

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 and 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

Approved by West Crewkerne Parish Council on: 25th July 2024 - Minute No: 232

Signed: Chairman