|  |  |  |
| --- | --- | --- |
| Combe Florey Parish Council | | |
| **Date of Meeting:**  Friday 18th May 2018 6.00 pm  At Combe Florey Village Hall | | **Written by:**  Gemma Coombes (Parish Clerk) |

# Annual Parish Council Meeting Minutes (DRAFT)

**Councillor’s Present**

**In attendance**

Gemma Coombes – Parish Clerk

Parishioners x 7

Cllr Robin Cleverly (Chairman)

Cllr Peter Tayler

Cllr Adriana Truby

Cllr Simon Howes

Cllr Geoffrey Eggleston

1. **Welcome by Clerk**

The Clerk welcomed the parishioners to the meeting and thanked them for attending.

1. **Apologies**

None

1. **Declarations of Interest**

Peter Taylor declared an interest in the village hall as he on the village hall committee and a trustee. The clerk advised he will not be able to speak or vote on anything concerning that subject.

1. **Election of Chairman**

The clerk asked for a nomination for a chairman. Cllr Eggleston nominated Robin Cleverly seconded by Cllr Tayler and all in favour. At this point the clerk handed the meeting over to the newly appointed chairman.

1. **Election of vice Chairman**

The elected chairman called for nomination for a vice chairman, Cllr Truby nominates Geoffrey Eggleston and seconded by Cllr Tayler. All in favour.

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

The minutes from the 21st March 2018 were taken as read. Proposed by Cllr Tayler Seconded Cllr Eggleston. All in favour to adopt the minutes. Signed by Chairman.

1. **Set out portfolios for forthcoming year**

The chairman informed the attending parishioners that there will be specific areas of responsibility for each person on the council. This is set out as follows.

Robin Cleverly Chairman

Cllr Geoffrey Eggleston Vice-Chairman, Highways and footpaths

Cllr Peter Tayler Village hall and parish tidiness

Cllr Adriana Truby Planning

Cllr Simon Howes Finance (Responsible Financial Officer)

1. **Public participation**

Nothing raised

1. **Matters Arising**
   1. ***Use of burial grant money***

A question had been raised about accounting by the PCC for the TDBC burial ground grant of £350. The parish council have discussed this with the PCC treasurer and are now satisfied that this money is being spent appropriately on the burial ground.

* 1. ***Broken signposts***

The broken sign post for Nethercott is still broken and we have no information on when this may get repaired.

The village name plate on Honiball Hill was broken by a car last year. The parish council has now received a quote for replacement from Cerdic Foundry in Chard (that originally made it) for £1330. We are now also looking at the option of repairing it, though the foundry were not sure that a weld would take.

* 1. **Coggan’s Lane – No Through Road sign**

The dot on the road is now changed to white and we are not sure if this means there is a forthcoming action.

* 1. **Consideration of grant to the fabric of the Combe Florey church**

The suggestion of a grant to the church was made at the Annual Parish Meeting, in the light of a significant grant to the village hall.

After some investigation the conclusion is that the PC does not have the power to grant money for the fabric and maintenance of the church.

When the current system of parish councils was established in 1894 the legislation specifically excluded church property. While the legislation was revised in the 1972 Local Government Act there was no mention of church property so the exclusion is assumed to still apply. However Section 137 of the 1972 Act does allow the PC to grant money to charities (up to a specified limit per head) that would benefit the parish as a whole and this was mooted as a way to get round the legislation.

As this seemed to be a ‘grey area’ legally, the Chairman took advice from SALC in order to clarify this issue and the response was as follows:

“*The 1972 local government act does not override the 1894 act in that Councils are still not permitted to contribute towards church buildings, it is not a grey area – Using S137 doesn’t get around it. There is however a grey area over a Parish Council giving money for the upkeep of church grounds. NALC say that a Parish Council can’t, but this has yet to be tested in court.*”

We then asked if we could make a payment to the Friends of Combe Florey Church as a charity and the response was as follows: “*The Council cannot donate to such a charity*.”

There will be a formal message going to the church explaining the situation.

1. **Somerset County councillor’s report**

None

1. **Taunton Deane district report**

Boundary commission is drawing up the new boundaries and the time to make any comments is the 3rd July to 27th of Aug. The decision will be made towards the end of the year.

1. **Policing Report**

One domestic incident in Combe Florey but no changes from the report presented at the Annual Parish meeting.

1. **Planning**

Cllr Truby explained that in the future when planning applications arise between planned council meetings, an extraordinary meeting will be held, with appropriate public notification giving time and date. The meetings will require the normal quorum of three councillors, and will be held in a public place – most likely the Coggan seat outside the village hall.

* 1. ***Current planning applications***
     + ***1118008/T Gwynne Cottage ash tree management***

Support from the council

* + - ***1118007 The Stables, the Byre and Sunset, Penbridge Court. Change of class of use.***

The application is to change the class of use retrospectively from C3 to *sui generis* to allow more than 6 people at a time. There are no changes to buildings. Penbridge Court specialise in large groups – up to 25 people. The original development was completed about 10 years ago but changed ownership in the last five years.

Support from the parish council

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

The Farmers Arms change of thatch has been approved and the tree felling has also been approved.

1. **Finance** 
   1. ***Account balances***
2. Current account - £11500.00
   1. ***Annual Accounts for 2017-2018***

This is not ready yet as we are running behind as for a large part of the year there was no one doing this due to having no co-opted councillors and no clerk. There will be an extraordinary meeting called to approve this and in order to send it to auditors.

* 1. ***Appointment of internal auditor***

Sue Greenway will be appointed

* 1. ***Insurance renewal***

Our old provider has withdrawn from the market and the Responsible Financial Officer is working to appoint a new provider, this will also be clarified in the extraordinary meeting.

* 1. ***Quotes from lengthsman***

We want to put a formal arrangement in place with Mark Perry but we want flexibility to ask him to do what we see is needed and for him to act on his own initiative; this will be more of a formal agreement on hourly rate and budgeted hours per year, rather than a specified job list.

* 1. ***Clerks PAYE***

As an official appointment the clerk has to be employed rather than self-employed. To do this requires a PAYE scheme and related administration. This seems unnecessary work for a small amount of money and we are looking to raise the point with SALC to see if there could be a more efficient centralised solution.

Action: Gemma to speak to SALC to question this.

* 1. ***Donation of £2000 towards village hall improvements***

This was unanimously agreed in January 2018 but the decision was ruled illegal as due notice of a financial decision had not been given on the agenda. After a review of finances the RFO and the council are happy that we have the finances and ability to do this. Cllr Eggleston proposed that we make the £2000 donation to the village hall, Cllr Truby seconded and all were in favour. Peter Tayler abstained due to a conflict of interest.

A cheque will be raised in favour of the village hall.

* 1. ***Remittances*** 
     + Taunton Deane Precept £4000.00
  2. ***Invoices for payment***

Parish clerk read out the invoices and asked if we can seek approval at the end for all. All in favour of doing this. All invoices were proposed by Cllr Eggleston and Seconded by Cllr Tayler. Vote and all in favour

* + - Parish Clerk wages and expenses £424.22
    - Combe Florey Village Hall hire for forthcoming year £50
    - Expenses for Cllr Truby for Annual Meeting £42.62

1. **Highways & Footpaths**
   1. **Use of dog friendly footpaths**

After investigation we can not get grants to upgrade the stiles for easier access just for dogs but we may be able to get some funding for easy access styles to help for people who are struggling to climb the stiles. We may need to use some parish council funds for this but will explore getting grants from the County Council. There is some research still to do and there will be an update at the next meeting in September.

* 1. ***Footpath maps update***

We now have up to date maps.

1. **Parish Maintenance**

Mark has been given his instructions for the year and he is now getting on with duties throughout the parish. Some of the grass verges have been strimmed down to bare earth and may need to be replanted. A parishioner said it has been done before but it keeps reverting back.

1. **Village Hall** 
   1. **Village Hall car park resolution of adoption status**

The village hall car park has been wrongly identified as highway in the recent County Council Highways Map but it was originally part of the land sold to the village for the village hall in 1956 and never adopted. After much correspondence the legal department have said they need parish council approval for road records to be updated.

The parish council are all in favour that we support the village hall trustees’ request that the road records plans are amended to delete the area in front of the village hall as adopted highway.

1. **Other Parish Matters/ Topics for next agenda** 
   1. Salt and grit box at turning into village is lying on its side.
   2. The causeway toward the pub is very uneven and a parishioner has asked if can be levelled off.
2. **Correspondence**

Quantock Hills Partnership Scheme would like to talk to us at our next meeting.

1. **NEXT MEETING:**

Wednesday 19th September 2018, 7.00pm, Combe Florey Village Hall

Meeting closes at 19.11