

Combe Florey Parish Council

Minutes of Meeting held at Combe Florey Village Hall

On Wednesday 3rd May 2017 at 8.25pm

(in the format to be submitted to the next meeting for approval)

Present:

Cllr Peter Watson, Cllr Jane Warmington, Cllr Peter Taylor, Cllr L Boulton, Cllr R Cleverly

C Morrison-Jones (clerk)

Eighteen members of the public

1. To Elect a Chairman for the Municipal Year 2017/18

P Watson proposed J Warmington, seconded by P Taylor.

RESOLVED: J Warmington was unanimously elected Chairman for the 2017/18 municipal year and duly signed the acceptance of office

2. Co-option of a new Member to the council

The casual vacancies have been reported to Taunton Deane and the statutory notice to advertise the vacancies was displayed for the required number of days. No petition for election has been received by Taunton Deane, therefore the Parish Council is free to co-opt new Members.

RESOLVED: Robin Cleverly was invited to join the Council by existing Members and duly signed the Acceptance of Office form.

3. To receive any apologies of absence

None

4. To Elect a Vice-Chairman for the Municipal Year 2017/18

P Taylor proposed P Watson, seconded by J Warmington.

RESOLVED: P Watson was unanimously elected Vice-Chairman for the 2017/18 municipal year and duly signed the acceptance of office

5. Declarations of Interest/Dispensations

J Warmington, a Member of TD

P Watson, a Member of TD and on TD planning committee

6. Public Participation – an opportunity for members of the public to speak on any agenda item

The chairman invited the public to speak or comment as the agenda progressed and relevant topics were brought up

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Signed and DatedChairman

7. County Councillor's report

None received

8. District Councillor's report

Cllr P Watson reported that the work on the new roundabout on the A358 was slightly behind schedule but anticipated to be completed between 8-15th May.

TD and WS councils have now submitted their plans for a new, merged council to the Secretary of State – the decision will now lie with the new government to be elected in June

9. Police report

The chairman reported that the three-month trial of a rural crime text number was successful and will be continued. It is to be used to gain intelligence, NOT to report crime, and the police want to hear of any suspicious activity. The number to TEXT ONLY is 07492 888109.

A police report had been received by the clerk and had been posted on the website (www.combefloreyparishcouncil.org) – the clerk highlighted the increase in vehicle theft to those present

10. Minutes from 15th March 2017, to approve and sign

RESOLVED: The minutes of the meeting held on 15th March were approved as a correct record and signed by the Chairman

11. Matters arising from the minutes not covered by agenda items below

None

12. Highways – any issues to report**i. Farmers Arms junction**

It was noted that County Cllr M Rigby had already agreed to put this junction forward for the Small Highways Improvement Scheme once the scheme opens for the 2017/18 financial year

ii. Construction traffic when Farmers Arms rebuild commences

A member of the public raised concerns that there will be an increase in traffic once re-construction of the Farmers Arms commences, particularly HGVs entering and accessing the site via the A358.

RESOLVED: J Warmington and P Watson offered to talk to Highways and highlight these concerns

iii. Footpaths

R Cleverly reported two problems – a snapped finger post in the valley and a missing fingerpost where the path leaves the tarmac on Coggins Lane. Both of these are flagged up for repair on the SCC database

13. Consider renewal of arrangements for insurance

The Parish Council is in its last year of a three year long term agreement with insurers AON, underwritten by Maven Underwriting.

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RESOLVED: to renew the policy with AON, commencing on 1st June 2017 with a premium of £409.93

14. Finances:

a) Approve implementation of council employees NALC approved pay increase from 1.4.2017

NALC had implemented a pay increase for parish council employees from 1st April 2017. The Clerk's current hourly rate is £10.363. This is equal to SCP21, which has been increased to £10.467 from 1st April.

RESOLVED: To implement the NALC agreed pay increase

b) Payments to approve

RESOLVED: that the following payments be made

i.	C Morrison-Jones, salary March & April 2017	£243.93
ii.	HMRC, clerk's PAYE	£30.40
iii.	C Morrison-Jones, clerk's expenses and reimbursements	£42.51
iv.	Combe Florey Village Hall, meeting room hire	£40.00
v.	AON, insurance renewal	£409.03
vi.	Mrs K Smith, Internal auditor	£30.00
vii.	Mr M Perry, village lengthsman	£320.00

c) Receipts received

20.4.17	Taunton Deane, precept	£4,000.00
20.4.17	Taunton Deane, council tax support grant	£25.00

d) Approve Bank Reconciliation to year end, 31st March 2017

Reconciled as to 31st March 2017:

B/F balance	£5,891.44
Total receipts	£3,361.69
Total payments	£3,245.16
Balance held	£6,007.97

RESOLVED: That the presented bank reconciliation, as of 31.3.17, be accepted as true and correct record of finances

e) Approve Statement of Internal Control for year ended 31st March 2017.

The Clerk had prepared and previously circulated the document which outlined the internal controls of the Parish Council. This document identified some internal control issues, and how it was intended to rectify them.

RESOLVED: The report was considered and approved by councillors, and signed by the chairman

f) Approve Risk Management Report

The Clerk had prepared and previously circulated the document.

RESOLVED: The report was considered and approved by councillors, and signed by the chairman

g) Any other financial matters notified to the clerk in advance of the meeting

None

15. Consider Internal Auditor's Report

The Internal Auditor, Mrs K Smith, had carried out the internal audit and found the internal audit control arrangements to be satisfactory. Accordingly, the Internal Auditor had signed-off Page 5 of the Annual Return without qualification

16. Annual Return – approve section 1, the Annual Governance Statement

The clerk read out each question on the Annual Governance Statement and councillors, taking into consideration the previously agreed Statement of Internal Control (minute 14 e), agreed the response to each

RESOLVED: To answer questions 1,6,7 and 8 – yes, questions 2,3,4 and 5 – no, question 9 – n/a. The completed statement was signed by the chairman and the clerk

17. Annual Return – approve section 2, the Accounting Statement

The Council considered the information prepared and signed by the Clerk that had been previously circulated.

RESOLVED: The statement was approved, and signed by the Chairman

P Watson took no part in item 18 due to previously declared interests

18. Planning

Consider application 11/17/0009. Erection of porch to front elevation and replacement of conservatory on rear elevation with a single storey extension at 2 North View, Combe Florey

R Cleverly noted that the planned extension to the rear would not be visible from the road

RESOLVED: To support the application. Clerk to respond to Taunton Deane

19. Village Upkeep

Nethercott Lane / A358 junction

It was noted that the grass on the verge at this junction was obstructing the sight line for vehicles exiting onto the A358

RESOLVED: P Taylor (agreed lengthsman's contact on the PC) to request lengthsman to cut back verge an extra 6 feet to enhance visibility

20. Annual Parish Meeting – to consider any issues arising at the 2017 Annual Parish Meeting, held immediately prior to this meeting, not covered by earlier agenda items

RESOLVED: to hold the Annual Parish meeting in 2018 on a separate and earlier date to the Annual Parish Council meeting to allow items raised at the Parish Meeting to be discussed in more detail at the Parish Council meeting

21. Clerk's report

The clerk reported that Nethercott Lane from 10m south-east and 10m north-west of the Nethercott bridge, a total distance of 20 metres, will be closed from 22nd May 2017 for up to 25 days. While the closure is in operation an alternative route will be signed.

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22. Topics for future meetings

- i. Pension requirements for the Parish Council
- ii. Parish Meeting vs Parish Council – updates & ideas

Being no further business, the meeting was closed at 9.35pm

Next Parish Council Meeting to be held on Wednesday 6th September 2017, commencing at 7pm at the Village Hall