

# EAST HUNTSPILL PARISH COUNCIL

[www.easthuntspillparishcouncil.gov.uk](http://www.easthuntspillparishcouncil.gov.uk)

Clerk to the Parish

**Bruce Poole**

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**Office Hours 10.00 am – 1.00 pm Mondays to Fridays**

**Minutes of the Annual Council Meeting of East Huntspill Parish Council** that was held in the **Church Hall Church Lane East Huntspill on Monday 21<sup>st</sup> May 2012** commencing at **7.30 pm** when the following business was transacted.

**PRESENT:** Councillors Mrs T J Salway (Chairman) together with Mesdames L Birt K Cooke H Dixon V Shellard Messrs G Boyer F Kidner N Litton R Prowton and the clerk Mr B Poole

In addition there were three members of the public plus District Councillors Bob Filmer and Andrew Gilling

**“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”**

**86.1 To elect a Chairman**

There were two nominations namely Mrs V Shellard and Mr Rob Prowton and on a vote 5 to 4 Mrs Valerie Shellard was duly elected Chairman for the ensuing year.

**86.2 To receive a Statutory Declaration of Office**

The Statutory Declaration was made and duly signed

**86.3 To receive any apologies for non attendance**

None

**86.4 To receive any declarations of interest**

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

**86.5 To elect a Vice Chairman**

There were two nominations namely Mr Rob Prowton and Mr Gordon Boyer and on a vote of 5 to 4 Councillor Gordon Boyer was duly elected Vice Chairman for the ensuing year.

**86.6 To elect the following Personnel/Committees/Brief Holders**

(a) Planning

Councillor G Boyer Chairman (ex-officio) together with Councillors H Dixon F Kidner R Prowton and V Shellard (ex-officio)

- (b) Playground  
Councillors K Cooke (Chairman) with L Birt with J Salway and V Shellard and G Boyer (ex-officio)
- (c) Roads & Transports  
Councillor Litton
- (d) Footpaths & Bridleways  
Councillor Boyer
- (e) Finance & Personnel  
Councillors F Kidner (Chairman) with L Birt R Prowton with V Shellard and G Boyer (ex-officio)
- (f) Grievance Panel  
Councillor V Shellard (Chairman) J Salway F Kidner & Rob Prowton
- (g) Appeal Panel  
Councillor G Boyer (Chairman) L Birt H Dixon and N Litton

**86.7 To propose Representatives to the following Village Organisations**

- (a) SALC  
Councillor V Shellard
- (b) Cluster Group  
Councillors L Birt J Salway and V Shellard
- (c) East Huntspill School  
Councillor H Dixon
- (d) East Huntspill Pavilion Project  
Councillors L Birt and R Prowton
- (e) East Huntspill Pre-School  
Councillor L Birt

**86.8 To adopt the Council's Corporate Policy**

Resolved that the Council's Corporate Policy be adopted

**86.9 To approve the Council's Asset Register**

Resolved to approve the Council's Asset Register

**86.10 To approve the Council's Insurance Policy**

Agreed to defer to the next Financial Committee Meeting

**86.11 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 Birt Cooke Dixon 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

- 86.12 To receive the Parish Council's Financial Statement for the year ending 31<sup>st</sup> March 2012**
- (a) To approve the Annual Accounts for the year ending 31<sup>st</sup> March 2012
- Resolved that the Annual Accounts for the year ending 31<sup>st</sup> March 2012 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.
- 86.13 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
- 86.14 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)
- 86.15 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
- 86.16 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
- 86.17 To review the Member's Register of Interests**
- It was noted that all of the required Declarations of Office had been duly made in the previous year and that the Parish Clerk had reminded members of their responsibility to ensure any amendments were duly entered into the regulatory Registers of Interests
- 86.18 To confirm the appointment of Mrs Karen Nobes of Polden Accountants Ltd as the Council's Internal Auditor**
- Resolved to confirm
- 86.19 Issues Arising from the Annual Parish Meeting – 16<sup>th</sup> April 2012**
- None
- 86.20 To receive and approve the Minutes of the Parish Council Meeting held on Monday 19<sup>th</sup> March 2012**
- Resolved that the Minutes of the Parish Council held on Monday 19<sup>th</sup> March 2012 that had been duly circulated be taken as read approved as being a correct record and signed as such by the Chairman
- 86.21 Past Subject Matters**
- For the purpose of report only**

- (1) Matters raised by members of the public at the previous council meeting

- (i) Increase in the Parish Council's Precept 2012/13

The questioner at the March Meeting was encouraged to attend the Annual Parish Meeting where it was planned to provide a full outline of the 2012/13 Precept. Despite being invited he did not attend.

- (2) Weight Restrictions NL

See 87.25.3

- (3) Additional Village Play Equipment KC

Funding approval has been granted by SDC and as a consequence of that decision the additional play equipment for the younger children has been ordered.

- (4) Grant Funding 2011/12 BP

All concluded

- (5) Kier Development BP

Subject matter now concluded

## 86.22

### Resolutions

- (1) **To resolve that the Parish Council agrees to underwrite Councillor Rob Prowton in his wish to undertake training for the Certificate in Local Council Administration.**

Resolved to agree to underwrite the proposed training

- (2) **To resolve that following the Parish Council's resolution of the 19<sup>th</sup> March to support village organisations with their Diamond Jubilee Celebrations the Parish Council grant the following monies :-**

- (a) **£50.00 to All Saints Church in support of catering**  
 (b) **£100.00 to East Huntspill Sports Pavilion to support catering**  
 (c) **£300.00 to the Village Hall to support planned events primarily catering**

Resolved to grant the recommended monies.

**NB** that East Huntspill Sports Pavilion had indicated that they no longer required the money.

- (3) **To resolve to note that Councillor Mrs Shellard will be accompanying the Parish Clerk when he attends the ILCM Summer Symposium in Cheltenham on the 4<sup>th</sup>/5<sup>th</sup> July**

Noted

- (4) **To resolve to install a second notice board adjacent to that already in situ by the Churchyard for use by the Church and other community bodies. Such notice board to be inscribed "Diamond Jubilee Community Notice Board"**

Resolved that the suggested action be undertaken as soon as possible – such finance to be drawn down from the Council's reserves.

## 86.23

### Finance & Personnel Committee

- (1) **To approve the following items of expenditure**

(1)*	SLCC	GPC Training Event	10.00	
(2)*	SLCC	Larger Council Conference	146.66	29.34
(3)*	Jimas	Printing of the Village Newsletter	494.00	
(4)*	Community Council	Annual Subscription 2012	35.00	
(5)*	Zurich Municipal	Annual Insurance Renewal	1047.95	

(6)*	SALC	Affiliation Fee 2012/13	263.96	
(7)*	Staff	Salaries & Expenses – Mar	1116.45	
(8)*	InTouchCRM	InTouch Support – March	29.99	6.00
(9)*	Clerks & Councils	Direct Annual Subscription	12.00	
(10)*	Mr S Letherby	Material Expenses & Travel	204.33	
(11)*	Staples	Stationery	55.60	11.12
		Other	29.52	
(12)*	Mrs Shellard	APM Costs	12.29	
(13)*	Staples	IT Cables	42.47	8.49
(14)*	Staples	IT Cables	9.16	1.83
(15)	Microshade	Monthly Hosting Fee – April	40.00	8.00
(16)	SALC	Chairmanship Training x 2	40.00	
(17)	Fountain Timber	Replacement Bench Seat	195.82	39.16
(18)	Rob Brown	IT Support to the Clerk	60.00	12.00
(19)	Sage UK Ltd	Instant Payroll Annual Licence	110.00	22.00
(20)	SDC	Dog Bin Emptying – 26 Weeks Apr/Sep	278.72	55.74
(21)	Staff	Salaries – Apr	1094.28	
(22)	InTouchCRM	IT Support – May	29.99	6.00
(23)	HP	Printer	84.66	16.94
(24)	Microshade	Hosting Fee – May	40.00	8.00
(25)	Product Hub Ltd	Wall Mount Bracket	19.99	
(26)	Petite Photo	Electric HD Projector Screen	106.99	
(27)	Monster Play	Play Equipment (1/3 <sup>rd</sup> )	1465.20	294.04
(28)	B Poole	Subsistence – Meeting	10.60	

Resolved that those items marked with an asterisk that were paid by delegated powers be retrospectively approved and those not so marked be approved for payment.

#### 86.24 Planning Committee

##### (1) To receive the Draft Minutes of the Planning Committee held on Thursday 3<sup>rd</sup> May 2012

Received

#### 86.25 Open Spaces Committee

##### (1) To receive reports from the following brief holders

###### (1) Playing Field

It was noted that Rounders had recently started

###### (2) Footpaths & Bridleways

GB

No report

###### (3) Roads & Transport

NL

Councillor Nigel Litton gave a comprehensive verbal report on the current position with regards to the weight restrictions.

#### 86.26 To receive the following Village Reports

###### (1) Village Hall

LB

A verbal report was presented on the forthcoming activities such as 'Music in the Park' the unveiling of the clock in memory of Ray Puddy

###### (2) SALC

VS

In the circulation pack

###### (3) Councillors

Nothing

- (4) District Councillors  
Nothing
- (5) County Councillor  
Not in attendance
- (6) Village Beat Officer  
Not in attendance
- (9) East Huntspill School HD  
No report available as this was a new Councillor appointment
- (10) East Huntspill Pre School  
No report available as this was a new Councillor appointment
- (11) East Huntspill Pavilion Project  
Noted that the building was likely to commence in August
- (12) The Chairman JS  
Councillor Shellard paid tribute to Councillor Jenny Salway who had stood down as Chairman after 12 years. On behalf of the Council she presented a basket of flowers to Councillor Salway who responded appropriately.
- (13) The Clerk  
Spoke on the following subjects
- (a) "The General Power of Competence"
  - (b) "The Localism Act"
  - (c) Allotments

**86.27 To receive and consider the following correspondence and e-mails**

- |      |                     |                                                                          |    |
|------|---------------------|--------------------------------------------------------------------------|----|
| (1)  | Sedgemoor           | Citizens Advice Bureau – Letter of Thanks                                | BP |
| (2)  | Mrs A Smith         | Interested in an Allotment                                               | BP |
| (3)  | Moore & Stephens    | Annual Audit notification for the year ended 31 <sup>st</sup> March 2012 | BP |
| (4)  | Mrs S Phillips      | Interested in an Allotment                                               | BP |
| (5)  | Air Ambulance       | Letter of Thanks                                                         | BP |
| (6)  | SDC                 | Information regarding RLT2 and RLT3 Provisions                           | C  |
| (7)  | NALC                | DISExtra Issue 780 – Issue 23/03/2012                                    | C  |
| (8)  | Lower Brue          | Letter to SDC relating to the MUGA Planning Application                  | BP |
| (9)  | Mr M Feriday        | Interested in an Allotment                                               | BP |
| (10) | Mrs A Griffen       | Interested in an Allotment                                               | BP |
| (11) | Community           | Council for Somerset                                                     | C  |
| (12) | SCC                 | Fostering and Adoption Posters                                           | NB |
| (13) | Mr J A Baker        | Letter of Objection – Planning Application 25/12/00010                   | BP |
| (14) | National Grid       | Hinkley Point C Connection Project – Agenda Forums                       | C  |
| (15) | Wessex Water        | E-Mail Response – Sewerage Capacity in the Village                       | BP |
| (16) | East Huntspill CC   | Grass & Hedge Cutting quotation                                          | BP |
| (17) | Zurich Municipal    | Annual Insurance Renewal Policy                                          | BP |
| (18) | The Huntspill News  | April 2012                                                               | C  |
| (19) | IPC                 | Notice of procedural decisions                                           | C  |
| (20) | All Saints PCC      | Letter of thanks – Grant Funding                                         | BP |
| (21) | Somerset Age UK     | Letter of thanks – Grant Funding                                         | BP |
| (22) | National Grid       | Hinkley Point C Connection Project                                       | C  |
| (23) | Sage                | Payroll Support Changes                                                  | C  |
| (24) | Somerset Equalities | Officer Group – Faithnet                                                 | C  |
| (25) | Mrs J Wrennall      | Interested in an Allotment                                               | BP |
| (26) | Police              | Newsletter – March 2012 Issue 2006                                       | C  |

(27)	PCC	Village Notice Board	BP
(28)	SDC	Agenda & Minutes – Coastal Cluster Group	C
(29)	Fortbaxter	Neighbourhood Plans Leaflet	C
(30)	SDC	East Huntspill Play Area	BP
(31)	Mr M Moxey	Interested in an allotment	C
(32)	Mr C A Browne	Interested in an allotment	C
(33)	Mr J Coburn	Interested in an allotment	C
(34)	NALC	DISExtra Issue 781 06/04/12	C
(35)	Mrs H Smith	Interested in an allotment	C
(36)	Staples	Monthly Statement	BP
(37)	SCC	Sedgemoor Strimmer Project	C
(38)	Planning	Inspectorate – Hinkley Point C	C
(39)	Mant Leisure	Outdoor Table Tennis Tables	C
(40)	SDC	Details – Special Meeting of the Development Committee	C
(41)	SDC	Information from SDC Monitoring Officer	C
(42)	Mr G P Street	Advertising Payment	BP
(43)	SDC	Notes – Pre-Determination	C
(44)	Village Hall	Diamond Jubilee Grant Submission	BP
(45)	EH Sports Pavilion	Diamond Jubilee Grant Submission	BP
(46)	Inspectorate	Open Floor Hearings 9 <sup>th</sup> 10 <sup>th</sup> 16 <sup>th</sup> & 17 <sup>th</sup> May 2012	C
(47)	Mrs H Coombs	Interested in an Allotment	C
(48)	B Waldock	Letter of thanks – Bowling Club Grant	BP
(49)	SDC	Monitoring Officer Advice Notes – Blogging	C
(50)	HMR&C	BACS Remittance – Vat Repaid - £851.36	BP
(51)	HMR&C	Action to be taken by 18/05/12	BP
(52)	NALC	DISExtra Issue 782 – 20/04/12	C
(53)	SDC	Remittance Slip – Precept 1 <sup>st</sup> Half - £14,000	BP
(54)	SDBC	Amalgamation of Drainage Boards in Somerset	C
(55)	SDC	Rural Housing Seminar Agenda	C
(56)	NFU	Experimental Weight Restriction	C
(57)	NationalGrid	Invitation to the May Local Community Forums	C
(58)	Planning Inspectorate	Development Consent Order	C
(59)	Mrs S Puddy	Letter of support for the PCC	BP
(60)	SDC	Wind Turbine Planning Application Decision	C
(61)	SDC	LPD News Up Date – May 2012	C
(62)	SDC	Affordable Housing Seminar Notes	C
(63)	Mr D Jones	Letter – Interested in an allotment	BP
(64)	The Huntspill News	May 2012	C
(65)	SCC	Tonne Weight Restriction Order	NL
(66)	SPFA	“The Playing Field” – Spring 2012	C
(67)	Clerks & Councils	Direct – May 2012 – Issue 81	C
(68)	NALC	DISExtra Issue 783 04/05/12	C
(69)	SLCC	“The Clerk” May 2012 – Vol 43 No 9	C
(70)	SDC	RLT2 Application Acknowledgement	BP
(71)	EH Village Hall Trust	Receipts & Payments Accounts December 2011	C

**Additional items for information received after the circulation of the Agenda**

(72)	Audit Commission	Consultation – Appointment of Grant Thornton 12/09/12	BP
(73)	Minster Play	Acknowledgement of Order & Invoice (1/3 <sup>rd</sup> )	BP
(74)	NationalGrid	Hinkley Point C – Update	C
(75)	ICO	Change of details	BP
(76)	Planning Inspectorate	Footpath BW/13/23 – Decision	GB

**86.28 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 receipt of the Internal Auditor’s report**

The receipt of which was noted

**86.29 Date of next Meeting – Monday 18<sup>th</sup> June 2012**