

EAST HUNTSPELL PARISH COUNCIL

www.easthuntspillparishcouncil.gov.uk

Clerk to the Parish

Bruce Poole

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Minutes of the **Annual Council Meeting** of **East Huntspill Parish Council** that was held in the **Church Hall Church Lane East Huntspill** on **Monday 20th May 2013** commencing at **7.30 pm** when the following business was transacted.

PRESENT: Councillors Mrs V Shellard (Chairman) together with Mesdames K Cooke H Dixon T J Salway Messrs G Boyer N Litton R Prowton and the clerk Mr B Poole

In addition there was one member of the public plus District Councillor Bob Filmer

96.1 To elect a Chairman

There were two nominations namely Mr Gordon Boyer and Mr Rob Prowton and on a vote 4 to Mr Gordon Boyer was duly elected Chairman for the ensuing year.

96.2 To receive a Statutory Declaration of Office

The Statutory Declaration was made and duly signed

96.3 To receive any apologies for non attendance

Councillor Mr Francis Kidner

96.4 To receive any declarations of interest

None

96.5 To elect a Vice Chairman

Councillor Mr Nigel Litton was so elected.

96.6 To elect the following Personnel/Committees/Brief Holders

(a) Planning

Councillor Valerie Shellard Committee Chairman Councillors H Dixon F Kidner R Prowton with G Boyer and N Litton (ex-officio)

(b) Playground

Councillors K Cooke Committee Chairman with J Salway V Shellard with G Boyer and N Litton (ex-officio)

(c) Roads & Transports

Councillor N Litton

(d) Footpaths & Bridleways

Councillor G Boyer

- (e) Finance & Personnel

Councillors F Kidner Committee Chairman with H Dixon V Shellard R Prowton and G Boyer and N Litton (ex-officio)

- (f) Grievance Panel

Councillor G Boyer (Chairman) J Salway F Kidner & Rob Prowton

- (g) Appeal Panel

Councillor N Litton (Chairman) H Dixon and V Shellard

- (h) Councillors H Dixon Committee Chairman J Salway and R Prowton together with G Boyer & N Litton (ex-officio)

96.7 To propose Representatives to the following Village Organisations

- (a) SALC

Councillor G Boyer

- (b) Cluster Group

Councillors G Boyer J Salway and V Shellard

- (c) East Huntspill School

Councillor H Dixon

- (d) East Huntspill Pavilion Project

Councillors H Dixon and R Prowton

- (e) East Huntspill Pre-School

Councillor J Salway

96.8 To adopt the Council's Corporate Policy

Resolved that the Council's Corporate Policy be adopted

96.9 To approve the Council's Asset Register

Resolved to approve the Council's Asset Register

96.10 To approve the Council's Insurance Policy

Agreed to defer to the next Financial Committee Meeting

96.11 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 Shellard together with Messrs Boyer Kidner and Litton. 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

- 96.12 To receive the Parish Council's Financial Statement for the year ending 31st March 2013**
- (a) To approve the Annual Accounts for the year ending 31st March 2013
- Resolved** that the Annual Accounts for the year ending 31st March 2013 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.
- 96.13 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
- 96.14 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)
- 96.15 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
- 96.16 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
- 96.17 To review the Member's Register of Interests**
- It was noted that all of the required Declarations of Office had been duly made in the previous year and that the Parish Clerk had reminded members of their responsibility to ensure any amendments were duly entered into the regulatory Registers of Interests
- 96.18 To confirm the appointment of Mrs Karen Nobes of Polden Accountants Ltd as the Council's Internal Auditor**
- Resolved to confirm
- 96.19 Issues Arising from the Annual Parish Meeting – 16th April 2012**
- None
- 96.20 To receive and approve the Minutes of the Parish Council Meeting held on Monday 18th March 2013**
- Resolved** that the Minutes of the Parish Council held on Monday 18th March 2013 that had been duly circulated be taken as read approved as being a correct record and signed as such by the Chairman

Past Subject Matters**For the purpose of report only**

- | | | |
|-----|---|--------|
| (1) | Matters raised by members of the public | 95 |
| | None | |
| (2) | Health & Well Being | 95.4.2 |
| | Members will need to soon decide how this money should be spent. | |
| (3) | MUGA | |
| | Action needs to be taken with regards to the additional pathways: | |
| | (a) From the pedestrian entrance gate to the MUGA for all abilities | |
| | (b) Link pathway from MUGA to the other play equipment. | |
| (4) | Housing Needs Survey | 95.4.6 |
| | Waiting upon SDC for some progress in this matter | |
| (5) | Grant Funding 2012/13 | 95.5.1 |
| | All completed | |
| (6) | Grass Cutting – East Huntspill School | 95.9.g |
| | This matter still needs to be resolved | |

Resolutions

- (1) To consider and to respond if appropriate Sedgemoor District Council's Community Infrastructure Levy Draft Charging Schedule – (16/04/13 – 28/05/13)**

The members agreed to provide the Clerk with their response if any by way of an e-mail.

Finance & Personnel Committee

- (1) To receive the Draft Minutes of the Financial & Personnel Committee held on Monday 18th March 2013 and to note decisions thereto:**

Received

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

(1)*	SALC	Affiliation Fee – 2013/14	280.02	
(2)*	Zurich Insurance	Insurance Renewal	1116.81	
(3)*	Staff	Salary & Expenses – March	1065.33	
(4)*	SDC	Dog Bin Emptying – 01/04/13 to 30/09/13	278.72	55.74
(5)*	Staples	Stationery	102.17	20.43
(6)*	Intouchcrm	IT Web Support	29.99	6.00
(7)*	Muga	Open Day Costs	10.00	
(8)*	Clerks & Councils	Direct – Subscription	12.00	
(9)*	Microshadevsm	Monthly Hosting Fee	40.00	8.00
(10)*	Parish Mag Printers	Village Magazine	187.00	
(11)*	ICO	Data Protection 2013	35.00	
(12)	SAGE	Instant Payroll Support	125.00	25.00
(13)	Zurich Insurance	Additional Premium	591.40	
(14)	Staff	Salaries & Expenses – March	1071.79	

(15)	MUGA	Ancillary Open Day Costs	16.70	
(16)	Microshadevsm	Monthly Hosting Fee	40.00	8.00
(17)	Intouchcrm	Monthly Web Support	29.99	6.00
(18)	SPFA	Annual Subscription	10.00	
(19)	Community Council	Annual Subscription	35.00	
(20)	Polden Accountants	Internal Audit Fee 2013	285.00	57.00

Resolved that those items marked with an asterisk be ratified as they were previously approved by way of delegated powers with the remainder be approved for payment in the usual way

96.24 Planning Committee

(1) To receive the Draft Minutes of the Planning Committee held on Monday 18th March 2013 and to note the decisions thereto:

Received

97.25 Open Spaces Committee

(1) To receive reports from the following brief holders

- | | | |
|-----|------------------------|----|
| (1) | Playing Field | KC |
| (2) | Footpaths & Bridleways | GB |
| (3) | Roads & Transport | NL |

Nothing of any consequence to report

97.26 To receive the following Village Reports

(a) Village Hall

It was noted that the 2013 Music on the Green was currently being planned

- (b) SALC
(c) Councillors

(d) District Councillors

Councillor Bob Filmer reminded the members of all of the planning challenges currently facing the District Council.

- (e) County Councillor
(f) Village Beat Officer
(g) East Huntspill School
(h) East Huntspill Pre-School

HD

9.00 pm Councillor K Cooke departed from the meeting

- | | | |
|-----|-------------------------------|-------|
| (i) | East Huntspill Pavilion Group | LB/RP |
| (j) | Coastal Cluster Group | VS |
| (k) | The Chairman | VS |
| (l) | The Clerk | BP |

The Clerk impressed on the members the need for the projector to be in situ as soon as possible. Councillor R Prowton explained understandably why this matter had not been resolved to date.

He also advised the meeting that the Village Ranger had given his notice to terminate his employment

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

(1)	Audit Commission	Annual Return for the year ended 31 March 2013	BP
(2)	Sage Cover	2012/13 Payroll Year End and Real Time Information	BP
(3)	NALC	DISExtra Issue 805 22/03/13	C
(4)	SDC	New Structure – Development Team	C
(5)	R Barker	Devon & Somerset Fire & Rescue Service	C
(6)	Zurich Insurance	Annual Insurance Renewal	BP
(7)	SDC CAB	Letter of thanks	BP
(8)	Huntspill News	April 2013	C
(9)	MicroshadeVSM	Newsletter No 2	C
(10)	EH Sports Pavilion	Grant Funding Letter of Thanks	BP
(11)	Friends of EH School	Letter for permission to use Play area – 22/06/13	C
(12)	Mr R Hampson	Letter – Re Precept 13/14	C
(13)	Intouchcrm	Audience Overview 23/02/12 to 25/03/12	C
(14)	SCC	Footpath BW 13/23 (part) – Proposed Public Footpath Diversion Order	C
(15)	HMR&C	Bacs Remittance – Repayment of VAT 2012-13 £2457.08	BP
(16)	SDC	Hinkley Point Project – Forthcoming Consultations	C
(17)	NALC	DISExtra Issue 807 – 22/04/13	C
(18)	SDC	Notice of Vacancy – Parish Councillor	BP
(19)	Zurich Insurance	Revised Insurance Schedule	BP
(20)	SDC	Request of Election Date – 13 th May 2013	BP
(21)	Clerks & Councils	Direct – Issue 87 May 2013	C
(22)	NALC	DISExtra – Issue 808 – 03/05/13	C
(23)	SPFA	“The Playing Field” – May 2013 – Spring Edition	C
(24)	BT	Details – On Line Account Access	BP
(25)	S&D Railway	Cycling the Somerset & Dorset Railway	C
(26)	RoSPA	Notification of Play Area Annual Inspection	C
(27)	Huntspill News	May 2013	C
(28)	Police	Avon & Somerset Police & Crime Commissioner – Policing Plan	C

Additional items for information received after the circulation of the Agenda

(29)	National Grid	Consultation Meeting – Wednesday 22 nd May 2013	C
(30)	SCC	Grass Cutting – Hedges & Banks – Weed Spraying – Information	C
(31)	NALC	DIS Extra Issue 809 17/05/13	C
(32)	SDC	Parish Council Vacancy	BP

97.28 Other Business referred to the Clerk

None

97.29 Date of next Meeting

Tuesday 17th June commencing at 7.30 pm