

EAST HUNTSPILL PARISH COUNCIL

www.easthuntspillparishcouncil.gov.uk

Clerk to the Parish

Bruce Poole

BA (Hons); Fellow ILCM CMC

Rooftops 10 South Street Burnham-on-Sea Somerset TA8 2EE

Tel: 07887802922 E-Mail: bruce.poole2@btopenworld.com

Office Hours 10.00 am – 1.00 pm Mondays to Fridays

Prior to the meeting commencing Councillor T Jenny Salway read out a statement to the meeting regarding the present and future position of the Pre-School Alliance.

Minutes of the Annual Council Meeting of East Huntspill Parish Council that was held in the **Pre-School Alliance Centre New Road on Wednesday 25th May 2011** commencing at **7.30 pm** when the following business was transacted.

PRESENT: Councillors Mrs T J Salway (Chairman) together with Mesdames K Bennett L Burt V Shellard Messrs G Boyer F Kidner N Litton and the clerk Mr B Poole

In addition there were three members of the public plus District Councillor Bob Filmer.

“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”

76.1 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.

76.2 To receive a Statutory Declaration of Office

The Statutory Declaration was made and duly signed

76.3 To receive any apologies for non attendance

District Councillor Andrew Gilling who was attending another meeting

76.4 To co-opt two councillors to fill the current vacancies following the Parish Council elections

(S, 21 Representation of Peoples Act, 1985)

As there was some confusion as to whether or not Mrs Kay Bennett had been elected it was agreed that only one co-option should take place until the problem had been resolved.

There were two nominations for co-option namely Mrs Kathryn Cooke and Mrs Heather Dixon.

Resolved that Mrs Kathryn Cooke be co-opted

The Statutory Declaration of Office was made and duly signed

76.5 To receive any declarations of interest

Ref	Councillor	Type	Relationship
76.24 25/11/00003/4/6	Mrs K Bennett	Personal	Nearby neighbour

76.6 To elect a Vice Chairman

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

76.7 To elect the following Personnel/Committees/Brief Holders

(a) Planning

Councillor Bennett Boyer and Kidner with Salway and Shellard (ex-officio)

(b) Playground

Councillors Cooke Bennett and Birt with Salway and Shellard (ex-officio)

(c) Roads & Transports

Councillor Litton

(d) Footpaths & Bridleways

Councillor Boyer

(e) Finance & Personnel

Councillors Kidner Birt and Prowton with Salway and Shellard (ex-officio)

(f) Grievance Panel

Matter deferred

76.8 To propose Representatives to the following Village Organisations

(a) SALC

Deferred

(b) Cluster Group

Councillors Salway and Shellard

(c) East Huntspill School

Councillor Salway

76.9 To adopt the Council's Corporate Policy

Resolved that the Council's Corporate Policy be adopted

76.10 To approve the Council's Asset Register

Resolved to approve the Council's Asset Register

76.11 To approve the Council's Insurance Policy

Agreed to defer to the next Financial Committee Meeting

76.12 To approve the Council's Bank Mandate

Resolved that the signatories on the Council's Bank Accounts be any two from the following Parish Councillors – Mesdames Bennett Birt Cooke Salway Shellard together with Messrs Boyer Kidner and Litton. In addition the Responsible Financial Officer (RFO) Mr Bruce Poole Parish Clerk's signatory is also included for the purposes of making direct contact with the Bank in order to affect transfers between the two accounts on the Parish Council's behalf

- 76.13 To receive the Parish Council's Financial Statement for the year ending 31st March 2011**
- (a) To approve the Annual Accounts for the year ending 31st March 2011
- Resolved that the Annual Accounts for the year ending 31st March 2011 be approved – copy attached to the Minute Book
- (b) To approve the Annual Governance Statement
- Resolved that the Annual Governance Statement be approved
- (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.

- 76.14 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 Responsible Financial Officer

- 76.15 To re-affirm acceptance of The Audit and Account Regulations 2011 (England) Regulations 2011 (SI 2011 No 817)**
- Resolved to re-affirm acceptance of The Audit and Account Regulations 2011 (England) Regulations 2011 (SI 2011 No 817)

- 76.16 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

- 76.17 To give formal approval to the Parish Clerk that he may send summons and notices to Parish Councillors electronically**
- Resolved that formal permission be given to the Parish Clerk that he may send summons and notices to Parish Councillors and other such documentation electronically

- 76.18 To review the Member's Register of Interests**
- It was noted that all of the required Declarations of Office had been duly made and that all of the regulatory Registers of Interest had also been completed

- 76.19 To confirm the appointment of Mr Julian Frost as the Council's Internal Auditor**
- Matter deferred

- 76.20 Issues Arising from the Annual Parish Meeting – 18th April 2011 see attached Report**
- None

- 76.21 To receive and approve the Minutes of the Parish Council Meeting held on Monday 21st March 2011**
- Resolved that the Minutes of the Parish Council held on Monday 21st March 2011 that had been duly circulated be taken as read approved as being a correct record and signed as such by the Chairman

- 76.22 Past Subject Matters**
- For the purpose of report only**

- (1) Matters raised by members of the public at the previous council meeting BP
- None

- | | | |
|-----|---|----|
| (2) | Weight Restrictions | NL |
| | A verbal report will be given to the meeting | |
| (3) | Village Web Site | VS |
| | A report was given at the commencement of the meeting | |
| (4) | Computer Equipment Policy | BP |
| (5) | Chairman's Collarette | VS |
| | To be held over until the June Meeting | |
| (7) | Village Ranger – advertising | BP |
| | The required advert has been posted | |
| (8) | Additional Village Play Equipment | KC |
| | Consultation is in hand | |

76.23 Resolutions

- (1) **To consider the impact on the Village in respect to the proposed reduction by Somerset County Council of Highway Weed Spraying and Highway Verge Maintenance Services commencing 1st April 2011.**

Considered – The Council recognised that if they are required to take such action it would come at a cost

- (2) **To note the Somerset County Council (No 6) Modification Order 2011 in respect to BW 13/13**

Noted

76.24 To approve the following items of expenditure

(1)*	Community Council	2011/12 Annual Subscription	35.00	
(2)*	SALC	2011/12 Annual Subscription	253.18	
(3)*	Clerks & Councils	2011/12 Annual Subscription	11.00	
(4)*	Zurich Insurance	Local Policy Insurance	1088.36	
(5)*	Mr B Poole	Salary & Expenses – March	668.54	
(6)*	Sage	Instant Payroll Sage Cover 2011/12	100.00	20.00
(7)*	Councillor Travel	Burnham Service Station	10.03	
(8)	Mr B Poole	Salary & Expenses – April	696.17	

Resolved that those invoices marked with an asterisk be formally approved retrospectively (having been paid under delegated powers in April) and those invoices without be formally approved for payment.

76.25 Planning

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

52/10/00018 – Council Date 31/12/10

A wind energy development comprising four wind turbines each with a maximum overall height of up to 120 m together with access tracks hard standing areas information board electricity sub station temporary construction compound and amended vehicular access Land to the south of Poplar Farm Puriton Road West Huntspill

54/11/00004 – Council Date 08/04/11

Erection of five turbine wind farm
Land at Withy Farm Withy Road East Huntspill

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

25/11/00003 – Council Date 25/05/11

Change of use of land from recreational area to use of land to site 4 lodges
Part of land to the south east of West Hill Farm Caravan Park Catherine Street East Huntspill

Resolved that the recommendation from the Parish Council should be a refusal on the basis of additional traffic

25/11/00004 – Council Date 08/05/11

Change of use of land to be included within existing touring caravan site
Land to the north of Westhill Farm Catherine Street East Huntspill

Resolved that the recommendation from the Parish Council should be a refusal on the basis of additional traffic

25/11/00006 – Council Date 04/06/11

Erection of a two storey extension to east elevation
Westhill Farm Catherine Street East Huntspill

25/11/00007 – Council Date 02/06/11

Erection of a detached building to form garage for 3 cars and garden store
Kings Farm Farmhouse Withy Road East Huntspill

25/11/00008 – Council Date 02/06/11

Erection of a detached building to form garaging for two cars and central drive through access to barn 4 formation of access to Withy Road including culverting.
Barn 4 at Kings Farm Withy Road East Huntspill

25/11/00002 – Council Date 11/06/11

Retention of four holiday units on site of existing agricultural units (to be demolished)
(amended Scheme)
On land at Cripps Farm Merry Lane East Huntspill

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

(1) Playing Field KC

It was noted that SDC and the installers would be carrying out their twelve month inspection in July

(2) Footpaths & Bridleways GB

(3) Roads & Transport NL

Councillor Litton advised the meeting that some 40 business premises within the parish wished to be granted exclusion documents.

76.27 To receive the following Village Reports

(1) Village Hall RP

(2) SALC JW

(3) Councillors

(a) Councillor V Shellard

(i) Advised that the boundary hedge was badly overgrown at Laurel House
97a Church Road

(4) District Councillors

(a) Councillor Bob Filmer

- (i) Reminded the meeting that it was essential that when the Parish Council makes comments on planning applications they are valid planning reasons as to why such an application should be approved or refused.

- (5) County Councillor
 (6) Village Beat Officer
 (9) East Huntspill School

- (10) The Chairman

See commencement of the meeting

JS

- (11) The Clerk

Reminded those councillors who were proposing to attend the details concerning the Councillors Information Day on the 4th June.

76.28 To receive and consider the following correspondence and e-mails

(1)*	NALC	DISExtra Issue 754 11/03/11	C
(2)*	Huntspill News	April 2011	C
(3)*	SDC	Referendum on the Voting System Notice	NB
(4)*	NALC	DISExtra Issue 755 25/03/11	C
(5)*	Police	Newsletter – February 2011	C
(6)*	SDC	Sports Pavilion – New Road Playing Field	BP
(7)*	Moore Stephens	Annual Audit for the Year Ending 31 st March 2011	BP
(8)*	SDC	Agenda & Minutes Coastal Parish Cluster Group 13/04/11	C
(9)*	SDC	Weed Spaying and Highway Verge Maintenance Service	C
(10)*	Mr R A H Smith	Letter of Objection – Wind Farm	BP
(11)*	Mrs S Smith	Letter of Objection – Wind Farm	BP
(12)*	SDC	Statement of Persons Nominated	NB
(13)*	NALC	DISExtra Issue 756 – 08/04/11	C
(14)*	CAB	Letter of thanks	BP
(15)*	SCC	Modification Order – BW 13/12	BP
(16)*	EH Pre School	Letter of Thanks – Grant	BP
(17)*	All Saints Church	Letter of Thanks – Grant	BP
(18)	Art Group	Letter of Thanks – Grant	BP
(19)	Garden Club	Letter of Thanks – Grant	BP
(20)	NALC	DISExtra Issue 757 – 21/04/11	C
(21)	Mr R Hampson	Copy letter – Moore Stephens – Accounts	C
(22)	Moore Stephens	Information regarding an elector enquiry – additional costs	BP
(23)	SDC	Precept Remittance Advice - £12,500 Gross	BP
(24)	SDC	Notice of Poll – District Councillors	NB
(25)	Huntspill News	May 2011	C
(26)	SALC	North Area Agenda & Minutes 16/06/11	C
		Chairman & Councillor Training	C
(27)	SDC	Declarations of Office & Registers of Members Interests	BP
(28)	EH Village Hall	Letter of Thanks – Grant	BP

Additional items for information received after the circulation of the Agenda

(29)	NALC	DISExtra Issue 758 06/05/11	C
(30)	SDC	Remittance Advice – Balance of Precept	BP
(31)	Air Ambulance	Letter of Thanks – Grant	BP
(32)	RoSPA	Inspection Notice – June 2011	BP
(33)	Clerks & Councils	Direct – May 2005 – Issue 75	C
(34)	Community	Confirmation of Membership	BP
(35)	SCC	Road Traffic Regulation – Temporary Closure BW13/23	C
(36)	HMR&C	BACS Remittance Advice - £686.26	BP
(37)	BT	Adopt a Kiosk – Basonbridge Highbridge	C
(38)	SCC	Further Electoral Review of Somerset	C
(39)	NALC	DISExtra Issue 759 – 20/05/11	C
(40)	SCC	Parish Path Liaison Officer	C

76.29 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 note the rise in fuel costs from 40 pence per mile to 45 pence per mile

Noted

76.30 Date of next Meeting

Tuesday 20th June 2010 commencing at 7.30 pm.