

# **Minutes, Stogumber Parish Council**

## **Annual Parish Council Meeting**

**Held on Thursday 11<sup>th</sup> May 2023, at the Village Hall**

**commencing at 7.55pm**

**(in the format to be presented to the next meeting for approval)**

Prior to the start of the meeting, the Airband Community Liaison Officer, Faye Cross, hosted a Q&A session about the Airband broadband project in the parish

### **Present:**

Cllrs M Symes (Chairman), T Brick, J Foley, C Bramall, A White, V Sellick, T Vesey

C Morrison-Jones (clerk)

SC Cllr M Kravis

SC Cllr M Kravis:

LCNs - first meetings due in June

MS queried with Cllr Kravis why can't Highways communicate/respond to queries logged or requests made. It is a waste of clerk's time to repeatedly contact Highways with no response.

*Cllr M Kravis left the meeting at this point*

- 1) Election of Chairman and receive Declaration of Acceptance of Office**  
Councillors resolved to elect Cllr M Symes as Chairman for the 23/24 municipal year, and he signed his acceptance of office form
- 2) Election of Vice Chairman and receive Declaration of Acceptance of Office**  
Councillors resolved to elect Cllr T Brick as Vice-Chairman for the 23/24 municipal year, and she signed her acceptance of office form
- 3) Apologies for absence**  
Apologies received from Cllr C Matravers
- 4) Declarations of Interest/Dispensations**  
CB & AW – as neighbours of the Beacon Field
- 5) Receive and approve the minutes of the Parish Council meetings held on 9<sup>th</sup>, 11<sup>th</sup> and 25<sup>th</sup> March and 15<sup>th</sup> April 2023**  
The minutes were approved by Members and signed by the Chairman as a true and accurate record of the previous meetings.
- 6) Any matters arising from the minutes not covered by the agenda items below**  
None
- 7) The Beacon Field and car park**
  - a) Beacon repainting and securing**

Ongoing, waiting for better weather

**b) Footpath from the car park**

The clerk was requested to chase the agent for a quote and ask if the PC can have copies of the topography report it commissioned from him when the car park splay was designed.

**c) Any other matters concerning the Beacon Field or car park**

The use at own risk sign is now up.

**8) Highways / Footpaths**

**a) Previously reported matters concerning Highways or Footpaths**

- It was noted that the ramp from church yard path has been marked up by SC for repair.

**b) Tourism / Village facilities signs**

- The clerk reported that despite contacting Traffic Management on multiple occasions, there had been no progress on this. Cllr Kravis agreed to chase up with Traffic Management
- The shop want to put sign up but as it in the Conservation area the PC advised they need to contact Planning.

**c) SLOW signs on village roads**

The clerk reported that despite contacting Traffic Management on multiple occasions, there had been no progress on this beyond confirming the locations in the village of the existing SLOW markings.

**d) Village Square**

Tables have been moved back outside the pub to allow for easier traffic flow through the square

**e) Any other matters concerning Highways or Footpaths**

- The pavement between Clouters to Vine Cottage (Brook Street to Yellow Road), is breaking up.

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**9) Planning:**

**a) Any current planning concerns**

None

**b) Previously reported planning concerns**

None

**c) Any other matters concerning planning**

None

**10) Finance**

**a) To approve year end bank reconciliation, 31.3.23**

Councillors resolved to approve the bank reconciliation, dated 31.3.23, of £24,956.24. £7000 of this balance is held in reserved funds.

**b) Insurance renewal 1st June 2023**

The PC has reached the end of it 3 yr LTA with Aviva, via BHIB.

After considering the previously circulated quotations, councillors resolved to enter into another 3 year LTA with Aviva via BHIB, the premium for 23/24 being £284.48

**c) Annual SLCC membership**

Councillors resolved to pay the relevant proportion of the clerk's annual SLCC

membership; £46.75

**d) Pension Regulator – declaration and re-enrolment**

The clerk reported that the employers are required to confirm compliance every three years. The required re-declaration of compliance had been submitted to The Pensions Regulator on behalf of Stogumber Parish Council on 11<sup>th</sup> May 2023.

**e) Unitary Trust bank account application**

- i) the clerk reported that the Unitay Trust Current account was now set up and all the SPC funds had been transferred to it and the NatWest Accounts closed. Signatories were confirmed as M Symes, T Brick, C Bramall, C Matravers and J Foley.
- ii) Cllrs resolved to start the application process to set up a savings account with Unity Trust and, once set up, to transfer £25,000 into the new instant access savings account.

**f) Credit card application**

Councillors agreed the progression of the application for a credit card to be held and used by the clerk. The total amount of each monthly statement to paid in full by a direct debit taken from the Unity Trust current account.

**g) Payments to approve**

C Morrison-Jones	£682.25	Salary & expenses
HMRC	£77.20	PAYE
IDVerde Ltd	£142.56	Additional waste bin emptying
SLCC	£46.75	Membership renewal
Mrs K Smith	£30.00	Internal audit
Stogumber Village Hall	£20.00	Room hire, March 2023
PWLB (direct debit)	£3,223.02	Beacon Field loan repayment
BHIB	£284.48	Insurance renewal

**h) Amounts received**

Somerset County precept 20.4.23 £21,350.00

**i) Any other financial matters reported to the clerk prior to the meeting**

None

**11) Consider Internal Auditor's Report**

The Internal Auditor, Mrs K Smith, had carried out the internal audit and found the internal audit control arrangements to be satisfactory. Accordingly, the Internal Auditor had signed-off Page 4 of the Annual Return without qualification.

**12) Annual Return – approve Section 1, the Annual Governance Statement**

Members agreed that replies to Questions 1 to 9 all be “Yes”.  
The page was then signed by the Chairman and Clerk

**13) Annual Return – approve Section 2, the Accounting Statement**

The Council considered the information prepared and signed by the Clerk that had been previously circulated. The statement was approved by the Council, and signed by the Chairman

**14) Agree the dates of the Period for the Exercise of Public Rights**

Councillors resolved that the dates for the Period of the Exercise of Public rights would be those advised by the external auditors PKF Littlejohn; commencing on 5th

June 2023 and ending on 14th July 2023

**15) Meeting dates for 23/24**

All meetings to be held in Stogumber Village Hall, commencing at 7.30pm

Thursday 13th July 2023

*\* since the meeting, following information received from Somerset County, the July SPC meeting will be moved to Thursday 6<sup>th</sup> July\**

Thursday 14th September 2023

Thursday 9th November 2023

Thursday 11th January 2024

Thursday 14th March 2024

Thursday 9th May 2024

**16) Any other business by permission of the Chairman**

None

There being no further business, the meeting closed at 21.23

## **Minutes, Annual Meeting of Stogumber Playground Association**

Held on 11<sup>th</sup> May 2023, commencing at 21.24  
at the Village Hall

(in the format to be presented to the next meeting for approval)

**Present:**

Cllrs M Symes (Chairman), T Brick, J Foley, C Bramall, A White, V Sellick, T Vesey,  
C Morrison-Jones (clerk)

- 1) To receive any apologies for absence**  
Apologies received from Cllr C Matravers
- 2) To approve the minutes of Playground Association meeting held on 9th March 2023**  
The minutes were approved by Members and signed by the Chairman as a true and accurate record of the previous meeting.
- 3) Any matters arising from the minutes not covered below**  
None
- 4) Playground upkeep: Any other matters concerning playground upkeep**
  - i) Need to order more woodchip over the summer for under the swings
  - ii) The tarmac pad – silt needs scraping clean
  - iii) Hardboard at top of slide needs replacing – MS to liaise with Chris Moss

- 5) **Finance:**
- a) **Payments to approve**  
None
  - b) **Amounts received**  
14.3.23 SPC, grant £100.00
  - c) **Approve bank reconciliation**  
Councillors resolved to approve the bank reconciliation, dated 31.3.23, of £91.20
- 5) **Any other business by permission of the Chairman**  
None

There being no further business. The meeting closed at 21.32