

Combe Florey Parish Council

Date of Meeting: Tuesday 28 th May 2024 7:00 pm At Combe Florey Village Hall	Written by: Gemma Coombes (Parish Clerk)
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Annual Parish Council Meeting Minutes**Councillor's Present**

Cllr Robin Cleverly (Chair)
Cllr Simon Hawes (RFO)
Cllr John Passingham
Cllr Jacquy Newton
Cllr Adriana Truby

In attendance

Gemma Coombes – Parish Clerk
Parishioners x 1

2024/35) Welcome by Clerk

The Clerk opened the meeting and thanked people for attending. It was explained that this is the Annual Parish Council Meeting and the first order of the day would be the election of the chairperson for the forthcoming year; at this point the meeting would be handed over to the new chair.

2024/36) Apologies for absence

Cllr Mike Rigby – Somerset Councillor.
Cllr Andy Sully - Somerset Councillor.

2024/37) Declarations of Interest

None declared.

2024/38) Election of Chairperson for forthcoming year

The clerk called for nominations for chairperson for the forthcoming year:
Cllr Passingham proposed Cllr Cleverly to be chairperson, seconded by Cllr Newton; all in favour.

2024/39) Election of Vice Chair Person for forthcoming year

The Chairman called for nominations for vice chairperson for the forthcoming year.
Cllr Cleverly proposed Cllr Newton, Cllr Passingham seconded this and all in favour.

2024/40) Approval of last meetings minutes

The minutes from the 12th March 2024 were taken as read.
Proposed acceptance by Cllr Newton Seconded by Cllr Passingham. All in favour to adopt the minutes. Signed by Chairman.

2024/41) Setting Councillors portfolios for forthcoming year

Cllr Robin Cleverly (Chair)
Cllr Jacquy Newton (Vice-chair & Community outreach / Village Hall committee member)
Cllr Simon Hawes (RFO) – see notes below under 2024/56
Cllr John Passingham (Highways and footpaths / Village maintenance / Village garden)
Cllr Adriana Truby (Planning)

2024/42) Public participation

No comments

2024/43) Matters Arising / Matters brought forward from Annual Parish Meeting**1. Dog waste bins**

Following discussion at the Annual Parish meeting, it was agreed that this can be removed from the agenda as the Parishioners do not wish to use the Council money on this. The conclusion was that the provision of bins would not encourage dog owners to clear up and it is more of a dog owner education issue.

2024/44) Somerset Council report (Cllr Rigby / Cllr Sully)

None submitted

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Signed: [Chairman]

2024/45) Policing Report

None submitted

2024/46) Planning**1. Current planning applications**

Consider planning application 11/24/0004.

Variation of Condition No. 02 (approved plans) of application 11/22/0007 in order to erect a first floor over part of the approved single storey extension on the east elevation at Shuttern, Combe Florey Road, Combe Florey

This is a minor change to an approved development and, after discussion, the Council had no objection and decided not to submit a comment.

2. Other planning matters

Dennehey has mentioned that he is going to submit a betterment proposal and this will be dealt with when it comes in.

2024/47) Finance**1. Account balances**

I. Current account - £9,595.93 before tonight cheques have been taken off.

2. Review of accounts to 5 April 2024

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

3. Annual Governance & Accountability Review

a) Confirmation that Part 1 not applicable

b) Result of Internal Auditor Review by Susan Greenway

- Internal audit report

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.

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

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

Signed and adopted in front of council and parishioners

- 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 Cleverly with all in favour.

- 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 Cleverly with all in favour.

2024/48) Cert of exemption

Signed by the RFO and chairman

2024/49) Section 1 – Annual Governance Statement 2022/23 – signature and adoption by Chairman and Clerk (with minute reference)

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

2024/50) 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 Truby and seconded by Cllr Cleverly with all in favour. Signed by Chairman Robin Cleverly and the RFO Cllr Simon Hawes

2024/51) Signature and adoption of Accounts by Council

1. Income & Expenditure Statement, including bank reconciliation and statement of fund movements

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Signed: [Chairman]

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

2024/52) Pass approved accounts to internal auditor

This has been done and has been received back with no major cause for concerns.

2024/53) Submit to PKF once approved and adopted accounts have been signed off by internal auditor

This will be submitted by Cllr Hawes now that it is fully approved and has been signed off by internal auditor.

2024/54) CIL Funding

1. Update on CIL funds received, qualifying projects undertaken and outstanding balance subject to clawback, proposals for future qualifying projects.

CIL return needs to be submitted. Cllr Hawes has asked for the officer in charge of this at Somerset Council to call him as he has a question over the start date of the qualifying period. We would like to claim for projects dating back to 2021 like the village garden, village pump restoration and the bridge restoration that took place after the Council received the funds but before they were transferred to the PC.

2024/55) Appointment of new Internal Auditor for future years – with thanks to Sue Greenway

Sue Greenway performed our internal audit this year as she has for many years but this is her last year. We will need to find a new internal auditor for next year. Our thanks to Sue for all she has done for the Parish Council.

2024/56) Appointment of new RFO for future years

Cllr Hawes states this will be his last Annual Parish Council meeting and he will need someone to take over the RFO role.

For this role good level of skills on spreadsheets, and basic tax and PAYE knowledge is needed. In many councils this role is undertaken by the Parish Clerk, however the current Clerk is unable to undertake any more and has stated she is happy to step aside as Clerk if this is deemed the best approach for the Council.

2024/57) Other Parish 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. Remittances
 - a) Somerset Council Precept for 2024/2025 - £4000.00
3. Invoices for payment
 - a) Parish Clerk wages, expenses (April - May 2024 inclusive) £200.60
 - b) HMRC - £46.40
 - c) Cllr Cleverly Parish Meeting expenses - £16.74
 - d) Parish Council Insurance renewal - £454.78
 - e) Chirs Johns invoice for garden works - £135.00

All invoices were read out by the RFO and one set of approval sort. Proposed by Cllr Newton and seconded by Cllr Truby; all in favour of approval

2024/58) Topics raised at the Annual Parish Meeting

1. Bridge collapse near pub

This is likely to be caused by a lorry that has tapped the post, the bridge is not collapsing and is safe. This has been reported to Somerset Council (Highways) for action.
Remove from agenda

2. Community WhatsApp group

This was raised at the Annual Parish Meeting as a means for communication around the parish.

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Signed: [Chairman]

There is already a community email group and newsletter managed by the village hall that seems to work well.

This is not seen as necessary and not to be managed by the Parish council.

Remove from agenda

3. Footpath issues

Cllr Passingham has spoken to Cllr Rigby about the footpath towards Ash Priors and is awaiting a response. The is not seen as a critical issue as the footpath can still be used and it is not cut off.

[Comment after the meeting: the path has now been reinstated]

4. Updates on broadband

Airband now have all the approvals needed and plan the work towards the end of June.

Not a Parish Council matter – Remove from agenda

5. State of the bank on Honeyball Hill

Dealt with at the Annual Parish Meeting – Remove from agenda

2024/59) Highways and Footpaths

Nothing further to report

2024/60) Village Maintenance

1. Plans for next phase in Garden project

Chris Johns has been chipping away at the garden for the last few months and there will be some planting in the Autumn.

There is some metal edging that is holding back the bark that could be conceived as dangerous, there needs to be some more bark added to improve this.

2024/61) Village Hall - Status report

AGM is on the 29.05.2024

They are looking to improve the rear fire exit. With the one fire exit there can only be 60 people in the building.

2024/62) Setting Dates for forthcoming year

The Council decide to set the meetings for the forthcoming year.

July 23rd 2024

September 24th 2024

November 26th 2024

Jan 28th 2025

March 25th 2025

May 13th 2025 – Annual Parish Meeting

May 27th 2025 – Annual Parish Council Meeting

2024/63) Topics for future meetings

The salt bin at the road junction has been destroyed by a car in an accident. If we use our insurance there is an excess of £125 which is approximately the price of a new bin.

2024/64) Correspondence

Nothing raised.

2024/65) NEXT MEETING:

Parish Council Meeting: Tuesday 23rd July 2024 7.00pm, Combe Florey Village Hall

Meeting closed at 20.00

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Signed: [Chairman]