupon it was agreed that the clerk should respond by giving the Council's thanks for his past services.	
(51)	I Liddell-Grainger MP	Letter of Congratulations	C
(52)	NALC	DISExtra Issue 657 21/05/07	C

39.27 Other Business referred to the Clerk

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

Noted

(2) To resolve to co-opt Mesdames K Cooke and G Hendy together with Messrs F Kidner and N Litton as Parish Councillors as prescribed by the Representation of the People's Acts 1983 & 1985

See commencement of the meeting post 39.3

(3) To resolve to accept the recommendations of the Personnel/Finance Committee in respect to the Salary Review 2007 and the amended Contract of Employment

Resolved that the recommendations be accepted in respect to the Salary Review and the amended Contract of Employment

(4) To resolve that the clerk makes future payments of PAYE & NI by way of E-Banking

Resolved that the clerk be allowed to make future PAYE & NI payments by way of e-banking

Date of next Meeting - Tuesday 18th June 2007 commencing at 7.30 pm.

Planning Meeting if required Monday 4th June