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| Combe Florey Parish Council |
| **Date of Meeting:**Tuesday 14th May 2019 7.00 pmAt Combe Florey Village Hall | **Written by:**Gemma Coombes (Parish Clerk) |

# Annual Parish Council Meeting Minutes

**Councillors Present**

**In attendance**

 Gemma Coombes – Parish Clerk

 Parishioners

Cllr Adriana Truby

Cllr Simon Hawes

Cllr Peter Tayler

Cllr Nick Weeks

1. **Welcome by Clerk**

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

1. **Apologies**

Cllr Robin Cleverly sent his apologies as he is away on business. Cllr Mike Rigby and Cllr Anthony Trollop-Bellow send their apologies

1. **Declarations of Interest**

None declared

1. **Welcome to new council after election**

The clerk thanked those councillors who chose to stand again and welcomed Cllr Nick Weeks to the council.

1. **Election of chair**

The Clerk called for nominations of a Chair person and reminds the members they can nominate Cllr Robin Cleverly in his absence as he had before the meeting agreed to be chairman if nominated. Cllr Adriana Truby nominated Cllr Robin Cleverly and this is seconded by Cllr Peter Tayler. All in favour.

1. **Election of vice chair**

In the absence of the nominated chairman the Clerk called for nominations of vice. Cllr Adriana Truby volunteered to stand as vice chair. This is proposed by Cllr Peter Tayler and this is seconded by Cllr Simon Hawes. All in favour.

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

The minutes from the 20th March 2019 were taken as read.

Proposed by Cllr Peter Tayler Seconded Cllr Simon Hawes.

All in favour to adopt the minutes. Signed by Vice Chair, Cllr Adriana Truby, in the elected Chairman’s absence.

1. **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

1. **Public participation**

Concerns over the road junction by Coggan’s lane coming out on the A358 were raised again at this meeting, continuing on from that raised at the Annual Parish Meeting. The parishioner feels that as there is no fatality yet maybe it is deemed not a serious issue by Somerset County Council but there is a human aspect behind that, and no fatality does not mean it’s not serious. There are cost effective ways to do this without ripping the road up, maybe just reduce the speed limit and enforce that limit. A decision on a way forward will be raised under Highways.

1. **Matters Arising**
	1. ***Broken signposts***

The sign posts is now mended and is waiting to be put in place with new posts. It’s location needs to be discussed as it was causing issues for lorries trying to access the neighbouring property. It has been mended for free and no cost to the council.

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

None reported

1. **Taunton Deane district report (Cllr J Warmington)**

None reported

1. **Policing Report**

Nothing concerning Combe Florey

1. **Clerks wages standard increase and possible band review**

On the 1st of April every year NALC (National Association Local Councils) produce the new pay structure for clerks. The clerk is currently on the only pay scale 16/17 (new scale 6) this pay band from the 1st of April 2019 raised to £9.96 per hour from £9.705 per hour in 2018. The new pay structure lays out the bracket a clerk should be on (substantive) Combe Florey is currently paying below substantive rate so the clerk proposed going forward she is moved up to scale 7 which is £10.16 per hour which puts Combe Florey in the substantive paying bracket.

This was Proposed by Cllr Adriana Truby and seconded by Cllr Peter Tayler with all in favour of this.

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

The only outstanding planning is the lambing shed but this has been through the council and is now with SW&T planning department for their decision.

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

None

1. **Finance**
	1. ***Account balances***
		1. Current account - £10,750.
	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:

* 1. ***Annual Governance & Accountability Review***
		1. Confirmation that Part 1 not applicable
		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 Adriana Truby and seconded by Cllr Peter Tayler 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 Adriana Truby and seconded by Cllr Peter Tayler with all in favour.

1. Section 1 – Annual Governance Statement 2018/19 – 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 the acting Chair Cllr Adriana Truby and the parish clerk Gemma Coombes

1. 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 the acting Chair Cllr Adriana Truby and the RFO Cllr Simon Hawes

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
		1. 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
2. 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.
3. ***Parish Council Financial Matters***
	1. Bank Reconciliation and Cash Days Books – Chairman’s adoption and signature
		1. Signed by the chair and adopted as being correct
	2. Insurance renewal
		1. Our annual insurance renewal is due, the RFO is going to get competitive quotes from another company as well, if the cheque is needed before the next meeting there will be an extraordinary meeting called
	3. Quotes for lengthsman - Not needed at this stage as he is below the threshold. If it exceeds £500 this would need to go out to tender.

Action: The RFO is going to look at NALC website to get the full rules surrounding tender process.

* 1. CIL (community infrastructure levy) annual returns
		1. Nil return as we have never received any CIL money
	2. Remittances
		1. Taunton Deane Precept £4000.00
	3. Invoices for payment
		1. Parish Clerk wages and expenses £192.29
		2. Inland revenue £39.80
		3. Combe Florey Village Hall hire for forthcoming hires £50
		4. Payment of Village Lengthsman works in 2018/19 £750
		5. Cllr Adriana Truby expenses for providing nibbles and wine for the Annual Parish Meeting £17.97

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 Peter Tayler and seconded by Cllr Nick Weeks

* 1. Reclaim of VAT on expenditure in 2018/2019 £45.00
1. **Highways & Footpaths**

Nothing to report from the new highways Cllr, as he is new to the council.

Following on from the concern raised both at the Annual Parish meeting and earlier in this meeting about the junction coming out from Coggins lane to the A358. Cllr Nick Weeks will contact Cllr Mike Rigby (Somerset County Council) to discuss the road issue.

This issue is becoming pressing and needs to be addressed with urgency with the relevant authorities.

It is proposed that Cllr Nick Weeks will email Mike Rigby in the first instance and provide feedback at the next meeting with his response. If we do not feel that is satisfactory we will continue with writing to the highways department. All in favour of this.

John Passingham is happy to report to the council any issues he knows about ref footpaths.

1. **Village Maintenance**

Mark is continuing to clear sight lines etc. As asked in the Annual Parish Meeting, we will ask him to do Treble Holford and Nethercott. Please could he also cut the area around the slow down sign during summer

There are places that potentially need re-seeding and other places that need to be continued to cut.

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

No progression due the sudden death of the architect. There is now someone who will help with the planning application going forward.

1. **Other Parish Matters/ Topics for next agenda/ Topics carried forward from the Annual Parish meeting**
	1. Village garden is untidy, should we get a quote from someone to weed and tidy up?
	2. Point raised that the cemetery is nearly full now. As people will wish to be buried there is this something we could look into? Maybe find a new plot?
	3. The war memorial sits in the grounds of the church. Should the Church ever be sold or taken over we could lose access to this. Maybe we should discuss relocating it to the village garden?
	4. As we are now part of Somerset West and Taunton would be eligible to apply for the KIM grant. It was suggested to use the money to help maintain the grave yard. It was stated at the time that giving money to the Church is problematic as explored before.
	5. It was suggested to move the foot path so as to not have to walk up the main road so we can walk up the inside of the field, As the land current footpath rate change or new rate is 30 years, we may have to ask the land owner.
2. **Correspondence**

None

1. **NEXT MEETING:**

Parish Council Meeting 09th July 2019 7.00pm

Location: Combe Florey Village Hall

Meeting closes at 20.14