

Clatworthy Parish Council

Minutes of the Meeting held on 16th August 2022 in Clatworthy Village Hall

Present: Sally Moran (Chair), John Ward (Vice Chair), Marcus Blackburn (Clerk), Margaret Deer, Stephen Branfield, Linda Sharp, Jacob Forgham, Steven Pugsley (Somerset County Councillor)

1. Apologies

Dave Mansell (District Councillor)

2. Minutes of previous meeting. The minutes of the Parish Council AGM held on Tuesday 10th May 2022 were approved as complete and accurate. Sally signed a paper copy.

3. Update from County Councillor Stephen

Steven explained that as the time approached the changeover to the new unitary council less activity was being initiated by SWT council. However, he felt that the local community networks would become more important. He mentioned that the new Highways Steward, Richard Gray, is now in post and that parishes would benefit by identifying a parish Highway Warden. Sally agreed to attend the next meeting on the 1st September and act as warden until the PC formally chose a warden.

4. Fingerpost Maintenance Update from Sally

Sally informed the meeting that she had obtained two quotes for the repair work need on two of the parishes finger posts. Somerset Forge Ltd quoted £1,095 to take away, sandblast and repair the signs. Exmoor Welding said it would most likely cost between £400 and £1,200 but were too busy to provide a proper estimate. Steven confirmed that Exmoor Welding repair the Exmoor National Park's fingerposts and provided a good service – but were, therefore, often very busy. He felt it would be good to use them as a local firm if we could. He suggested that, although we were strictly not in the National Park area, we might still ask for a grant to help with costs. Sally suggested that the Village Hall committee might also provide some money.

These old road signs are no longer maintained by highways but form part of the parishes history and add to the visual appeal of the village. It was agreed that the posts are an important historic artefact that should be maintained.

Councillors agreed that the maintenance and repair work was an appropriate use of PC money and Margaret suggested that the money in the savings account that had been a gift to the parish many years ago might be used.

Sally agreed to ask Exmoor Welding for a more accurate quote and to circulate this via email for approval.

5. Risk Assessment

Councillors reviewed the risk assessment document, decided it was sufficient at the moment and should be reviewed annually as part of the AGAR.

6. Finance

Marcus informed the meeting that the external auditors had confirmed the parishes exempt status and that the internal audit by Judith Bryant had not identified anything needing correction or improvement. Marcus also mentioned that the account signatory and address changes had been completed by the bank.

Marcus presented the current financial position:

Date	Amount	Description
31/03/2022	£ 4,082.33	Opening Balance
05/04/2022	-£ 13.66	Repair telephone box window
05/04/2022	-£ 44.50	Reimbursement for Jubilee Coins gift for parish children.
20/04/2022	£ 1,000.00	
12/07/2022	-£ 30.00	Internal audit fee
12/07/2022	-£ 166.98	PC Insurance annual premium
16/08/2022	£ 4,827.19	Provisional Balance agrees with statement at 22 July 2022
	£ 794.28	Savings A/C as at 9 May 2022
	£ 5,621.47	Total money at bank

6.1 Payments for Approval

The council are asked to approve the following payments:

CHQ 000073	WAP re: Library £75.00	APPROVED YES
CHQ 000074	A Chesterman re: Telephone Box repair £13.66	APPROVED YES
CHQ 000075	S Moran re: Jubilee coins £44.50	APPROVED YES
CHQ 000076	J Bryant re: Audit £30.00	APPROVED YES
CHQ 000077	Parish Council Insurance £166.98	APPROVED YES

It was agreed that when payments that had been agreed in principal became due between meetings that cheques could be issued and approved at the following meeting so that debts did not extend beyond three months.

7. Correspondence

The thank you letter from St Margeret's Hospice was noted.

8. Items for next meeting's agenda

Fingerpost quote and spend approval, selection of Highways Warden, Highways Small Improvement Programme submission.

The next full meeting of the Parish Council is planned for Tuesday 1st November 2022

There being no further business the meeting closed at 20:30.

Future meetings: 1 November 2022, 7 February 2023