WEST HATCH PARISH COUNCIL

Minutes of the Annual Parish Council Meeting of the West Hatch Parish Council held in the Village Hall on Tuesday 15th May 2018

**18/01 ELECTION OF CHAIRMAN**

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

**18/02 ATTENDANCE AND APOLOGIES**

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

**Public: 4 parishioners,**

**Apologies: Cllrs J Thorne (SCC), J Williams (TDBC)**

**18/03 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.**

**18/04 ALLOCATION OF COUNCILLOR RESPONSIBILITIES**

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

**18/05 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**

**18/06 MINUTES OF THE LAST MEETING**

**The minutes of the Ordinary Parish Council meeting held on 27th March 2018, were approved as a correct record and signed by the Chairman.**

**18/07 MATTERS ARISING FROM THE MINUTES**

* **Provision of defibrillator (17/66)**

**The Chairman has spoken with the landlords of the Farmers Inn, who have agreed to cover the cost of maintaining the defibrillator.**

**It was agreed that the Council would fund the remaining balance.**

* **Provision of wire netting in St Andrew’s Field**

**To enable the Council to reach a decision as to whether it will contribute towards the cost of the project, it was agreed to arrange a meeting with representatives of the Parish Council, Village Hall and PCC.**

**18/08 PARISHIONERS' FORUM**

**Following the Annual Parish Meeting, at which the Council was asked to reconsider joining the Somerset Wildlife Trust (SWT), the following reasons were given in favour of the proposal.**

* **The Parish Council were previously members for at least 30 years.**
* **SWT manage several sites within West Hatch and they have a regular presence in the woods.**
* **The decision not to renew the subscription was made on financial grounds but the Council appears to have adequate reserves to cover the modest annual fee**
* **The Council should be supporting access to the sites**

**The Council considered the proposal and as there were conflicting opinions given, a vote was taken. Four members voted in favour of renewing the subscription, with three members abstaining. It was therefore agreed to rejoin the Somerset Wildlife Trust.**

**A parishioner requested that the draft minutes be published promptly on the website and it was agreed that the minutes will be published as quickly as possible after they had been completed.**

**18/09 TO RECEIVE REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

**Neither Councillor was present.**

**18/10 TO RECEIVE THE ANNUAL ACCOUNTS AND INTERNAL AUDITORS REPORT**

The Receipts and Payments for the year ended 31st March 2018 were circulated. Income was £2651, and expenditure was £2698, resulting in a small deficit of £47. The reserves stand at £3096

The Council also received the internal auditor’s report which confirmed that there were no areas of concern with the accounts. The internal auditor has now retired and the Council will need to appoint another internal auditor for the coming year.

**18/11 TO APPROVE SECTION 1 OF THE ANNUAL GOVERNANCE STATEMENT 2017/18**

The Council approved Section 1 of the Annual Governance Statement 2017/178 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)

**18/12 TO APPROVE SECTION 2 OF THE 2017/18 ACCOUNTING STATEMENTS**

The Council approved the Accounting statements for 2017/18. The statement was duly signed by the Chairman and RFO.

**18/13 TO CONFIRM THAT THE COUNCIL WISHES TO CERTIFY ITSELF AS EXEMPT FROM THE LIMITED ASSURANCE REVIEW**

It was resolved that the Council would certify itself as exempt from the limited assurance review and the exemption certificate was duly signed.

**18/14 TO REVIEW AND CONFIRM THE COUNCIL’S INSURANCE ARRANGEMENTS**

The Council had received the renewal documents from Came & Co, who wished to levy an administration fee of £50, increasing the amount payable from £168.00 to £218.00. Whilst the Council was happy with the cover provided, it considered that the amount of the administration fee was unacceptable and agreed to renew the insurances only if the administration fee would be waived or substantially reduced.

**18/15 TO REVIEW AND CONFIRM THE APPROVE RISK ASSESSMENT FOR 2018**

The Council received the risk assessment for 2018 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.

**18/16 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.

**18/17 TO CONFIRM THE NEW NJC SALARY SCALES wef 1/04/18**

The new NJC Salary scales were agreed and noted by the Council.

**18/18 FORMAL EXPENDITURE APPROVAL**

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

1. Clerk’s Salary £277.57
2. Clerk’s Expenses £ 13.50
3. Came & Co - Insurance £168.00
4. CCS £ 40.00
5. CPRE £ 36.00
6. SALC £ 79.77

**18/19 PLANNING MATTERS**

**47/17/0006 Erection of boundary wall, fence and gates, installation of dormer windows over garage and canopies over patio doors and garage at Meare Green House (formerly Walnut Tree Cottage)**

**Following the notification to TDBC of non-compliance to the plans with regard to installing a window in the garage, a new planning application has been received. A site meeting will be arranged to enable the Council to submit its comments and the Council has been made aware that the location of the window does directly overlook the neighbouring property.**

**18/20 REPORTS OF PARISH COUNCIL WORKING PARTIES**

**Report from Footpaths leader : : Although remedial works have been carried out on Footpath L31/21, actions taken by the landowner with regard to the footpath continue to affect adjacent landowners and footpath users. Cllr Biccard will meet with the affected landowner and then respond to the ROW team.**

**Report from Trees/Conservation leader: No new issues to report.**

**Report on Highway matters: Some pot holes have been marked.**

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

**18/21 CORRESPONDENCE FOR INFORMATION**

* **To confirm receipt of precept**

**The Clerk confirmed receipt of the precept of £2563**

**17/19 DATE OF NEXT MEETING**

**Tuesday 31st July 2018**

**The meeting closed at 8.40 pm**