

Combe Florey Parish Council

Date of Meeting: Tuesday 23rd May 2023 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 5

2023/38) 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 chair person for the forthcoming year, at this point the meeting would be handed over to the chair.

2023/39) Apologies for absence

Cllr Mike Rigby – Somerset county councillor and District Councillor - No formal apologies given.
 Cllr Andy Sully - Somerset county councillor - No formal apologies given.

2023/40) Declarations of Interest

None declared.

2023/41) Election of Chair Person 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 Truby all in favour

2023/42) Election of Vice Chair Person for forthcoming year

The Chairman called for nominations for vice chairperson for the forthcoming year:
 Cllr Newton said she would be happy to stand as Vice Chair Person, Cllr Passingham seconded this and all in favour

2023/43) Approval of last meetings minutes

The minutes from the 8th March 2023 were taken as read.
 Proposed acceptance by Cllr Hawes Seconded by Cllr Turby. All in favour to adopt the minutes.
 Signed by Chairman.

2023/44) 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)
 Cllr John Passingham (Highways and footpaths / Village maintenance / Village garden)
 Cllr Adriana Truby (Planning)

2023/45) Public participation

No comments

2023/46) Matters Arising / Matters brought forward from Annual Parish Meeting

1. Defibrillator project - Update on the following:

a) Total project cost, including Maintenance, signage etc

£4160.30 has been raised so far.

£330.30 outstanding to be able to purchase the two defibrillators and install them.

There are no further fundraising plans until next year.

The Council have not yet received the CIL funds.

The Parish Council can reclaim VAT on one (of the two) machine providing the Council are the ones who contract for this. The other option is that the Council give a donation to the group. The defibrillator group cannot give the Council money, as this would mean we could not re-claim the VAT.

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Signed: [Chairman]

The defibrillator group are planning to sign up on the 1st of June, there is then a 6 week lead time on delivery. The defibrillator has to have arrived before the install can begin.

Cllr Newton asks What happens in four years' time? The Parish Council are going to use CIL money this time and we do not know how the Council will finance this in four years' time and this needs to be considered.

The CFDG will be fundraising each year for the next four years to help with funding when this is needed in four years' time.

Cllr Newton said she would prefer to donate towards the defibrillator rather than being a purchaser. Cllr Truby stated we need to make a decision in principle tonight.

Option 1 is rental of one by the PC to allow reclamation of VAT.

Option 2 a donation.

Option 3 is no support at all.

The defibrillator group have said they would be happy with a donation.

Cllr Newton Proposed a £2000 donation that is seconded by Cllr Passingham.

Cllr Hawes asked what would happen to the additional funds? The CFDG states this would give the group security and help with fund raising in the future.

The defibrillator group asks for £1000 donation this is unanimously supported by all Parish Council members.

b) Total fundraising achieved and Grants now received by CFDG

All covered in A

c) What support it is now seeking from CFPC, including the number of Defibrillators

All covered in A

2. Defibrillator project - CFPC to consider support under a number of options:

a) Providing funding to CFDG to facilitate the rental of the Defibrillators

All covered in 1A

b) Entering into a Rental Agreement by CFPC

All covered in 1A

3. Dog waste bins

Carried forward to July meeting

2023/47) Somerset County councillor's report (Cllr Rigby / Cllr Sully)

None submitted

2023/48) Taunton Deane district report

None submitted

2023/49) Policing Report

None submitted

2023/50) Planning

1. Current planning applications

- Consider planning application 11/23/0006 - Erection of single story extension to the rear of Kings Cottage, 3 Seven Ash Cottages, Seven Ash Lane, Combe Florey.

Members of the Council attended the site, there is a single story extension proposed. This will be supported by the Council.

2. Other planning matters

Chesil house has been approved.

2023/51) Finance

1. Account balances

Minutes from Combe Florey Parish Council May 24th 2022

Signed: [Chairman]

I. Current account - £10000 before tonight cheque and before the CIL money is received.

2. Review of accounts to 5 April 2023

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 Passingham with all in favour.

- Confirmation of Internal Controls and their operation in year

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

2023/52) Cert of exemption

Signed by the RFO and chairman

2023/53) 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 Passingham and seconded by Cllr Truby with all in favour. Signed by Clerk and RFO

2023/54) 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 Passingham and seconded by Cllr Truby with all in favour. Signed by Chairman Robin Cleverly and the RFO Cllr Simon Hawes

2023/55) 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

2023/56) Pass approved accounts to internal auditor

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

One point in audit two cheques has not been cashed. These were to the Clerk and we will cancel these and re-issue to Gemma. All in favour of this.

2023/57) 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.

2023/58) CIL Funding

Minutes from Combe Florey Parish Council May 24th 2022

Signed: [Chairman]

Cllr Hawes proposed that we opt back into the CIL payment scheme this is seconded by Cllr Newton and all in favour.

2023/59) 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) Taunton Deane Precept for 2023/2024 - £4000.00
3. Invoices for payment
 - a) Parish Clerk wages, expenses (April - May 2023 inclusive) £247.00
 - b) HMRC - £46.40
 - c) New bench for village garden – R. Cleverly - £300.00
 - d) Insurance renewal – BHIB - £321.34
 - e) Wee Tree Nurseries – J. Passingham – £37.60
 - f) SJ Glynn – J. Passingham - £48.00

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

2023/60) Highways and Footpaths

1. Condition of roads in Parish.

Nothing to note at this meeting.

2023/61) Village Maintenance

1. Plans for next phase in Garden project

a) Planting requirements

Cllr Hawes has asked Mark Lewis for more time but he is not able to commit to this so we need to look for another provider.

Cllr Passingham says the garden needs just some finishing off. Someone is needed who can do some planting and some hard landscaping.

Cllr Cleverly says maybe this is two people? Thomasina could advise on planting and then we look for someone to do the maintenance work.

Cllr Truby will ask the person she knows to see if she is interested, we will also ask some other gardeners in the Parish to see if they are interested.

b) Landscaping works

Covered in A

c) Maintenance gardeners.

Covered in A

2023/62) Village Hall - Status report

AGM is next Tuesday 30th May.

2023/63) Setting Dates for July and November meeting dates

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

11th July, 14th November, 9th Jan 2024, 12 March 2024, 14th May & 28th May

2023/64) Topics for future meetings

None raised.

2023/65) Correspondence

Nothing raised.

2023/66) NEXT MEETING:

Parish Council Meeting: Tuesday 11th July 2023 7.00pm, Combe Florey Village Hall

Meeting closed at 20.07

Minutes from Combe Florey Parish Council May 24th 2022

Signed: [Chairman]