

EAST HUNTSPELL PARISH COUNCIL

Clerk to the Parish
Bruce Poole
Dip HE Local Policy; Fellow ILCM

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Office Hours 10.00 am – 1.00 pm Mondays to Fridays

Prior to the Meeting commencing Rachel Chainey and Sylvie Leithgoe of the Barnardo's Somerset Play & Participation Service gave a power point presentation in respect to the proposed Playbuilder Site for East Huntspill. They explained that the sum of £62,500 was being allotted to the programme to include installation and professional fees. A number of wide ranging questions were posed by the Parish Councillors and from the young people present. Rachel and Sylvie were warmly thanked by the Chairman for their presentation and they then departed from the meeting.

Minutes of the Annual Council Meeting of East Huntspill Parish Council that was held in the **Church Hall Church Lane East Huntspill** on **Tuesday 19th May 2009** commencing at **7.30 pm** when the following business was transacted.

PRESENT: Councillors Mrs T J Salway (Chairman) together Mesdames V Shellard Messrs G Boyer F Kidner and the clerk Mr B Poole

In addition there were one member of the public present together with two young persons.

“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”

58.1 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.

58.2 To receive a Statutory Declaration of Office

The Statutory Declaration was made and duly signed

58.3 To receive any apologies for non attendance

Received from Mesdames K Bennett – alternative meeting K Cooke – working commitment G Hendy – on holiday N Litton – family commitment R Puddy – holiday together with District Councillors Mrs J Moreton M P Herbert and County Councillor M Healey all attending alternative meetings

58.4 To receive any declarations of interest

None

58.5 To elect a Vice Chairman

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

58.6 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

58.7 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 Jenny Salway
- (d) East Huntspill Pre-School Group
Councillor Mrs Jenny Salway

58.8 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

58.9 To approve the Council's Asset Register

Resolved that Council's Asset register be adopted

58.10 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.

- 58.11 To receive the Parish Council's Financial Statement for the year ending 31st March 2009**
- (a) To approve the Annual Accounts for the year ending 31st March 2009
- Resolved that the Annual Accounts for the year ending 31st March 2009 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.
- 58.12 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
- 58.13 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)
- 58.14 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
- 58.15 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.
- 58.16 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
- 58.17 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
- 58.18 Issues Arising from the Annual Parish Meeting – 27th April 2009 see attached Report**
- (a) Millennium Stones
- Resolved that Councillor Kay Bennett should front up a proposed working party
- (b) Spring Bulbs
- Resolved that the Parish Clerk should notify Sedgemoor District Council accordingly
- (c) Chapel Lane Sign
- It was noted that as the original sign was on a private building that no immediate action should be taken

58.19 To receive and approve the Minutes of the Parish Council Meeting held on Monday 16th March 2009

Resolved that the Minutes of the Parish Council held on Monday 16th March 2009 that had been duly circulated be taken as read approved as being a correct record and signed as such by the Chairman

58.20 Past Subject Matters

For the purpose of report only

- | | | |
|------|--|----|
| (1) | Matters raised by members of the public at the previous council meeting | BP |
| | None other than those matters raised 58.18 | |
| (2) | Weight Restrictions | NL |
| (3) | Deer Signs | BP |
| | No reports available | |
| (4) | Dog Order Legislation | GB |
| | It was reported that the Parish Council had been advised that Dog Orders were being currently drawn up by SDC. | |
| (5) | Village Calendar | VS |
| | Councillor Mrs V Shellard provided a verbal report to the meeting | |
| (6) | Provision of Dog Bins | BP |
| | It was noted that SDC was still waiting for a further supply | |
| (7) | Affordable Housing Village Survey | BP |
| (8) | New Road – Bus Stop | BP |
| | No reports available | |
| (9) | Bridleway Sign – Gold Corner | GB |
| | SDC's response was noted by the meeting | |
| (10) | Police Scheme – "Cold Call" | VS |
| | It was noted that the Parish Clerk was following up this scheme with the appropriate police authority. | |
| (11) | Horse Chestnut Tree – Playing Field | |
| | It was noted that this particular tree had now been planted | |

58.21 To approve the following items of expenditure

(1)*	SDC	Playing Field Rent	56.25	
(2)*	Simply Somerset	Police Visit – Transport	47.50	
(3)*	Clerks & Councils	Direct Subscription 09/10	10.00	
(4)*	Zurich	Annual Insurance Policy	409.74	
(5)*	SALC	Affiliation Fee 09/10	246.66	
(6)*	UofG	Degree Fees (1/3 rd)	301.66	
(7)*	Sage	Sage Cover – Payroll Programme	85.00	14.25
(8)*	Redstone	Accounts support renewal 2009	39.96	5.54
(9)*	Community	Annual Subscription Renewal	30.00	
(10)*	Mr B Poole	Salary & Expenses – March 2009	639.49	
(11)*	FOI	Data Protection Renewal by Direct Debit	35.00	
(12)*	Telecom	Broadband Services – 01/04/09 to 30/06/09	17.86	2.68

(13)*	SLCC	Summer Seminar 2009	43.33	6.50
(14)	Mr B Poole	Salary & Expenses – Apr	600.79	
(15)	Mr D Manley	Grass Cutting	100.00	
(16)	EH Church Hall	Hall Rental	110.00	
(4)	Zurich	Annual Insurance Policy – Premium Tax	20.49	
(17)	Mrs K Bennett	Travel Expenses	28.05	
(18)	Mr N Lukins	Hedge Cutting	85.00	12.75

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

- (a) **To note and to adopt the Car Allowance Rates as from the 1st May 2009 as recommended by NALC**

Resolved to adopt the Car Allowance Rates as from the 1st May 2009 as recommended by NALC

58.22 Planning

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

25/09/00002 – Target Date 23/03/09

FK

Erection of annexe to side elevation of dwelling to form Garage/stable with first floor living accommodation

Ivy Cottage Catherine Street East Huntspill

25/09/00003 – Approved 28/04/09

GB

Variation of Condition 3 of Planning Permission 25/07/00009 and condition 5 of Planning Permission 25/99/00008

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

25/09/00005 – Approved 13/05/09

Re-cladding two existing buildings and raising roof height of one building by one metre.
Retrospective change of use from agricultural to equine
Land to the West of Ash Tree Farm Westhill Lane Basonbridge

The Parish Council approved the application because it will improve the visual aspect of the property and that the change of use is wholly consistent with other recent approvals given to neighbouring properties.

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

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

No reports available

58.24 To receive the following Village Reports

- | | | |
|-----|--------------|----|
| (1) | Village Hall | RP |
| (2) | SALC | BP |

No reports available

- (3) Councillors

(a) Councillor F Kidner

- (i) Tree – Smithy Farm

The clerk was asked to see whether or not the tree located at Smithy Farm was judged to be overhanging and if so to arrange have it cut back.

(b) Councillor G Boyer

(i) Dogs on land

Still concerned at the number of dog owners who deliberately exercise their dogs in open fields

(ii) Withy Grove – Padlock

He informed the meeting of the problems he had recently experienced with a padlock being cut on one of his gates and another situation where a padlock was fixed and not by him. Both matters had been reported to the PCSO and the Environment Agency.

(iii) Lorries – Extra Mileage due to weight limit

He commented that lorries were being forced to travel an extra 8 miles thereby creating 3500 tons of CO2 into the atmosphere

(c) Councillor V Shellard

(i) Poppy Wreath

Resolved that henceforth that the Parish Council would purchase its own Poppy Wreath in order that it might be laid with other village wreaths on Remembrance Day.

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

No reports available

- (9) East Huntspill School JS

The Chairman advised that currently some 53 children were at the school

- (10) The Chairman JS
- (11) The Clerk

Nothing to report

58.25

To receive and consider the following correspondence and e-mails

- | | | | |
|-------|-------------------------|--|----|
| (1)* | The Huntspill News | April 2009 Issue | C |
| (2)* | Volunteer Centre | Newsletter March 2009 | C |
| (3)* | Moore Stephens | Annual Audit for the Year Ending 31 st March 2009 | BP |
| (4)* | SDC | Installation of Youth Shelter Confirmation | BP |
| (5)* | SCC | Community Governance – June 2009 Elections | NB |
| (6)* | EDG Energy | Hinkley Point Newsletter – April 2009 | C |
| (7)* | ICO | “Tick Tock” CD | BP |
| (8)* | Community Council | Subscription Renewal | BP |
| (9)* | NALC | DIS <i>Extra</i> Issue 706 – 06/04/09 | C |
| (10)* | EH Football Club | Litter Picking | BP |
| (11)* | EDF Energy | Strategic Site Assessment | C |
| (12)* | FOI | Data Protection - Renewal 19/05/09 | BP |
| (13)* | Equality & Human Rights | Public Sector Duties | C |
| (14)* | All Saints PCC | Grant Funding Letter | BP |
| (15)* | Life Education Wessex | Letter seeking Grant Funds | BP |
| (16)* | NALC | DIS <i>Extra</i> Issue 707 – 20/04/09 | C |
| (17)* | Community Council | “Thatch” – Spring 2009 | C |
| (18)* | Age Concern (Somerset) | Letter of Thanks | BP |
| (19)* | EH Village Hall | Letter of Thanks | BP |
| (20)* | SALC | North Area Meeting – 11/06/09 | C |

(21)*	SCSN	Community Safety Newsletter	C
(22)*	Huntspill News	May 2009	C
(23)*	SDC	European Parliamentary Elections – 04/06/09 Notices	NB
(24)	SDC	Remittance Advice – 1 st Half of Precept - £8,875.00	BP
(25)	SDC	Amenity Grant Application	BP
(26)	Air Ambulance	Letter of Thanks	BP
(27)	SPFA	Somerset Fields Flyer – Spring 2009	C
(28)	Clerks & Councils	“Direct” Issue 63 May 2009	C
(29)	SLCC	“The Clerk” Volume 41 No 3 – May 2009	C
(30)	NALC	DIS <i>Extra</i> – Issue 708 – 05/05/09	C
(31)	CAB	Letter of thanks	BP
(32)	Birst	Open letter to the Parish Council	BP
(33)	RoSPA	Notification of intended Playground Inspection – June 09	C
(34)	Viridor	Receipt of Match Funding – New Village Hall	BP
(35)	Barnardo’s	E-Mail from Sylvie Leithgoe – Project Worker	BP
(36)	SDC	SCC Elections – Statement of Persona nominated	NB
(37)	SDC	European Elections – Statement of Persons nominated	NB
(38)	CPRE	Somerset Calor Village of the Year competition	C

Additional items for information received after the circulation of the Agenda

(39)	Leukaemia Research	Sponsored Walk & Run 28/06/09	C
(40)	SDC	County Council Election - Notice of Poll – Notice	NB
(41)	SDC	The Water Festival 2009 – 14/06/09	C
(42)	SDC	Corporate Strategy 2009-2014	C
(43)	SDC	County Council Elections 04/06/09	NB

58.26 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 progress the production of a Village Newsletter

Resolved to progress the production of a Village Newsletter

- (3) To resolve to set up a village Web Site

Resolved to set up a village Web Site

58.27 Date of next Meeting

Tuesday 15th June 2007 commencing at 7.30 pm.