

West Crewkerne Parish Council

Minutes of the Annual Council Meeting held Thursday 25th May 2023

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

Also in attendance were Somerset Councillor Steve Ashton, Clerk to the Council R. Richards

114 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:** 5-0-0

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

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

116 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 Freeman **Seconded:** Cllr Broom **Vote:** 5-0-0

117 To receive Declaration of Acceptance of Office from co-opted members

Co-opted member Jackie Holt signed the declaration of acceptance of office as witnessed by the Clerk

118 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:** 5-0-0

119 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

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

121 Approve the Minutes of the Council Meeting Held 23rd March 2023 (LGA 1972 sch 12, para 41(1))

Resolved: Members approved the Minutes of the Ordinary Council Meeting held 23rd March 2023

Proposed: Cllr Borland **Seconded:** Cllr Broom **Vote:** 5-0-0

122 Outstanding Items Update

- a) Update on response from Roundham residents in regards to the SID's
Local resident, Cllr Archer, remarked that they did make a difference and since they have been removed speed has increased again.
- b) Update on the caravan at Portway Cottages – The caravan looks like it is a permanent fixture has now been in place for coming up to three months. **Action:** Check the period the caravan can remain without planning permission.
- c) Update on Highways re SIDs, posts etc
Council to go ahead with the process to get SIDs

123 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 Number: 23/00924/FUL and 23/00925/FUL and 23/00926/FUL
 - Proposal: Proposed roofed silage clamp enclosure
 - Location: Coombe Farm, Hill Dairy Hewish Lane West Crewkerne Somerset TA18 8QY
 - Applicant: AH Warren Trust LTD
 - Observations Required by: 16th May 2023

Members resolved to support all three applications via email to the clerk to meet the deadline. Their response was submitted to Planning by the Clerk on Monday 15th May.

- b) Applications Decisions received
 - 23/00167/FUL Higher Bridge Farm Axe Road Drimpton DT6 3RJ – Permitted with Conditions
 - 23/00377/HOU & 23/00378/LBC The Granary Henley Manor Henley – Permitted with Conditions
- c) Applications Awaiting Decision
 - 22/02315/HOU Boughbeech Clapton Road West Crewkerne TA18 8PS – Still Awaiting Decision

124 Finance

Proposals:

- a) Members to approve the May payments and sign cheques
- b) Members to approve the bank reconciliations

Resolved: Members approved the May payments **Proposed:** Cllr Archer **Seconded:** Cllr Broom **Vote:** 5-0-0
Resolved: Members approved the reconciliations **Proposed:** Cllr Borland **Seconded:** Cllr Archer **Vote:** 5-0-0

125 Internal Auditors Report

Proposal:

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

Resolved: Members approved the Internal Auditors' Report for 2022-23
Proposed: Cllr Borland **Seconded:** Cllr Freeman **Vote:** 5-0-0

- 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 Holt **Vote:** 5-0-0

- c) To confirm the appointment of the Internal Auditor for 2023/24 (Mr Wilson)

Resolved: Members appointed Mr M Wilson as Internal Auditor for 2023-24
Proposed: Cllr Archer **Seconded:** Cllr Freeman **Vote:** 5-0-0

126 Annual Return for the Financial Year Ended 31st March 2023

Proposal:

- a) To consider and approve Section 1 – Annual Governance Statement for 2022-23
- b) To consider and approve Section 2 – Accounting Statements for 2022-23
- c) To approve signing the Certificate of Exemption – AGAR 2022-23 Part 2
- d) Members to agree the dates for the exercise of Public Rights to the financial records of the Parish Council – Must include the first 10 working days in July.

Resolved: Members approved Section 1, 2 and the signing of the Certificate of Exemption and agreed the dates for the exercise of Public Rights as Monday 12th June to Friday 21st July 2023 inclusive
Proposed: Cllr Broom **Seconded:** Cllr Freeman **Vote:** 5-0-0

127 Document Review

Proposal: Members to review and adopt the following policies:

- a) Grant Awarding Policy
- b) Donations Policy

Resolved: Members adopted both policies **Proposed:** Cllr Borland **Seconded:** Cllr Archer **Vote:** 5-0-0

128 Members to review Crewkerne Town Council's precept request for the Townsend Cemetery

This year's precept request came in much lower at £295 due to a refund from the 2022-2023 precept. Crewkerne Town Council are now using the Lodge Building as an office and are therefore now responsible for all costs appertaining to the Lodge. The draft 2024-2025 precept will be discussed at the Joint Committee meeting in October and will be brought to WCPC November meeting.

129 Report from the Joint Burial Committee

Cllr Borland reported; over the past few weeks the Internal works have been completed in the lodge building. This is now a functioning office and work space for some of the town council staff. Within the cemetery the grass is being mown within both the older and newer sections. As usual the weather does have its challenges, not only does the grass grow quickly but so do the weeds. By now all seasonal wreaths should have been removed from graves, and there are dedicated bins for their disposal. However, it should be noted that there are some still in place and are in the process of being removed. Ther very large monkey puzzler tree at the far end of the cemetery is shedding some of its branches, and as some have, and are likely to fall onto the path in this area any that are loose will be safety removed, by means of a cherry picker. Regular walks throughout the whole of the cemetery by the town clerk, chair and vice-chair and the contractors are in place.

130 Highways Matters

Details of a 3-day road closure at the Cathole Bridge Crossroads were discussed. The only detail on the Council Highways website stated that this was due to necessary work in the middle of the road. No details were sent to the parish council in advance of this closure.

131 Clerk's Report and Correspondence – See Clerk's Report

Action: Put details of bus stops at Roundham on WCPC website

132 Date of Next Meeting: 27th July 2023