

West Crewkerne Parish Council

Minutes of the Annual Council Meeting held 20th May 2022

Present: Cllrs J. Borland (Chair), C. Broom and F. Freeman,

Also in attendance were District Councillor Mike Best, County Councillor Steve Ashton, Clerk to the Council R. Richards and one member of the public

013 Election of Chairman

Proposal: To elect a Chairman for the forthcoming year

Resolved: Members resolved to elect Cllr Borland as Chairman for the year

Proposed: Cllr Broom **Seconded:** Cllr Freeman **Vote:** 2-0-1

014 To receive the Chairman's Declaration of Acceptance of Office

The Chairman signed the declaration of acceptance of office as witnessed by the Clerk

015 Election of Vice Chairman

Proposal: To elect a Vice Chairman for the forthcoming year

Resolved: Members resolved to elect Cllr Yeomans as Vice Chairman for the year

Proposed: Cllr Borland **Seconded:** Cllr Freeman **Vote:** 3-0-0

016 To receive Declarations of Acceptance of Office from all other Councillors

Proposal: Clerk to confirm that all members have signed their Declaration of Acceptance of Office

The declaration of acceptance of office was signed by all members present. Cllr Yeomans to sign his declaration at the earliest opportunity.

017 Election of Joint Burial Committee members

Proposal: To elect members to stand on the Joint Burial Committee

Resolved: Members resolved to elect Cllrs Borland, Freeman and Broom as members of the Joint Burial Committee **Proposed:** Cllr Borland **Seconded:** Cllr Freeman **Vote:** 3-0-0

018 Members to receive apologies for absence and to approve the Reasons given (LGA 1972 s85(1))

Apologies were received from Cllr Yeoman and the reason given approved

019 To receive any Declarations of Interest (pecuniary or non-statutory Interests) – None Received

020 Approve the Minutes of the Council Meeting Held 24th March 2022 (LGA 1972 sch 12, para 41(1))

Resolved: Members approved the Minutes of the Ordinary Council Meeting held 24th March 2022

Proposed: Cllr Broom **Seconded:** Cllr Freeman **Vote:** 3-0-0

021 General Power of Competence

Members to resolve that West Crewkerne Parish council meets the following criteria for eligibility relating to the electoral mandate and relevant training of the clerk.

1. At least two thirds of the members of the council must hold office as a result of being declared elected. This means they should have stood for election, whether at an ordinary or by election, even if unopposed, and not been co-opted or appointed.
2. The clerk must hold an eligible qualification (Certificate in local Council Administration - CiLCA)

Resolved: Members confirmed that they met the necessary criteria for eligibility to use the General Power of Competence **Proposed:** Cllr Broom **Seconded:** Cllr Freeman **Vote:** 3-0-0

022 Members to fill the vacant positions on the Council by co-option (s21 Representation of the People Act 1985)

There were no applications to fill the vacant position. Cllr Borland felt it would be better to wait for six months before advertising the position due to the poor response to the council's last effort to co-opt.

023 Outstanding Items Update

- a) Update on blocked culvert opposite Fairview, Clapton Gate. Cllrs discussed whether or not the blocked culvert had been cleared.
- b) Update on dead oak tree at Woolminstone. Highways won't deal with this as it is on private land but they could write to the landowner asking them to take it down. Clarification into who owns the land to be checked by Cllrs Broom and Yeomans

024 Planning Matters

West Crewkerne Parish Council is a Statutory Consultee for Planning Applications and as such does not make the final decision on any application. Any decisions and comments made by the Parish Council will be reported to the Planning Officer. South Somerset District Council is the Planning Authority and will issue the final decision notice.

- a) Members to resolve Applications received

- Application Reference: 22/01010/FUL

Applicant: Mr & Mrs C and E Ruell

Location: Hinton Park Estate Hinton St George

Proposal: Part change of use existing holiday let premises to allow additional use to hold wedding ceremonies and to accommodate wedding parties, with new Pagoda for ceremonies.

Observations Required by: 16 May 2022

Proposed the response was no comment: **Proposed:** Cllr Borland **Seconded:** Cllr Freeman **Vote:** 3-0-0

The response was sent to planning on 16th May stating that the council had no comment to make on the application.

- b) Applications Decisions received

22/00489/HOU Butlers Orchard Hewish Lane – Permitted with Conditions

- c) Applications Awaiting Decision

21/02940/FUL Land And Buildings At Henley Crewkerne Somerset

025 Finance

Proposals:

- a) Members to approve the May payments and signed cheques

Resolved: Members approved the May payment **Proposed:** Cllr Borland **Seconded:** Cllr Broom **Vote:** 3-0-0

- b) Members to approve the bank reconciliations

Resolved: Members approved the bank reconciliations dated 29th April 2022

Proposed: Cllr Broom **Seconded:** Cllr Freeman **Vote:** 3-0-0

- c) Members to review and agree the Bank Account Signatories

Resolved: Members reviewed and approved the signatories which included Cllrs Borland, Freeman, Broom and Yeomans

Proposed: Cllr **Seconded:** Cllr **Vote:** 3-0-0

- d) To approve the Annual Receipts and Payments account for the year ended 31st March 2022

Resolved: Members approved the Annual Receipts and Payments for the year ending 31st March 2022

Proposed: Cllr Freeman **Seconded:** Cllr Borland **Vote:** 3-0-0

026 Internal Auditors Report

Proposal:

- a) To receive and approve the Internal Auditor's Report.

Resolved: Members approved the Internal Auditors' Report for 2021-22

Proposed: Cllr Borland **Seconded:** Cllr Freeman **Vote:** 3-0-0

- b) To confirm the Council is satisfied that the Internal Auditor has undertaken the audit satisfactorily

Resolved: Members confirmed they were satisfied that the Internal Auditor had undertaken the audit satisfactorily **Proposed:** Cllr Borland **Seconded:** Cllr Broom **Vote:** 3-0-0

c) To confirm the appointment of the Internal Auditor for 2022/23 (Mr Wilson)

Resolved: Members appointed Mr M Wilson as Internal Auditor for 2022-23

Proposed: Cllr Broom **Seconded:** Cllr Freeman **Vote:** 3-0-0

027 Annual Return for the Financial Year Ended 31st March 2022

Proposal:

a) To consider and approve Section 1 – Annual Governance Statement for 2021-22

Resolved: Members approved Section 1 – Annual Governance Statement for 2021-22

Proposed: Cllr **Seconded:** Cllr **Vote:** 3-0-0

b) To consider and approve Section 2 – Accounting Statements for 2021-22

Resolved: Members approved Section 2 – Accounting Statements for 2021-22

Proposed: Cllr Broom **Seconded:** Cllr Borland **Vote:** 3-0-0

c) To approve signing the Certificate of Exemption – AGAR 2021/22 Part 2

Resolved: Members approved the signing of the Certificate of Exemption

Proposed: Cllr **Seconded:** Cllr **Vote:** 3-0-0

d) Members to agree the dates for the exercise of Public Rights to the financial records of the Parish Council - Members agreed the dates as Monday 13th June to Friday 22nd July 2022 inclusive

028 Training

Proposal: Members to consider they wish to attend any of the available training courses arranged by Somerset Association of Local Councils (SALC):

a) Roles & Responsibilities - Councillor Essentials Training Part 1

b) Finance & Governance – Councillor Essentials Training Part 2

c) The Code of Conduct Explained

d) Being a Successful Chairman

e) Local Council Finance Explained

f) The Council as an Employer – 10 Rules for Success

g) Responding to Planning Applications (4 spaces for the price of 3)

Cllr Borland has been booked on the Code of Conduct Explained

029 Highway Matters

a) Members to discuss Small Improvement Scheme and the report on speeding through Roundham

b) Update of Speed Indicator Devices – The complexities of finding a suitable position, fitting and training involved with SID's was discussed. First steps will be to identify appropriate sites and contact Highways. If Highways give the go ahead the next step will be to see if one can be borrowed from South Petherton for a short period to make sure that it will effective before the council looks to purchase their own.

030 Update on the Enforcement notice issued in respect of the caravan at Watery Lane in Hewish

Deadline has been increased so that they have until the end of May to totally remove the caravan

031 Members to discuss the new Community Biodiversity Pack written by SSDC Environment Team

Cllrs have reviewed the pack but at the moment they won't be taking any action

032 Clerk's Report and Correspondence

a) Various e-mails, Payroll End of Year completed, Accounts provided to Internal Auditor, VAT 126 refund claim submitted, details of two temporary road closures received from SCC, confirmation of payment received from Zurich Insurance

033 Date of Next Meeting: 28th July 2022

Meeting Closed at: 8.00pm