

KILMERSDON PARISH COUNCIL

Minutes of the Annual Meeting of Kilmersdon Parish Council

Held at Coles Garden Meeting Room
At 7.30pm on Monday 16th May 2022

- PRESENT:** Cllr Ken Hutton (Chair), Cllrs John Clayton, Angila Cook, Edward Drewe, Donald Hudson, Phil Preen.
- ABSENT:** Cllr Nick Ham
- ATTENDING:** L Close, Parish Clerk and one member of the public for items 1-7.

Cllr Drewe chaired the meeting for the first two items.

1. TO RECEIVE THE DECLARATIONS OF ACCEPTANCE OF OFFICE OF COUNCILLORS OR IF NOT THEN RECEIVED TO AGREE WHEN THEY ARE TO BE RECEIVED

Declarations of acceptance of office of Councillor was received from all councillors except Nick Ham. **Agreed** to receive Nick Ham's declaration at or before the 20th June Parish Council meeting. *Action – Cllr Ham*

2. TO ELECT THE CHAIR

Cllr Hutton was nominated by Cllr Clayton, seconded by Cllr Cook and **agreed**..

3. DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Hutton signed the declaration of acceptance of office of Chair.

4. TO ELECT THE VICE CHAIR

Cllr Ham was nominated in his absence by Cllr Hudson, seconded by Cllr Clayton and **agreed** pending his acceptance of the post.

It was **agreed** that the person nominated to handle planning applications on behalf of the Parish Council is Cllr Drewe.

It was **agreed** that Cllr Hudson would now be a member of the Village Hall Committee in his own right, with Cllr Clayton now request to being nominated as the Parish Council representative. *Action – the Clerk*

5. APOLOGIES

Apologies for absence were received from Cllr Ham.

6. DECLARATIONS OF INTEREST

- Cllr Preen declared an interest in Item 21 Queen's Jubilee Celebration since his band was part of the event.
- Cllrs Clayton and Cook declared interests in item 26 Review of Leases as members of the Village Shop Committee.

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Signed:

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7. MINUTES

The minutes of the Parish Council meeting held on 19th April 2022 were **agreed** as a true record and signed accordingly.

8. PUBLIC SPEAKING TIME

There were no members of the public.

9. FINANCIAL MATTERS

The following payments were **agreed**. Following the meeting, the Clerk scheduled the payments for 19th May and sent a screen shot of the electronic banking payment list to all Councillors for confirmation.

Payee	Detail	Gross	Net	Power	Ch no
BHIB Ltd	Insurance	£537.72	£537.72	LGA S143 1972	EB97
L Close	April salary	£284.81	£284.81	LGA S143 1972	EB98
Primrose	Ground maintenance - May	£193.30	£161.08	LGA S143 1972	EB99

10. ANNUAL GOVERNANCE STATEMENT 2021/22

The Review of the Internal Control Environment was outlined and **agreed**. The Review of Compliance with the Transparency Code was discussed and **agreed**. The Annual Governance Statement 2021/22 was reviewed and **agreed**.

11. TO RECEIVE THE INTERNAL AUDIT REPORT FOR 2021/22

The Internal Audit report was considered and **agreed**.

12. YEAR END ACCOUNTS 2021/22

The Accounting Statements 2021/22 were reviewed and **approved**.

13. TO AGREE THE COMPARISON OF ACTUAL AGAINST BUDGET AT YEAR END 2021/22

The year end budget comparison was **agreed**.

14. TO NOTE THE CONFIRMATION OF THE DATES FOR THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

This was **agreed** as 13th June – 22nd July 2022 and would be advertised accordingly. *Action – the Clerk*

15. ANNUAL REVIEW OF THE CODE OF CONDUCT, THE STANDING ORDERS, THE FINANCIAL REGULATIONS, COMPLAINTS PROCEDURE, HEALTH AND SAFETY POLICY, FREEDOM OF INFORMATION PUBLICATION SCHEME, ANNUAL REVIEW OF THE INTERNAL CONTROL ENVIRONMENT, DATA PROTECTION PRIVACY POLICY

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The policies listed above were **agreed**. Noted that a new Code of Conduct had been compiled by SALC and would be circulated for consideration at the next meeting. **Agreed** that the query in relation to whether EU Procurement in the Financial Regulations/ Standing Orders was still relevant, be passed to SALC for advice. *Action – the Clerk*

16. TO REVIEW THE BANK MANDATE

Agreed that Neil Brand, Raph Butt and Brian Nagel be removed as signatories on the bank account and replaced with Cllrs Ken Hutton and John Clayton. *Action – the Clerk, Cllrs Hutton and Clayton*

17. HIGHWAY MATTERS

- Speeding between Charlton and the White Post on the B3139. Correspondence from members of the public about another accident at this black spot was received. **Agreed** to continue to push for speed calming measures. *Action – the Clerk*
- Chevrons after the bridge, east of the Babington turning. **Agreed** to continue to chase for measures to make this bend safe. *Action – the Clerk*
- Speeding on Fosseyway. Correspondence was received from a local resident. **Agreed** to contact the Police stating that whilst the recent mobile speed camera calmed the traffic for a while, might it return as speeds are returning to a high level. *Action – the Clerk*
- Jack and Jill Hill. Noted that Spring growth and nettles were over taking the path. **Agreed** to contact the landowner and also ask whether the Millennium Fund might fund a cut back. *Action – the Clerk*

18. PLAYING FIELD

Edging of the Spiral Garden – Primrose have confirmed this is not something they can undertake. However Steve Pitt has agreed to quote.

Compost Bin in the Spiral Garden – **Agreed** that a compost bin be constructed by a local resident.

19. PLANNING APPLICATIONS

There were no planning applications this month.

20. CORRESPONDENCE

There was no further correspondence.

21. OUTSIDE BODIES

District Councillors Alison Barkshire reported on Local Area Meetings which a representative from the Parish Council would be invited to join. She also outlined the energy refunds which are being made now by Mendip DC.

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22. QUEEN'S JUBILEE CELEBRATIONS

Noted that the events are very well organised and the information has gone out.

23. LOCAL HERITAGE ASSETS

Nominations of the Sheep Field, the Playing Field and Jack and Jill Hill been made by Neil Brand and Donald Hudson. Noted that Jack and Jill Hill was the only nomination which was accepted.

24. TRAINING FOR COUNCILLORS

Agreed that Cllrs Clayton, Cook, Hutton and Preen select the training they would like to undertake and inform the Clerk who will make the booking. In the meantime the Clerk to circulate the Good Councillors' Guide to all. *Action – the Clerk, Cllrs Clayton, Cook, Hutton and Preen*

25. ITEMS OF REPORT AND ITEMS FOR THE NEXT MEETING

There were no items of report.

26. DATE OF NEXT MEETINGS 20th June, 18th July, 19th Sept, 17th Oct, 21 Nov, 19th Dec.

CONFIDENTIAL SESSION

It was agreed to exclude the press and public under s.1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that the publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

27. TO RECEIVE ANY UPDATE ON LEASES

There was no update. The Clerk to ask the Landlord for a timescale for their comments. *Action – the Clerk*

The meeting ended at 8.30pm

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