WEST HATCH PARISH COUNCIL

Minutes of the Annual Parish Council Meeting of the West Hatch Parish Council held in the Village Hall on Tuesday 16th May 2017

**17/01 ELECTION OF CHAIRMAN**

**Cllr Read was nominated to stand as Chairman by Cllr Lodge. This proposal was seconded by Cllr Harrison-Sleap. There were no other nominations and Cllr Read was unanimously elected as Chairman.**

**17/02 ATTENDANCE AND APOLOGIES**

**Councillors: Read (Chairman), Biccard, Bray, Harrison-Sleap, Knight, Lodge, and Middleton**

**Public: 21 parishioners, Cllr Williams (TDBC)**

**Apologies: None**

**17/03 ELECTION OF VICE-CHAIRMAN**

**Cllr Lodge was nominated as Vice-chairman by Cllr Harrison-Sleap. This proposal was seconded by Cllr Middleton. There were no other nominations and Cllr Lodge was unanimously elected as Vice-chairman.**

**17/04 ALLOCATION OF COUNCILLOR RESPONSIBILITIES**

1. **Planning - Cllr Lodge**
2. **Conservation Cllr Harrison-Sleap**
3. **Footpaths - Cllr Biccard**
4. **Finance - Cllr Middleton**

**17/05 APPOINTMENT OF REPRESENTATIVES TO EXTERNAL ASSOCIATIONS**

1. **Somerset Association of Local Councils (SALC) - Cllr Harrison-Sleap**
2. **SCC – Highways contact Cllr Knight**
3. **Village Hall Cllr Lodge**

**17/06 MINUTES OF THE LAST MEETING**

**The minutes of the Ordinary Parish Council meeting, held on 28th March 2017 and the Extraordinary Parish Council meeting held on 10th April 2017, were approved as a correct record and signed by the Chairman.**

**17/07 MATTERS ARISING FROM THE MINUTES**

* **Council’s response to A358 proposals (16/90)**

**Following the extraordinary meeting, Cllrs Read and Lodge have attended meetings of other Parish Councils and are in the process of compiling a response from the Parish Council.**

**The consultation process has been halted due a General Election in June being called and a new closing date for the consultation will be announced in due course.**

**It is intended that the Chairman of four local parishes, Hatch Beauchamp, Neroche, Stoke St Mary and West Hatch will submit a joint statement in addition to their own Council responses.**

 **17/08 PARISHIONERS' FORUM**

**The following issue was raised and parishioners were asked to take note of the following:**

**When making appointments at a medical centre, please let the centre know as soon as possible if you are unable to keep the appointment. ‘No Shows’ are very costly to the NHS.**

**It is important that if medication is prescribed that the full course of treatment is completed. If medication is no longer required, please ensure that the repeat prescription is cancelled. Once an item has been prescribed and left the medical centre, it cannot be reused, even if unopened.**

**17/09 TO RECEIVE THE ANNUAL ACCOUNTS AND INTERNAL AUDITORS REPORT**

The Receipts and Payments for the year ended 31st March 2017 were circulated. Income was £2660, and expenditure was £2800, resulting in a deficit of £140. This was due in part to a contribution of £250 towards the Queen’s 90th Birthday celebrations. The reserves stand at £3143.

The Council also received the internal auditor’s report which confirmed that there were no areas of concern with the accounts

**17/10 TO APPROVE THE ANNUAL GOVERNANCE STATEMENT 2016/17**

The Council approved the Annual Governance Statement 2016/17 and confirmed that it had considered and agreed items 1-9 of the statement. The statement was duly signed by the Chairman and Responsible Financial Officer (RFO)

**17/11 TO APPROVE THE 2016/17 ACCOUNTING STATEMENTS**

The Council approved the Accounting statements for 2016/17. The statement was duly signed by the Chairman and RFO.

**17/12 TO REVIEW AND CONFIRM THE COUNCIL’S INSURANCE ARRANGEMENTS**

The Council **reviewed** its insurance and agreed to renew the existing policy with Ecclesiastical Insurance at a premium of £168.00. The policy is arranged through Came & Co, a specialist broker for local councils.

**17/13 TO REVIEW AND CONFIRM THE APPROVE RISK ASSESSMENT FOR 2017**

The Council received the risk assessment for 2017 and considers that it has adequate measures in place to mitigate any risks the Council may face.

It was **resolved** to approve the risk assessment.

**17/14 TO REVIEW THE COUNCIL’S FINANCIAL REGULATIONS AND INTERNAL AUDIT CONTROLS**

A new set of financial regulations were adopted in September 2014 and the Clerk considers that these are still appropriate. The Clerk has also reviewed the internal control procedures and considers them to be adequate.

It was **resolved** to approve the financial regulations and statement of internal control.

**17/15 FORMAL EXPENDITURE APPROVAL**

It was **resolved** to make the following payments:

1. Clerk’s Salary £272.14
2. Clerk’s Expenses £ 21.60
3. Came & Co - Insurance £168.00
4. CCS £ 40.00
5. CPRE £ 36.00
6. R Wheatley – website £ 20.99

**17/16 PLANNING MATTERS**

**The Council has received the following applications to which it has no objections:**

**47/17/0002/LB Various internal and external alterations at Meare Court Farm (retention of works already carried out)**

**47/17/0003 Removal of car port, chimney stack, and conservatory and erection of single storey side extension at Hedgelands, Meare Green**

**17/17 REPORTS OF PARISH COUNCIL WORKING PARTIES**

**Report from Footpaths leader : Cllr Biccard is in the process of walking each footpath to identify any issues.**

**Report from Trees/Conservation leader: No new issues to report. Ash die back is not such a large problem in this area as first thought.**

**Report on Highway matters: No new issues to report.**

**Report from SALC representative : No issues to report.**

**17/18 CORRESPONDENCE FOR INFORMATION**

* **Details of grass cutting schedule**

**The clerk has received details of the summer environmental maintenance schedule.**

**Grass cutting will commence on the rural “A” and “B” road network on Monday 8th May.**

* **Receipt of precept**

**The Clerk confirmed receipt of the precept of £2330.**

**17/19 DATE OF NEXT MEETING**

**Tuesday 25th July 2017**

**The meeting closed at 9.10 pm**