

Clatworthy Parish Council

Minutes of the Annual General Meeting held on 6 May 2025 in Clatworthy Village Hall

Present: Sally Moran (Chair), Kevin Chesterman, Margaret Deer, Linda Sharp, Steven Pugsley (Somerset Councillor), Norma Martin (Clerk).

1. Apologies

Apologies were received from Sophie Macfarlane, Frances Nicholson (Somerset Councillor).

2. Election of Chairman

Cllr Sally, proposed by Cllr Linda, seconded by Cllr Margaret, was elected unanimously as Chair for a further year.

Chair Sally reported that she had received notification from Jake Forgham that he was resigning from the council due to increased family commitments.

Chair Sally presented her report of the past year to Council and noted that, apart from council members, there had been no other attendees at the Annual Parish Meeting.

3. Minutes of meeting held on 4 February 2025

The minutes of the Parish Council meeting held on 4 February 2025 were confirmed correct and signed by the Chair.

4. Matters arising not covered on the agenda

Somerset Council's initial rejection of the working party's proposal to the Boundary Commission

The Clerk will prepare a response and contact Somerset Council this week.

Action: COMPLETE

The working party's proposal to include Clatworthy in a new East Exmoor ward was re-instated in the final version as submitted to the Boundary Commission review. Feedback from the Boundary Commission is expected in the summer.

Parish Council 'roles' document: The Clerk will produce an initial draft.

Action: Clerk ONGOING

Approved PC documentation available on the PC website:

Action: COMPLETE

The available documents are listed on the web site, but for now copies are available only on request to the Clerk, which enables the PC to monitor the identity of those requesting copies. There is no specific ongoing action.

5. Update from Somerset Council

Cllr Pugsley reported that the cuts to the highways budget have already resulted in operational issues, one of which caused severe problems at Cutcombe as diverted traffic became gridlocked after a minor traffic incident and no local contacts were available to address the situation.

There was better news with progress on the major works to the B3190 (Raleigh's Cross to Washford) which has been given the go-ahead.

Councillors raised the matter of the Clatworthy to Huish Champflower road closure, caused by the landslip at Watercombe. Work to resolve the problem appears to be on hold due to responsibility issues between Highways and their contractor Keir. Cllr Steven offered to investigate the problem and also suggested that Wessex Water might be able to add weight to the need to speed up the repair as it will also be affecting them.

Action: Sally

6. Finance

6.1 Annual Review (AGAR)

6.1.1 Internal audit

The last internal audit took place at the end of May 2024 and no issues of non-conformance or concern were identified.

An audit for the current year is scheduled in w/c 19/5/2025.

Action: Clerk

6.1.2 Review of governance

Council reviewed the system of internal controls applied to its financial transactions and the preparation of the accounts and confirmed that they are appropriate and follow Proper Practices. Council agreed the governance statement for 2024/25, which was then signed by the Chair.

6.1.3 Agree accounts for FY ending 31/3/2025

The Receipts and Payments account and Bank Reconciliation, which form part of the annual Accounting Statements, were reviewed and approved by Council and signed by the Chair.

6.1.4 Approve Annual Governance and Accountability Return (AGAR)

Council reviewed and approved the variances and the Accountability Return, which was then signed by the Chair.

6.1.5 Certify exemption from external audit

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

Action: Clerk

6.2 Quarterly report

6.2.1 Current position

		£	
Balance at Lloyds Williton 31/1/25		4139.95	
Receipts	Ref	£	Details
		1050.00	Precept 25/26
Total Receipts		1050.00	
Payments			
Hugo Fox	D/D	11.99	Website monthly subscription – Feb25
WAP-Wivey Link	Chq #98	100.00	Donation
Hugo Fox	D/D	11.99	Website monthly subscription – Mar25
D & S Air Ambulance	Chq #99	100.00	Donation
St Margaret's Hospice	Chq #100	100.00	Donation
Bank charges		4.25	
N.E.Martin	Chq #101	30.00	Stationery allowance for clerk
Somerset Electrical	BACS	102.84	Repair lighting in phone box
Hugo Fox	D/D	11.99	Website monthly subscription – Apr25
Bank Charges		4.25	Now imposed by Lloyds
Total Payments		477.31	
Balance at Lloyds Williton 30/4/25		4712.64	

Spend against 25-26 budget

Note: Only last three items above fall into FY 2025-26

	Plan	Actual	Comments
Audit fees	30.00		
Insurance – Parish Council	150.00		
Clatworthy VH – Insurance	450.00		
SALC membership	30.00		
Clerk/Councillor training	100.00		
Postage & stationery	30.00		
Defibrillator	250.00		
Phone box	50.00	102.84	
Parish Web site	160.00	11.99	
WAP – Wivey Link	0.00		
S137 (Local charities)	300.00		
Contingency/Misc	200.00	4.25	
Total	1750.00	119.08	

6.2.2 Payments for authorisation

Council authorised the following expenditure:

Annual subscription to SALC	£40.71
Transfer of total of savings a/c to Village Hall trustees	£755.63
PC Insurance for 2024/25	£150.00 (TBC)

7. Meeting dates for 2025/26 (first Tuesday of the relevant month)

5 August 2025, 4 November 2025, 3 February 2026, 5 May 2026 (provisional)

8. Other matters for information

Paper copies of the following recently authorised procedures were provided to Parish Councillors present.

PC Code of Conduct and Standing Orders, Issue 1

PC Finances, Issue 1

Risk Management, Issue 3

There being no other business the meeting closed at 8.30 p.m.

In order to reduce ink usage and paper wastage, please note that from the AGM in May 2025, the Clerk will not provide paper copies at meetings of documents previously e-mailed to Parish Councillors, except by prior agreement with individuals. (Printed minutes and agenda will be available by default for Somerset Councillors.)