WEST HATCH PARISH COUNCIL

Draft Minutes of the

ANNUAL MEETING OF THE WEST HATCH PARISH COUNCIL

held in the Village Hall on Tuesday 19th May 2015

**15/01 ATTENDANCE AND APOLOGIES**

*Councillors:* Harrison-Sleap, Lodge, and Nicholls

*Public:* Three members of the public

*Apologies:* Cllr. Read

**15/02 ELECTION OF CHAIRMAN**

There were no nominations for Chairman and it was agreed to defer this appointment to the July meeting.

**15/03 TO CO-OPT NEW MEMBERS (IF AVAILABLE) TO THE COUNCIL**

A view had been expressed at the Annual Parish Meeting immediately preceding the Parish Council meeting, that the Parish Council should consider whether it was necessary to co-opt new members to fill vacancies. It was agreed that this matter would be discussed fully at the next Council meeting, but in the meantime, the Parish Council would be happy to hear expressions of interest and would include a notice to this effect in the Parish magazine.

**15/04 ELECTION OF VICE- CHAIRMAN**

It was agreed to defer this appointment to the July meeting.

**15/05 APPOINTMENT OF COUNCILLORS TO HEAD STATUTORY, STANDING AND OTHER COMMITTEES OR WORKING PARTIES**

1. Planning Committee – Cllr. Lodge
2. Conservation and Nature – Cllr. Harrison-Sleap
3. Footpaths – Cllr Nicholls
4. Finance – To be deferred until the July meeting

 **5/06 APPOINTMENT OF DELEGATES OR REPRESENTATIVES TO EXTERNAL ASSOCIATIONS**

1. Somerset Association of Local Councils (SALC) – Cllr. Harrison-Sleap
2. Somerset County Council – Highways Contact – Vacant
3. Village Hall representative – Cllr. Lodge
4. Parochial Church Council representative – Vacant

**15/07 DECLARATIONS OF INTEREST AND COMPLETION OF REGISTER OF INTERESTS**

There were no declarations of interest.

The Clerk confirmed that all members had signed an Acceptance of Office Declaration and had completed a Register of Interests.

**15/08 MINUTES OF THE LAST MEETING**

The minutes of the Ordinary Parish Council meeting held on 31st March 2015 were received and approved.

**15/09 MATTERS ARISING FROM THE MINUTES**

* **14/26 Clearance of drainage ditches in Meare Green**

The Clerk has received a reply from Mr Lebrun in which he confirms that he will write to landowners reminding them of their riparian duties under common law. He has asked the Parish Council to ascertain the identity of the owner of the field adjacent to The Elms. The Parish Council believes that Meare Court Farm is the owner of this land and will advise Mr Lebrun accordingly.

Since the last Council meeting, parts of the roadside verge at Lower West Hatch Lane have collapsed and fallen into the watercourse. SCC Highways has been notified and repairs will be carried out shortly.

* **14/54 Erection of Village sign**

The erection of a Village sign at Meare Green was discussed at the Annual Parish meeting, during which parishioners asked the Parish Council whether it would consider funding 50% of the costs of the sign, if parishioners were to finance the remaining amount themselves. This proposal will be subject to a formal agenda item and discussed fully at the next Council meeting.

* **14/67 Parish website**

The Clerk advised that good progress was being made with the Parish Website and would be launched shortly. She thanked Mr Wheatley for his ongoing help and support.

* **14/72 Roll out of superfast broadband update**

Cabinet 4 serving parts of West Hatch has now been enabled and therefore superfast broadband is available to some parts of the Parish. Other parts of the parish are served by Cabinet 1 which is still waiting to be enabled.

**15/10 PARISHIONERS FORUM**

There were no issues raised.

**15/11 TO APPROVE ANNUAL REPORT AND ANNUAL GOVERNANCE STATEMENT**

The Annual Report and Annual Governance Statement were approved by the Parish Council.

As TDBC had paid the precept early in error last year, the 2014/15 accounts show that no precept has been received. The accounts show that income of £330 has been received, with payments of £2437. All payments have been made within budget, and the reserves of the Council stand at £3216.32

**15/12 TO RECEIVE INTERNAL AUDITORS REPORT**

The internal audit has been completed and all items of income and expenditure were correctly supported by documentation.

The auditor brought to the Council’s attention the absence of a ‘No Smoking’ sign in the bus shelter. One should be installed to meet legislative requirements.

**15/13 TO CONFIRM INSURANCE ARRANGEMENTS**

The Clerk advised the Council that new renewal terms had been negotiated with Came & Co (Insurance Brokers), resulting in a reduction of premium. The Parish Council qualifies for a ‘micro policy’ at a premium of £159. This policy is adequate for the Council’s needs and it was **agreed** to renew the insurance on the new terms.

**15/14 TO APPROVE 2015 RISK ASSESSMENT**

The Parish Council has carried out a Risk Assessment of its activities and considers that it has identified all possible risks and taken the necessary steps to mitigate these.

The Parish Council **agreed** the Risk Assessment

**15/15 TO CONFIRM RECEIPT OF PRECEPT**

The Clerk confirmed that the precept of £2330 has been received for 2015/16, together with the Council Tax Support grant of £141.

**15/16 FORMAL EXPENDITURE APPROVAL**.

These cheques were approved for payment

Clerk’s Salary                 £248.32

Clerk’s Expenses         £ 15.30

Came & Co – Insurance         £159.00

A F Chapman – Internal Audit        £ 50.00

SALC                    £ 72.09

Community Council for Somerset £ 40.00

R Wheatley – website expenditure £ 36.00

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**15/17 SOMERSET EMERGENCY COMMUNITY CONTACTS – REQUEST FOR NOMINATIONS**

Somerset Local Authorities’ Civil Contingencies Unit wish to establish a database of emergency community contacts, who can be used as a first point of contact for an emergency in the parish.

The contact would liaise with local residents and authorities during an emergency, and gather, receive and pass information from and to the community.

The parish has been asked to nominate 3 contacts and it was agreed that in order to make a final decision, more information was required as to the envisaged workload. The Clerk will carry out further research and report back to the Council.

**15/18 PLANNING MATTERS**

TDBC has agreed the following application:

47/15/0001 Erection of extension to rear of Hazeldene, Prey Lane.

**15/19 REPORTS OF PARISH COUNCIL WORKING PARTIES**

* **Report on Footpaths** – Nothing to report
* **Report on Trees/Conservation –** cases of Lime Tree dieback have been reported. Sightings of dead trees should be notified to Cllr Harrison-Sleap.
* **Report on Highway matters –** The horse warning sign on Slough Hill is still awaiting repair. The Clerk will chase up this.
* **Report from SALC representative –** Nothing to report

**15/20 CORRESPONDENCE FOR INFORMATION**

**Change of bank accounts.** The existing bank accounts with Santander have been renamed as Treasurer’s current account and savings account.

**Revision of Mobile Library Service.** Changes have been made to the mobile library service with effect from 01/08/15. The mobile library will visit the Parish on a Friday morning, every four weeks commencing 21/08/2015.

Stops are at Slough Green (9.15-9.25am) and the Farmers Arms (9.30-9.40am)

**15/21 DATE OF NEXT MEETING**

Tuesday 28th July 2015 at 7.30pm**.**

The meeting closed at 9.20pm

**Gillian Midworth**

***Clerk to West H****atch Parish Council*