WEST HATCH PARISH COUNCIL

Minutes of the Annual Parish Council Meeting of the West Hatch Parish Council held in the Village Hall on Tuesday 17th May

**16/01 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.**

**16/02 ATTENDANCE AND APOLOGIES**

**Councillors: Biccard, Knight, Lodge, Middleton, Nicholls and Read**

**Public: 3 parishioners**

**Apologies: Cllr Harrison-Sleap**

**16/03 ELECTION OF VICE-CHAIRMAN**

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

**16/04 ALLOCATION OF COUNCILLOR RESPONSIBILITIES**

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

**16/05 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**

**16/06 MINUTES OF THE LAST MEETING**

**The minutes of the Ordinary Parish Council meeting, held on 29th March 2016, were approved as a correct record and signed by the Chairman.**

**16/07 MATTERS ARISING FROM THE MINUTES**

* **Flood Prevention schemes (15/84)**

**The Somerset Rivers Authority has advised the Council that funding for flood management schemes may be available from the Farming Wildlife Advisory Group (FWAG). It was agreed that the Clerk would write to the main landowner in Meare Green drawing his attention to this issue and advising him of the contact details.**

**16/08 PARISHIONERS' FORUM**

**There were no issues raised**

**16/09 TO RECEIVE THE ANNUAL ACCOUNTS AND INTERNAL AUDITORS REPORT**

The Receipts and Payments for the year ended 31st March 2016 were circulated. Income was £3252 (including the Transparency Fund Grant of £562), and expenditure was £3183, resulting in a surplus of £69. The reserves stand at £3284

The Council also received the internal auditor’s report which confirmed that there were no areas of concern with the accounts. The internal auditor reminded the Council that a ‘No smoking’ sign was yet to be placed in the bus shelter.

**16/10 TO APPROVE THE ANNUAL GOVERNANCE STATEMENT 2015/16**

The Council approved the Annual Governance Statement 2015/16 and confirmed that it had considered and agreed items 1-8 of the statement.

**16/11 TO APPROVE THE 2015/16 ACCOUNTING STATEMENTS**

The Council approved the Accounting statements for 2015/16

**16/12 TO REVIEW AND CONFIRM THE COUNCIL’S INSURANCE ARRANGEMENTS**

The Council’s insurance brokers, Came & Co has provided three quotations and a comparison of cover for the Parish Council insurance:

Aviva £287.44

Hiscox £273.75

Ecclesiastical £164.25

After reviewing the cover offered by the three companies, the Clerk recommended that the Council accepted the quotation from Ecclesiastical.

The Council **agreed** with this recommendation.

**16/13 TO REVIEW AND CONFIRM THE APPROVE RISK ASSESSMENT FOR 2016**

The Council received the risk assessment for 2016 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.

**16/14 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.

**16/15 TO AGREE COUNCIL’S CONTRIBUTION TO THE QUEENS 90TH BIRTHDAY EVENT**

A celebration for the Queen’s 90th Birthday event is being arranged within the Parish and the Council was asked to contribute £250 towards the cost.

The sum requested falls within the S137 expenditure limit and was **approved** by the Council

**16/16 FORMAL EXPENDITURE APPROVAL**

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

1. Clerk’s Salary £257.40
2. Clerk’s Expenses £ 34.90
3. Internal Audit Fee £ 50.00
4. Came & Co £164.25
5. SALC £ 76.98
6. LGRC - Training £ 72.00

**16/17 PLANNING MATTERS**

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

**47/16/0002 Single storey extension at Fairacre**

**47/16/0001 Change of use of agricultural barn to holiday/tourist accommodation at Meare Court Farm (retention of works already carried out)**

**16/18 REPORTS OF PARISH COUNCIL WORKING PARTIES**

**Report from Footpaths leader : No new issues have arisen**

**Report from Trees/Conservation leader: No report available**

**Report on Highway matters: Part of the stone verge has fallen into the watercourse at Griffin Lane. The area has been cordoned off but to date it has not been repaired. The clerk will chase this up with highways.**

**Report from SALC representative : No report available**

**16/19 CORRESPONDENCE FOR INFORMATION**

* **Details of grass cutting schedule**

**The clerk has received details of the summer environmental maintenance schedule. As there are still large bags of de-icing material on the verges, the Clerk will contact Highways suggesting that these are removed prior to the verges being cut.**

* **Isolation and Loneliness Conference – 3rd June 2016**

**Representatives from the Parish Council were invited to attend a conference arranged by TDBC aimed at tackling isolation and loneliness within the community. No member was available to attend.**

**16/20 DATE OF NEXT MEETING**

**Tuesday 26th July 2016**

**The meeting closed at 8.25 pm**