

Combe Florey Parish Council

<p style="text-align: center;">Date of Meeting: Tuesday 24th May 2022 7:00 pm At Combe Florey Village Hall</p>	<p style="text-align: center;">Written by: Gemma Coombes (Parish Clerk)</p>
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Annual Parish Council Meeting Minutes

Councillors Present

Cllr Robin Cleverly (Chair)
Cllr Simon Hawes (RFO)
Cllr Nick Weeks (vice-chair)
Cllr John Passingham
Cllr Chris Steel

In attendance

Gemma Coombes – Parish Clerk
Parishioners 0

2022/41) Welcome by Clerk

The Clerk opened the meeting and thanked people for attending, she explained that this is the Annual Parish Council Meeting and the first order of the day would be signing of forms for the new council. Once this has taken place we would move on to the election of the chair person for the forthcoming year, at this point she will hand the meeting over to the chair.

2022/42) Apologies for absence

Cllr Mike Rigby – Somerset county councillor and District Councillor
Cllr Andy Sully - Somerset county councillor
Cllr Anthony Trollope-Bellow - District Councillor

2022/43) Declarations of Interest

None declared.

2022/44) Receive signed and completed documents

1. **Declaration of acceptance to office**
All signed in front of clerk
2. **Registration of interest form**
All submitted to clerk
3. **Code of conduct**
The Clerk called for all in favour. There is a vote for all in favour to accept the code of conduct for the parish council.
4. **List of councillors details**
Will be submitted to the Monitoring officer

2022/45) Election of Chair Person for forthcoming year

The clerk called for nominations for chairperson for the forthcoming year:
Cllr Simon Hawes proposed Cllr Robin Cleverly to be chairperson, seconded by Cllr Chris Steel all in favour

1. **Chair Persons acceptance to office forms**
The newly elected chairperson signed his acceptance to office forms for role of chairperson

2022/46) Election of Vice Chair Person for forthcoming year

The Chairman called for nominations for vice chairperson for the forthcoming year:
Cllr Robin Cleverly proposed Cllr Nick Weeks as vice chairperson; this is seconded by Cllr Chris Steel and all in favour

1. **Vice Chair Persons acceptance to office forms**
The newly elected vice chairman signed his acceptance to office forms for role of chairman

2022/47) Approval of last meetings minutes

The minutes from the 29th March 2022 were taken as read.
Proposed acceptance by Cllr Nick Weeks. Seconded Cllr Robin Cleverly.
All in favour to adopt the minutes. Signed by Chairman.

2022/48) Setting Councillors' portfolios for forthcoming year

Cllr Robin Cleverly (Chair)

Minutes from Combe Florey Parish Council May 24th 2022

Signed: [Chairman]

Cllr Nick Weeks (Vice-chair & Planning)
Cllr Simon Hawes (RFO)
Cllr John Passingham (Highways and footpaths / Village maintenance / Village garden)
Cllr Chris Steel (Community outreach / Parish newsletter / Parish communication / Village Hall committee member)

2022/49) Public participation
No public in attendance

2022/50) Matters Arising / Matters brought forward from Annual Parish Meeting
1. Council to discuss list of prescribed standing orders - Raised at Annual Parish Meeting
It was raised at the Annual Parish Meeting by a Parishioner that we should have a formal document for the way in which we do our finances and how we spend our money. We are subject to a lot of checks and audits, every item of expenditure is approved at a Parish Council meeting. We are always looking for value for money as we only have a £4000 per year precept and where appropriate will get multiple quotes for the more major jobs.
Every item is on the agenda, minutes are made and published, and approved at a meeting. Expenditure is signed off by the chairman and cheques are signed by 2 other signatories and we yearly have an internal audit and external audit.
Cllr Steel recommended adopting the RFO clarification Cllr Weeks seconded this, all in favour of adopting this as attached to these minutes.
2. Parish news letter
Cllr Steel is happy to do a newsletter from five key stake-holder groups and gives people a single point of contact. Cllr Steel will look into making this work with all the rules around GDPR.

2022/51) Somerset County councillor's report (Cllr Rigby / Cllr Sully)
None submitted

2022/52) Taunton Deane district report (Cllr Anthony Trollop-Bellow)
None submitted

2022/53) Policing Report
None submitted

2022/54) Planning
1. Current planning applications
Consider planning application 11/22/0008/LB Various external and internal alteration at The Old Manor House West, Combe Florey Road, Combe Florey.
This is a listed planning application for repairs to the roof. Cllr Hawes asked the question of how the roof will be put back. Cllr Steel said the planning officers will set out what needs doing. No objection.
2. Other planning matters
Shuttern has not had a decision made yet but the PC supported this decision.

2022/55) Finance
1. Account balances
Current account - £6669.00
2. Review of accounts to 5 April 2022
The RFO (Responsible Financial Officer) gives a review of the year's accounts, which include the following:
3. Annual Governance & Accountability Review

- Confirmation that Part 1 not applicable
- Cllr Hawes has proposed draft account.
- Susan Greenway is away on leave at the moment and she will do our internal audit as soon as she returns
- Date set for the period of exercise of public rights
Will be set out on website and on notice board
- Part two
 - Certificate of Exemption and completion checklist – signature and adoption by Chairman and RFO

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Signed: [Chairman]

Signed and adopted in front of council

- Confirmation that a statement of variances prepared and available
Signed and adopted in front of council. Proposed by Cllr Steel and seconded by Cllr Weeks with all in favour.
- Confirmation of Internal Controls and their operation in year
Signed and adopted in front of council. Proposed by Cllr Steel and seconded by Cllr Weeks with all in favour.

2022/56) Certificate of exemption

Signed by the RFO and chairman

2022/57) Section 1 – Annual Governance Statement 2021/22 – signature and adoption by Chairman and Clerk (with minute reference)

Proposed by Cllr Chris Steel and seconded by Cllr Nick Weeks with all in favour. Signed by Robin Cleverly and RFO

2022/58) Section II – review of Accounting Statements – adoption and signature by Chairman, RFO and minute reference

Proposed by Cllr Nick Weeks and seconded by Cllr Chris Steel with all in favour. Signed by Chairman Robin Cleverly and the RFO Cllr Simon Hawes

2022/59) Signature and adoption of Accounts by Council

1. Income & Expenditure Statement, including bank reconciliation and statement of fund movements
2. Day Book
3. Cash Book
4. Fixed Asset Register
5. Statement of Variances
 - All the above were read out by the RFO and signed as being correct by the Chair in front of the council and the parishioners

2022/60) Pass approved accounts to internal auditor

This will be done as soon as Susan Greenway is back from her annual holiday. Once this has been done and signed off they will be submitted to PKF.

2022/61) Submit to PKF once approved and adopted accounts have been signed off by internal auditor

This will be submitted as soon as signed off by internal auditor. If there are any issues with this process we will call an extraordinary meeting.

2022/62) Parish Council Financial Matters

1. Bank Reconciliation and Cash Days Books – Chairman's adoption and signature
 - Signed by the chair and adopted as being correct
2. Remittances
 - Taunton Deane Precept for 2022/2023 - £4000.00
3. Cllrs Steel and Cllr Passingham will become the new bank signatories as soon as the new forms are signed.
4. Invoices for payment
 - Parish Clerk wages, expenses (April - May inclusive) £226.80 and back pay 1.75% back pay to 1st April 2021 - 31st March 2022 £21.60 (before deductions) Total = £248.40
 - HMRC - £42.40
 - Paint for finger posts £47.28
 - £340 to come for sand blasting.

The RFO seeks approval to for payment of invoices. All invoices were read out by the RFO and one set of approval sort. Proposed by Cllr Simon Hawes and seconded by Cllr Steel.

2022/63) Highways and Footpaths

1. Moving footpath so there is no need to walk along the main B3224 for about 50m. As an official change could take 30 years we need to speak to land owner.
No news on this

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Signed: [Chairman]

2022/64) Village Maintenance

1. Village Garden

After reviewing the years account the village wall will be costing anywhere between £5k and £2.5k. This is a party wall that is shared with the joining property. To find this out we may need a lot of work, time and money to look for the original conveyancing documents. The joining property built a section on top this wall. There needs to be a set of questions starting with the buttress and then maintenance. We will need to speak to the joining party who own part of the wall. We could put a flower bed in front of the wall and this keeps people away from the wall. The council will undertake a surveyor to look at it with a programme of maintenance, once we know what needs to happen we can then have an open conversation with the next door neighbours.

£2000 for the village garden is the general proposal to spend on the Village Garden. Cllr Passingham has obtained a quote for £2100 this includes flowers, edging, labour and a design. The labour is £800 and the rest is materials, his labour is £160 per day over 5 days. Design by Colin Bailey.

The design has cost £100 and this plan could be implemented by Mark and Thomisina. Cllr Hawes sees this as in the budget, local and value for money

Cllr Hawes proposed we publish this on the notice board and the website and ask for comments from the parishioners. Cllr Steel proposed this is accepted as our plan if there are no objections subject to parishioner consultation. This period ends on the 14th June when there will be an extraordinary parish council meeting to formally accept this.

Cllr Hawes has made a draft budget for this and this will be accepted at a later date.

2. Road signs (Finger posts)

This is underway and we have had the first cost for paint.

3. Pull in by Trebles Holford needs some attention. - Cllr Simon Hawes to speak to Mark and ask him to look at this for us. (Raised at Annual Parish Meeting)

This has been done in the past when Mark looked to do it, if we document Mark's job this could mean he is very inflexible.

When Mark was asked this time, he was more than happy to do this and did it the same day.

This should be included in Mark's jobs to be done for future reference. Mark does anything that is on public ground but cannot do anything on private property..

Cllr Passingham suggests something in writing but Cllr Steel suggests speaking to Mark and asking his opinion.

2022/65) Jubilee plans

100 tickets sold. Food beef, pork, burgers, vegetarian food and beer need to be ordered this week, should be breaking even.

2022/66) Village Hall - Status report

Peter Tayler as a Parish councillor was the representative on the village hall committee; this is a good fit for the person who takes on the communications role. Cllr Steel to take on this role.

2022/67) Topics for future meetings

None raised.

2022/68) Correspondence

2022/69) NEXT MEETING:

Parish Council Meeting: Tuesday 6th September 2022 7.00pm, Combe Florey Village Hall

June 14th Extraordinary meeting at village garden.

Meeting closed at 20.34

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Signed: [Chairman]