**DRAFT**

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| Combe Florey Parish Council | | |
| **Date of Meeting:**  Tuesday 22nd September 2020 7.00 pm  At Combe Florey Village Hall | | **Written by:**  Gemma Coombes (Parish Clerk) |

# Annual Parish Council Meeting Minutes

**Councillors Present**

**In attendance**

Parishioners none

Cllr Robin Cleverly (Chair)

Cllr Adriana Truby (Vice-chair)

Cllr Simon Hawes (RFO)

Cllr Nick Weeks

1. **Welcome by Councillor**

Cllr Robin Cleverly welcomed the other councillors to the meeting and thanked them for attending. He reminded them of the covid-19 protocols for using the village hall. This meeting was held in person and included routine items brought forward from the annual parish council meeting which had not been held in May.

1. **Apologies**

Cllr Peter Tayler and Gemma Coombes (clerk) sent their apologies.

1. **Declarations of Interest**

None declared

1. **Election of chair**

Cllr Truby nominated Cllr Robin Cleverly and this is seconded by Cllr Weeks. All in favour.

1. **Election of vice chair**

Cllr Hawes nominated Cllr Adriana Truby and this is seconded by Cllr Weeks. All in favour.

1. **Approval of minutes of last meeting**

The minutes from the last meetings on January 7th and held remotely on 24th March 2020 were taken as read.

Proposed by Cllr Truby Seconded Cllr Weeks.

All in favour to adopt the minutes. Signed by Chairman.

1. **Setting councillor portfolios for forthcoming year (unchanged)**

Cllr Robin Cleverly - Chairman

Cllr Simon Hawes – Finance

Cllr Adriana Truby – Planning

Cllr Peter Tayler – Village Hall

Cllr Nick Weeks – Footpaths

1. **Public participation**

None

1. **Matters Arising**

None

1. **Somerset County councillor’s report (Cllr Rigby)**

None received.

1. **Taunton Deane district report**

None received.

1. **Policing Report (**

Nothing concerning Combe Florey.

1. **Planning**
   1. ***Current planning applications***

The application for the Cake House extension, Nethercott, is still waiting a decision. The Parish Council supported this.

* 1. ***Other planning matters***

Simon Gridley is developing his charcoal business with a view to reapplying for a residence associated with the forestry operations.

1. **Finance** 
   1. ***Account balances***
      1. Current account - £9.820. Total annual gross income £4,450; expenditure £3,780.
   2. ***Review of accounts to 5 April 2020***

The RFO (Responsible Financial Officer) gave a review of the year’s accounts.

* 1. ***Annual Governance & Accountability Review:* Section I – Annual Governance Statement** 2019/20– signature and adoption by Chairman and RFO (with minute reference)
  2. Section II – review of Accounting Statements – adoption and signature by Chairman, RFO and minute reference
     1. Signed and adopted in front of council. Proposed by Cllr Truby and seconded by Cllr Weeks with all in favour. Signed by the Chair Cllr Cleverly and the RFO Cllr Simon Hawes
     2. Result of Internal Auditor Review by Susan Greenway
        1. Internal audit report
           1. This has been to internal audit and agreed by Sue Greenway who has signed off the internal audit.
        2. Confirmation that high-lighted boxes signed and completed by the internal auditor
           1. Confirmed and agreed
     3. Date set for the period of exercise of public rights

Will be set out on website and on notice board

* + 1. Part two
       1. Certificate of Exemption and completion checklist – signature and adoption by Chairman and RFO
          1. Signed and adopted in front of council and parishioners
       2. Confirmation that a statement of variances prepared and available

Signed and adopted in front of council and parishioners Proposed by Cllr Truby and seconded by Cllr Weeks with all in favour.

* + - 1. Confirmation of Internal Controls and their operation in year

Signed and adopted in front of council and parishioners Proposed by Cllr Truby and seconded by Cllr Weeks with all in favour.

* 1. 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

* 1. Submission of duly adopted and authorised Part 2 AGAR to PKF
     1. To be submitted formally by the RFO now everything has been adopted by the council.
  2. CIL (community infrastructure levy) annual returns
     1. Nil return. It was noted that there had been some new developments in 2020 that were liable for CIL. The RFO was going to review the status of this as the PC had opted out of CIL payments in the past.
  3. Clerks wages standard increase - From 1st April increased from £10.16 to £10.44
  4. Remittances
     1. 2020/2021 Somerset West and Taunton Precept - £4000

The RFO noted that that the annual grant for the burial ground and footpaths had not yet been received.

* 1. Invoices for payment
     1. Parish Clerk wages (April – September inclusive) £626.40 (before deductions)
     2. HMRC
     3. Uncontested Election Fees £100
     4. Insurance premium to BHIB £306.24
     5. Works on the village garden by Mark Lewis and Thomosina Hobhouse amounting to £230 each; £460 in total
     6. Data protection fee £40
     7. SALC affiliation fees £67.14

The Chair sought approval to for payment of invoices. All invoices were read out by the RFO and one set of approval sort. Proposed by Cllr Truby and seconded by Cllr Weeks.

1. **Highways & Footpaths**

i) Moving the footpath to avoid the dogleg across the B3224: Mike Rigby has contacted the landowner who has no objection in principle

ii) Regarding the junction emerging from Coggins lane to the A358 near the Farmers’ Arms Cllr Mike Rigby (Somerset County Council) has been leading on this but no updates were available.

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1. **Village Maintenance**

i) Work on the village garden has progressed and it is now much less overgrown. All the larger trees have been cut back. There is a need for further maintenance and some replanting.

ii) The railings over the bridge by the A358 are badly rusted in parts. Council inspectors have said that it is structurally sound. A quote for £680 has been received from James Hawkesworth, though the work is better done in the spring when the weather is better.

1. **Village Hall Status Report**

Tha adoption status is now resolved.

A grant of £10,000 has been received from SWAT to cover the loss in income due to covid-19.

Usage under strict new guidelines has restarted.

1. **State of the road between Hawkins Barton and the woodyard, and Combe Down Lane connecting with the B3224.**

Cllr Weeks has been in touch with SWAT who organise road sweeping, and Highways who would carry out the repair. These small lanes are not given a high priority. Cllr Weeks would contact Lydeard St Lawrence PC to see if we could make a joint request to Highways.

1. **Dates for 2021 meetings**

The following were agreed for 2021:

* 1. January 5th
  2. March 23rd
  3. Annual Parish Meeting May 4th
  4. Annual Parish Council Meeting May 25th
  5. September 7th

1. **Topics for next agenda**

None

1. **Correspondence**

None

1. **NEXT MEETING:**

Parish Council Meeting 05th January 2021 7.00pm

Location: Combe Florey Village Hall (covid-19 restrictions permitting)

Meeting closes at 20.44