

# ***Clatworthy Parish Council***

## **Minutes of the meeting held on 14 May 2019 in Clatworthy Village Hall, following the Annual Parish Meeting**

**Present:** S.Moran (Chair), M.Deer, S.McIntosh, J.Ward, F.Nicholson (Somerset County Councillor), D.Mansell (Somerset West & Taunton District Councillor), N.E.Martin (Clerk)

**1. Apologies:** S.Branfield, A.Cowling

### **2. Election of Chairman and Vice Chairman and appointment of Clerk**

S.Moran, proposed by S.McIntosh and seconded by J.Ward was re-elected unanimously as Chairman.

J.Ward, proposed by M.Deer and seconded by S.Moran was re-elected unanimously as Vice Chairman.

N.Martin was re-appointed Clerk.

### **3. Vacancy following election**

There had been no response to the general notice of a vacancy. Council discussed various options and members agreed to approach possible candidates directly.

**Action: All**

### **4. Minutes of meeting held on 19 February 2019**

The minutes of the Parish Council meeting held on 19 February 2019 were accepted as correct and were signed by the Chair.

### **5. Matters arising not covered on the agenda**

**Clearing of new guttering outside village:** A road sweeper came through the village recently clearing the detritus at the road edges, but failed to clear the new gutters. He said he was responsible for sweeping the road, but the gutters were drains, which were not his responsibility. It was confirmed that road sweeping was the responsibility of the district council, whilst drain clearance was down to the county council. Councillors agreed that the new guttering was part of the road and should therefore be covered by the road sweeper. This will be taken up with the District Council.

Cllr Dave, as one of the new District Council representatives, offered to follow up on this action to determine whether the 'haunchings', as Cllr Nicholson informed members such gutterings were called, were now being cleared by the road sweeper.

**Action: Dave**

**Drainage of B3224 at entrance to Old Holcombe Water Farm:** Councillor John showed a photo of the road with water extending half way across the carriageway and explained that there was no drainage on the south side of the road so that the problem could only be removed by clearing the nearby grip and diverting the water onto the neighbouring farmland. Councillor Frances had asked the roads section what could be done, but in the light of the current financial situation they could only suggest that the land owner take action himself. Councillor John has notify the farmer concerned and will follow up with the County Council when appropriate.

The road has now been patched. No further action is considered necessary at this time.

**Action: Complete**

**State of Jew's Lane:** Councillor Margaret raised the problem of mud and debris in Jew's lane which was making it very difficult to use, and at times impassable for non-4x4s. It is recognised that the road sweeper cannot be used and the matter will be raised with County Roads. The Roads Department have since cleared the lane of a reported "50 tonnes of mud and debris".

**Action: Complete**

### **6. Update from District/County Councils**

**County Councillor Frances** updated members on the likelihood of reinstatement of precautionary salting between Maundown and Clatworthy and the discussions relating to the provision of road salt. She was very hopeful of a positive outcome, but the matter still awaits full council approval.

On broadband provision it was noted that the £500 voucher scheme has been re-opened, but would only be of significant help for satellite connection.

Mobile phone coverage: it was reported that Exmoor have now agreed to allow the erection of phone masts, provided they can be used by all operators.

**District Councillor Dave** gave a summary of his background and roles within the Council. He assured members that he would be working closely with the parish's other representative, Mark Blaker, and that they would try to ensure that the interests of the whole of the Wiveliscombe and District area were taken into account by District.

The new council was responding to budget pressures by combining and improving processes. Internal and external training will be carried out, but it will take time for these changes to settle down.

Chair Sally thanked Cllr Dave for his input and looked forward to working with him and Cllr Mark.

## **7. Finance**

### **7.1 Annual Review**

#### **7.1.1 Internal Audit Report**

Judith Bryant carried out the internal audit in March and her report was distributed to members. No problems were identified.

#### **7.1.2 Review of Governance**

Councillors reviewed the system of internal controls applied to the Council's financial transactions, the preparation of the accounts and the workings of the Council within the legal framework. Council confirmed the governance statement for 2018/19, which was then signed by the Chair.

#### **7.1.3 Agree accounts for FY ending 31/3/2019**

The Receipts and Payments account and Bank Reconciliation, which form part of the Annual Accountability Return, were reviewed and accepted by Council and then signed by the Chair.

#### **7.1.4 Approve Accountability Return (AGAR)**

Council reviewed the Variances and approved the Accounting Statement, which was then duly signed by the Chair.

#### **7.1.5 Certify exemption from external audit**

Following the above reviews Council certified Clatworthy exempt from external audit and the Chair signed the exemption certificate for submission to the External Audit body.

## **7.2 Other**

### **7.2.1 Current position**

|   |                |                 |  |                              |
|---|----------------|-----------------|--|------------------------------|
|   | <b>£</b>       |                 |  |                              |
| <b>Balance at Lloyds Williton 19/2/2019</b> | <b>2193.83</b> |                 |  |                              |
| <b>Receipts</b>                             | <b>£</b>       | <b>Ref</b>      |  | <b>Details</b>               |
| Precept                                     | 2000.00        |                 |  |                              |
| <b>Total Receipts</b>                       | <b>2000.00</b> |                 |  |                              |
| <b>Payments</b>                             | <b>£</b>       | <b>Cheque #</b> |  | <b>Details</b>               |
| N.E.Martin                                  | 20.00          | 43              |  | Postage/stationery allowance |
| J.Bryant                                    | 30.00          | 44              |  | Internal audit fee           |
| St Margaret's Hospice                       | 100.00         | 42              |  | Donation                     |
| <b>Total Payments</b>                       | <b>150.00</b>  |                 |  |                              |
| <b>Balance at Lloyds Williton 14/5/2019</b> | <b>4043.83</b> |                 |  |                              |

### 7.2.2 Donation for Wivey Library

Despite substantial doubts about the usage ascribed to Clatworthy residents, members agreed that Wivey Library was a valuable asset to the town and the surrounding area. It was therefore agreed that a donation of £75 will be made for 2019/20.

### 7.2.3 Payments for authorisation

Formal authorisation was confirmed for the following payments, all of which were in budget and agreed by e-mail.

|  |         |
|--|---------|
| Internal audit fee                       | £30.00  |
| Donation to St Margaret's Hospice        | £130.00 |
| Clerk's postage and stationery allowance | £20.00  |

Authorisation is granted for the following:

|  |                              |
|--|------------------------------|
| WAP (Wivey Library donation)                 | £75.00                       |
| PC Insurance                                 | £175.77 (v Section 7.2.2)    |
| Initial payments for defibrillator & cabinet | ~ £600.00 each (v Section 8) |
| SALC membership fee 2019/20                  | ~ £30.00                     |

### 8. Defibrillator

Chair Sally had researched all aspects of acquisition of a defibrillator from purchase and installation to training in use and the involvement of the local emergency services. Her comprehensive plan also covered both initial funding and ongoing costs. The plan, together with the rationale for acquisition was widely distributed throughout the parish and covered at the Annual Parish Meeting.

As agreed at the Annual Parish Meeting, Council reviewed the plan in detail and agreed to go ahead with the purchase as soon as the identified fund re-opens. The Parish has sufficient funds in hand to make the necessary initial payments and will seek to recover those payments and raise the balance from a mixture of events and direct donations.

Chair Sally will lead the project and council members will provide active support.

**Action: Sally**

There being no further business the meeting closed at 20.50.

### Meeting dates for 2019/20

Tuesday 14 May, Tuesday 20 August, Tuesday 19 November.

Tuesday 18 February 2020, Tuesday 19 May 2020.