

Combe Florey Parish Council

Date of Meeting: Monday 24th May 2021 7.00 pm At Combe Florey Village Hall	Written by: Gemma Coombes (Parish Clerk)
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Annual Parish Council Meeting Minutes

Councillors Present

Cllr Robin Cleverly (Chair)
 Cllr Adriana Truby (Vice-chair)
 Cllr Simon Hawes (RFO)
 Cllr Nick Weeks
 Cllr Peter Tayler

In attendance

Gemma Coombes – Parish Clerk
 Parishioners x
 Cllr Mike Rigby – Somerset county councillor
 and District Councillor
 Cllr Anthony Trollop-Bellow

2021/37) Welcome by Clerk

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

2021/38) Apologies

None

2021/39) Declarations of Interest

None declared

2021/40) Election of chair

The Clerk called for nominations of a Chair person. Cllr AT nominates Cllr Robin Cleverly and this is seconded by Cllr NW . All in favour.
 The Clerk thanks the new Chairman and hands over to him to conduct the rest of the meeting.

2021/41) Election of vice chair

The newly elected chairman calls for nominations. Cllr RC proposes Cllr AT . Cllr PT seconds this and all in favour.

2021/42) Approval of minutes of last meeting

The minutes from the 23rd March 2021 were taken as read.
 Proposed by Cllr PT Seconded Cllr AT .
 All in favour to adopt the minutes. Signed by Chairman.

2021/43) Setting councillor portfolios for forthcoming year

Cllr Robin Cleverly - Chairman
 Cllr Simon Hawes – Finance
 Cllr Adriana Truby – Planning
 Cllr Peter Tayler – Village Hall
 Cllr Nick Weeks – Footpaths

2021/44) Public participation

The annual parish meeting was held last week and the main option was the proposal for village garden but this will be discussed at a later date when we can have further discussions.
 There was some issues raised about an old metal fence as you come into the village and the wall falling down. It is the land owners responsibility to maintain, the village lengthsman does some weed keeping outside the property. Cllr Mike Rigby will also talk to his contacts who own this.

2021/45) Matters Arising

1. **Upgraded broadband for the area, investigate grants to get better speeds.**
 Nothing to report from last week. There is very conflicting issues surrounding this.

2021/46) Somerset County councillor's report (Cllr Rigby)

Covid-19 There was a case of the Indian variant in Somerset but the infection rate is looking very positive at this point.
 Staff at the district council have been told they can work from home or the office if they wish.
 Unitary debate is now subject to a referendum as to if we have one or two authorities in this area.
 In the summer, there should be clearer guidance on how this moves forward and how elections

Minutes from Combe Florey Parish Council May 24th 2021

Signed: [Chairman]

will take place. There are pros and cons towards both the single and two councils. With unitary authorities, there is one place to go to get stuff done however there may be some need for parish councils and town councils to take more delegation but this will depend on the size of the council and ability and funding.

Local plan is still being updated, there is some new calculations of need for new homes and they want this done before SWAT disappears.

Phosphates have been getting into Local River so this has stopped the planning of new houses until this issue was resolved.

A358 will be close for approx 10 days in June to conduct some repairs; this will have improve the farmer's arms junction to make it more antiskid. 9am -3pm. There is concern that the village may be used as a rat run. The last time the signage was poor and this caused the village to be a rat run. Cllr Mike Rigby to speak to highways about the closure and the signage.

2021/47) Taunton Deane district report (Cllr Anthony Trollop-Bellow)

Report given at the Annual Parish Meeting last week, no further updates.

Lymes disease week is this week and it is a big issue, dont walk in shorts on the hills.

2021/48) Policing Report

None given

2021/49) Planning

1. Current planning applications

None

2. Other planning matters

None

2021/50) Finance

1. Account balances

a. Current account - £ 10300. This includes the new precept of this year and some cheques that have yet to be cashed.

2. Review of accounts to 5 April 2019

The RFO (Responsible Financial Officer) gives a review of the year's accounts which include the following:

3. Annual Governance & Accountability Review

a. Confirmation that Part 1 not applicable

b. Result of Internal Auditor Review by Susan Greenway

I. Internal audit report

i. This has been to internal audit and agreed by Sue Greenway who has signed off the internal audit. Formal thanks to Sue for this work she does for the parish.

II. Confirmation that high-lighted boxes signed and completed by the internal auditor

i. Confirmed and agreed

c. Date set for the period of exercise of public rights

Will be set out on website and on notice board

d. Part two

I. Certificate of Exemption and completion checklist – signature and adoption by Chairman and RFO

i. Signed and adopted in front of council and parishioners

II. Confirmation that a statement of variances prepared and available

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

III. Confirmation of Internal Controls and their operation in year

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

2021/51) Cert of exemption

Minutes from Combe Florey Parish Council May 24th 2021

Signed: [Chairman]

2021/52) Section 1 – Annual Governance Statement 2020/21 – signature and adoption by Chairman and Clerk (with minute reference)
Signed and adopted in front of council and parishioners Proposed by Cllr Adriana Truby and seconded by Cllr Peter Tayler with all in favour. Signed by Robin C and RFO

2021/53) Section II – review of Accounting Statements – adoption and signature by Chairman, RFO and minute reference
Signed and adopted in front of council and parishioners Proposed by Cllr Adriana Truby and seconded by Cllr Peter Tayler with all in favour. Signed by Chairman Robin C and the RFO Cllr Simon Hawes

2021/54) 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
 - a. 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

2021/55) 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.

2021/56) Parish Council Financial Matters

1. Bank Reconciliation and Cash Days Books – Chairman’s adoption and signature
 - a. Signed by the chair and adopted as being correct
2. Insurance renewal
 - a. Our annual insurance renewal is due, the RFO has negotiated the amount set to pay below.
3. Remittances
 - a. Taunton Deane Precept £4000.00
4. Invoices for payment
 - a. Parish Clerk wages and expenses (April - May inclusive) £223.20 (before deductions)
 - b. HMRC
 - c. BHIB Insurance renewal - £309.30
 - d. Cllr Weeks expenses for pump - £380.23

The Clerk seeks approval to for payment of invoices. All invoices were read out by the RFO and one set of approval sort. Proposed by Cllr PT and seconded by Cllr AT

5. Reclaim of VAT on expenditure in 2020/2021 has yet to be submitted for this year and last but this will be submitted together by Cllr Simon Hawes

2021/57) Highways & 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.**
It may be easier to move the path on the other side of road as one land owner is seeking compensation plus there is a 2 meter drop from the field to the road. It may be easier and cheaper to move style on other side of road. Cllr Rigby to speak to people this week to get an update
2. **Update on Farmers’ Arms / A358 road junction and result of discussion with Highways Officer.**
This is now having a new surface laid to help anti skid.
3. **State of Tower Lane also Combe Down Lane connecting with B3224**
This has had a lot of patching but this keeps flooding and is causing the road surface to breakdown. The whole area is a problem. The whole area needs scraping.
Remove from agenda as no further action at the moment.

2021/58) Village Maintenance

1. **Village Garden - project remit**

Minutes from Combe Florey Parish Council May 24th 2021

Signed: [Chairman]

It is agreed that Cllr Hawes instructs the current people to carry out some maintenance work to this area. All in favour of doing this.

2. **Repair to pump**
this is now progressing, there have been some weather issues preventing further progress. Weather permitting this should be done in a month.

2021/59) Village Hall - Status report

Village hall meeting is 25/05. There has been some grants gained for Covid-19 losses, there is about £20,000 in the account at the moment. They are planning tidy up the front of the hall in future.

2021/60) Topics for future meetings

1. Nothing raised.

2021/61) Correspondence

Email to council about the grass overgrown at Trebbles Holford by Brian Totman. Cllr PT to ask for this to be cut.

2021/62) NEXT MEETING:

Parish Council Meeting 14th September 2021 7.00pm

Location: Combe Florey Village Hall

Meeting closes at 20:00

Minutes from Combe Florey Parish Council May 24th 2021

Signed: [Chairman]