WEST HATCH PARISH COUNCIL

Minutes of the Extraordinary Parish Council Meeting of the West Hatch Parish Council held in the Village Hall on Tuesday 11th June 2019

**19/16 ATTENDANCE AND APOLOGIES**

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

**Apologies: Cllrs Bray and Lodge**

**19/17 MINUTES OF THE LAST MEETING**

**The minutes of the Annual Parish Council meeting held on 16th May 2019, were approved as a correct record and signed by the Chairman.**

**19/18 MATTERS ARISING FROM THE MINUTES**

* **Relocation of Meare Green sign**

**Following a meeting with SCC, it has been agreed to relocate the sign to a the verge just before the bend opposite Meare Green Farm, on the proviso that the Parish Council ensures that the hedge is cut on a regular basis. SCC will cover the cost of producing the smaller sign but the Parish Council will need to meet the cost of relocation which is approx. £300.**

**19/19 PARISHIONERS' FORUM**

**No issues were raised.**

**19/20 TO REPORT ON ANY FURTHER UPDATES (IF AVAILABLE) ON A358 IMPROVEMENTS**

**There has been no updates from Highways England and it seems unlikely that the Preferred Route Announcement will be made by June 21st as originally promised.**

**Extensive survey work has been carried out in the Parish and as a precaution, the Chairman has written to Highways England re-iterating that the existing lanes are not suitable for direct access to the new road.**

**19/21 TO RECEIVE THE ANNUAL ACCOUNTS AND INTERNAL AUDITORS REPORT**

The Receipts and Payments for the year ended 31st March 2019 were circulated. Income was £3361.13, and expenditure was £4397.28, resulting in a deficit of approx. £1000. The deficit was a result of expenditure on the defibrillator, notice board repairs and a donation towards the tracking in St Andrew’s Field. The reserves stand at £2060.

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

**19/22 TO APPROVE SECTION 1 OF THE ANNUAL GOVERNANCE STATEMENT 2018/19**

The Council approved Section 1 of the Annual Governance Statement 2018/19 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)

**19/23 TO APPROVE SECTION 2 OF THE 2018/19 ACCOUNTING STATEMENTS**

The Council approved the Accounting statements for 2018/19. The statement was duly signed by the Chairman and RFO.

**19/24 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.

**19/25 TO REVIEW AND CONFIRM THE COUNCIL’S INSURANCE ARRANGEMENTS**

The Council confirmed that the existing insurance terms were adequate for the Council and that the insurance had been renewed for a further 12 months.

**19/26 TO REVIEW AND CONFIRM THE APPROVE RISK ASSESSMENT FOR 2018**

The Council received the risk assessment for 2019 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.

**19/27 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.

**19/28 FORMAL EXPENDITURE APPROVAL**

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

1. Clerk’s Expenses £ 23.40
2. CPRE £ 36.00
3. SALC £ 80.12

**19/29 CORRESPONDENCE AND MATTERS OR REPORT FOR INFORMATION**

* **Removal of hedge at Farmers Arms**

**It has been brought to the Council’s attention that a hedge at the Farmers Arms has been removed and concerns have been expressed that this action is against planning regulations. Cllr Lodge has referred the matter to the District Council Planning Department who will be looking into this.**

**19/30 DATE OF NEXT MEETING**

**Tuesday 23rd July 2019. This is a change of date due to the Clerk’s planned absence.**

**The meeting closed at 8.00 pm**