



# EAST HUNTSPILL PARISH COUNCIL

Clerk to the Parish  
**Bruce Poole**  
BA (Hons); Fellow ILCM CMC

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Members of the public and press are entitled to be at the following meeting Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by Local Government Act 1972 Section 100 unless precluded by the Parish Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the beginning of the meeting providing that prior notice has been given to the Parish Clerk by 12 noon on the Friday prior to the meeting

**Wednesday 14<sup>th</sup> May 2012**

To: The Chairman Mrs T J Salway and all members of East Huntspill Parish Council

Ladies & Gentlemen:

You are summoned to the **Annual Meeting** of **East Huntspill Parish Council** to be held in the **Church Hall Church Lane New Road East Huntspill** on **Monday 21<sup>st</sup> May 2012** commencing at **7.30 pm** when the following business will be transacted.

Yours faithfully

**Bruce Poole**  
Parish Clerk

**“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”**

## **AGENDA**

- 86.1 To elect a Chairman**
- 86.2 To receive a Statutory Declaration of Office**
- 86.3 To receive any apologies for non attendance**
- 86.4 To receive any declarations of interest**
- 86.5 To elect a Vice Chairman**
- 86.6 To elect the following Personnel/Committees/Brief Holders**
  - (a) Planning
  - (b) Playground
  - (c) Roads & Transports
  - (d) Footpaths & Bridleways
  - (e) Finance & Personnel
  - (f) Grievance & Appeal Panel
  - (g) Editorial Working Party
- 86.7 To propose Representatives to the following Village Organisations**
  - (a) SALC
  - (b) Cluster Group
  - (c) East Huntspill School
  - (d) East Huntspill Pavilion Project
- 86.8 To adopt the Council's Corporate Policy**
- 86.9 To approve the Council's Asset Register**
- 86.10 To approve the Council's Insurance Policy**
- 86.11 To approve the Council's Bank Mandate**
- 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
  - (b) To approve the Annual Governance Statement
  - (c) To review the effectiveness of the internal audit
- 86.13 To re-appoint the Clerk as 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)**
- 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**
- 86.16 To give formal approval to the Parish Clerk that he may send summons and notices to Parish Councillors electronically**
- 86.17 To review the Member's Register of Interests**
- 86.18 To confirm the appointment of Polden Accountants as the Council's Internal Auditor**
- 86.19 Issues Arising from the Annual Parish Meeting – 16<sup>th</sup> April 2012 see attached Report**
- 86.20 To receive and approve the Minutes of the Parish Council Meeting held on Monday 19<sup>th</sup> March 2012**

## 86.21 Past Subject Matters

### For the purpose of report only

- |     |   |    |
|-----|---|----|
| (1) | Matters raised by members of the public at the previous council meeting | BP |
| (i) | Increase in the Parish Council's Precept 2012/13                        |    |
| (2) | Weight Restrictions   | NL |
| (3) | Additional Village Play Equipment                                       | KC |
| (4) | Grant Funding 2011/12   | BP |
| (5) | Kier Development  | BP |

## 87.22 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.
- (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
- (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
- (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"

## 87.23 Finance & Personnel Committee

### (5) 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)*	CRM	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)	CRM	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	

**87.24 Planning Committee**

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

**87.25 Open Spaces Committee**

**a. To receive reports from the following brief holders**

- |                            |  |    |
|----------------------------|--|----|
| (1) Playing Field          |  |    |
| (2) Footpaths & Bridleways |  | GB |
| (3) Roads & Transport      |  | NL |

**87.26 To receive the following Village Reports**

- |                                       |    |    |
|---------------------------------------|----|----|
| (1) Village Hall                      | RP |    |
| (2) SALC                              |    | JW |
| (3) Councillors                       |    |    |
| (4) District Councillors              |    |    |
| (5) County Councillor                 |    |    |
| (6) Village Beat Officer              |    |    |
| (9) East Huntspill School             |    | VS |
| (10) The Chairman                     |    | JS |
| (11) The Clerk                        |    |    |
| (a) "The General Power of Competence" |    |    |
| (b) "The Localism Act"                |    |    |

**87.27 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 Waldoock	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	DIS <i>Extra</i> 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	DIS <i>Extra</i> 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**

**87.28 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**
- (2) To note the receipt of the Internal Auditor’s report**

**87.29 Date of next Meeting**

Tuesday 18<sup>th</sup> June 2012 commencing at 7.30 pm