

## **WEST CREWKERNE PARISH COUNCIL**

**Incorporating Clapton, Hewish, Woolminstone, Roundham & Henley Manor**

### **Minutes of the Annual Council Meeting held 23rd May 2024**

**Present:** Cllrs J. Borland, C. Broom, and J. Archer

Also in attendance was Clerk to the Council R. Richards and County Councillor Steve Ashton

#### **201 Election of Chair**

Proposal: To elect a Chair for the forthcoming year

**Resolved:** Members elected Cllr Borland as Chair **Proposed:** Cllr Broom **Seconded:** Cllr Archer **Vote:** 3-0-0

**202 To receive the Chair's Declaration of Acceptance of Office** Cllr Borland signed the declaration

#### **203 Election of Vice Chair**

Proposal: To elect a Vice Chair for the forthcoming year

**Resolved:** Members elected Cllr Archer as Vice Chair **Proposed:** Cllr Borland **Seconded:** Cllr Broom **Vote:** 3-0-0

**204 To receive Vice Chair's Declaration of Acceptance of Office** Cllr Archer signed the declaration

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

County Councillor Mike Best sent his apologies

#### **206 To receive any Declarations of Interest (pecuniary or non-statutory Interests)**

Cllr Borland declared an interest in Item 204

#### **207 Open Forum including Somerset County Councillors Reports**

*Members of the public can ask questions of, raise concerns, or make comments regarding the Parish Council. A speaker in the Open Forum may only represent his, her or their own point of view and shall not speak for more than 3 minutes. Issues raised may be referred to the Clerk to respond to within 10 working days or listed on a subsequent agenda.*

#### **208 Approve the Minutes of the Council Meeting held 28th March 2024 (LGA 1972 sch 12, para 41(1))**

**Resolved:** Members approved the Minutes of the meeting held on 28th March 2024

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

#### **209 Election of Joint Burial Committee members**

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

**Resolved:** Members elected Cllrs Borland, Broom, and Holt as Joint Burial Committee Members

**Proposed:** Cllrs Borland/Broom **Seconded:** Cllr Archer **Vote:** 3-0-0

#### **210 Election of Matthew Chubb Almshouses Charity Committee Member**

Members agreed that they would waive their right to provide a representative from the Council

#### **211 Outstanding Items Update**

- a) Update on the progress of the application for SID Funding – Still chasing for agreement for the SIDs to be permanently fixed – Cllr Ashton offered to help chase

#### **212 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: 24/01028/TPO (For Information Only)  
Applicant: Mr P Jeeps  
Location: Hillside Farm Ann Bulls Grave Road West Crewkerne TA18 8QS  
Proposal: To fell a group of trees shown by Somerset Council (WECR 1) 2010 TPO

A further application had been received as follows:

- Application Reference: 24/01230/PAPV (For Notification Only)  
Location: Hillside Farm Ann Bulls Grave Road West Crewkerne TA18 8QS  
Proposal: Notification for prior approval for the installation of PV Solar generation of 80 JAM54D40-440/LB 440Wp roof mounted solar photovoltaic modules totaling 35.2kWp.  
The installation will bring the total generation capacity on site up to 146.75kWp.  
Location: Wydale Plastics Ltd Brightwell Farm Cathole Bridge Road Crewkerne TA18 8RF

- b) Applications Decisions received:  
24/00117/HOU Shearstones Ann Bulls Grave Road West Crewkerne TA18 8QS – Permitted with Conditions  
24/00166/FUL Clapton Court Clapton Road West Crewkerne TA18 8PT – Permitted with Conditions
- c) Applications Awaiting Decision – None

### **213 Members to approve the 2024-25 donation to Clapton & Wayford Village Hall**

**Resolved:** Members approved the donation under LGA s.133

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

### **214 Finance**

Proposals:

- a) Members to note the May schedule of payments and approve the March and April bank reconciliations

**Resolved:** Members noted the schedule of payments totalling £3,653.68 which includes West Crewkerne's contribution for Crewkerne Cemetery of £2,394.63 and approved the March and April bank reconciliations

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

- b) Members to approve the Ear Marked Reserves Opening Balances for 2024-25

**Resolved:** Members approved the EMR opening balances

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

### **215 Internal Auditors Report**

Proposal:

- a) To receive and approve the Internal Auditor's Report.  
b) To confirm the Council is satisfied that the Internal Auditor has undertaken the audit satisfactorily

**Resolved:** Members approved the Internal Auditors Report and confirmed that the audit had been completed to their satisfaction **Proposed:** Cllr Borland **Seconded:** Cllr Broom **Vote:** 3-0-0

### **216 Annual Return for the Financial Year Ended 31st March 2024**

Proposals:

- a) To consider and approve Section 1 – Annual Governance Statement for 2023-24  
b) To consider and approve Section 2 – Accounting Statements for 2023-24  
c) To approve signing the Certificate of Exemption – AGAR 2023-24 Form 2  
d) Members to agree the dates for the exercise of Public Rights to the financial records of the Parish Council

**Resolved:** Members approved Sections 1 and 2 and the signing of the Certificate of Exemption.

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

The dates for the exercise of Public Rights were agreed as Monday 10th June to Friday 19th July 2024

### **217 Document Review**

Proposal: Members to review and adopt the following policies:

- a) Grant Awarding Policy  
b) Donations Policy

- c) Audio Recording, Filming, Photographing and Reporting of the Proceedings of Council and committee meetings
- d) Governance & Accountability for Smaller Authorities in England – For Information Only

**Resolved:** Members reviewed and adopted all three policies

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

### **218 Report from the Joint Burial Committee**

Cllr Borland reported that one of the big cedar trees will have to be taken down and advised that the next meeting of the Committee is scheduled for 18th June 2024

### **219 Highways Matters and Flooding Issues**

It was remarked that the visibility at the junction between Cathole Bridge and the Lyme Regis Road was very poor. Cllr Archer offered to report this to highways.

Recent flooding was discussed and Cllr Borland will contact Lee Norman regarding clearing the drains that are causing the problem and when the 30mph signs will be repainted

### **220 Training** To verify which councillors still need to attend Code of Conduct Training

Both Cllrs Borland and Broom have attended Code of Conduct Training in the past so Cllrs Archer and Holt should book on these when available

### **221 Clerk's Report and Correspondence –**

- Annual accounts records and AGAR form sent to Internal Auditor Mick Wilson
- Email sent to the Devolution Team at Somerset Council requesting a Price List
- Precept payment advice received dated 24th April 2024
- VAT 126 claim submitted to HMRC for 2022/23 and 2023/24 totalling £85.64
- Year End Earmarked Reserves calculated and the £1,976.00 underspend for Joint Burial Board transferred to the EMR opening balances for 24/25
- SID Funding chased on two separate occasions

### **Confidential Items**

Proposal: Under Standing Orders 3d and 10xi the Parish Council resolves that in view of the confidential nature of the business to be transacted (legal, personal, or commercial), the press and public be excluded and they are instructed to withdraw.

### **222 Members to decide if a Grit Bin and grit bags should be purchased for Hewish** Postponed until July

### **223 Date of Next Meeting:** 25th July 2024

Meeting Closed at 8.05pm