

MINUTES OF ANNUAL MEETING OF FIVEHEAD PARISH COUNCIL
Held on Monday 9 May 2016 at 1930 at The Village Hall, Stowey Road Fivehead

	Present: Mr K Male (Chair); Mrs L Howard; Mr J Westworth; Mrs J Wardle (Clerk/RFO). Note: meeting quorate with three Members attending.
2516	Election of Chairman LH presided over the elections. Resolution: Mr K Male to be elected as Chairman for the next 12 months. Proposed LH and seconded JWe. Carried unan. KM was duly elected, signed the Declaration of Acceptance of Office form and took the Chair.
2517	Election of Vice-Chairman Resolution: Mrs L Howard to be elected as Vice-Chairman for the next 12 months. Proposed JWe and seconded KM. Carried unan.
2518	Public participation No members of the public attended.
2519	Apologies for absence Apologies were received from: Mrs K Beacham, Mrs N Cameron; Mrs L Purchase; County Councillor D Yeomans; District Councillor S Steele
2520	Approval of the minutes of the last Parish Council meeting a) The minutes of the Parish Council meeting, previously circulated, held on 4 Apr 16 were approved. Proposed LH and seconded JWe. Carried unan. b) Typographical correction to the dates at Mins 2482 a(i) and b(i-iii) were approved. Proposed LH and seconded JWe. Carried unan.
2521	Declarations of Interest a) New Register of Members' Interests forms were not required. b) No Member declared an interest in items on the current agenda.
2522	Dispensations No dispensation requests were requested.
2523	Members appointed to the following bodies: a) Playing Field; b) Village Hall; c) SALC; d) Cemetery Sub Committee; e) Highways; f) Rights of Way; g) Internal Auditor; h) Staffing Panel (3); i) Parish Paths Liaison Officer; j) Environment Warden; k) Tree Warden; l) Emergency Plan Sub Committee; m) any others required. Resolution: given the absence of all Members at the meeting, this item deferred to next meeting with current appointments remaining (with the exception of M Cavill). Proposed JWe and seconded LH. Carried unan. <i>Action Clerk to include on next agenda.</i>
2524	Re-adoption of Parish Council Standing Orders, Code of Conduct, Policies and Procedures; and appointment of Responsible Financial Officer and Internal Auditor Resolution: to re-adopt items a), and e) - i) and re-affirm items b) - d). Proposed JWe and seconded LH. Carried unan. a) Standing Orders revised version as adopted on 7 Jul 2014 (2279) and the Financial Regulations as adopted 4 Aug 2014 (2290). b) Appointment of J Wardle as the Responsible Financial Officer (RFO). c) Appointment of Mr G Balmer as the Internal Auditor for the 2015/16 accounts. d) Implementation of legislation relating to Equal Opportunities, Crime and Disorder, Freedom of Information Act, Health and Safety and Human Rights. e) Policies: The Press (1806), The Social Media (2352), Audio/Visual Recording and Photography at Council Meetings (2353). f) Mandatory Model Code of Conduct as it is applicable to Parish Councils (2070). g) Terms of Reference of the Internal Audit (1235). h) Scheme for the payment of Councillors Allowance (811 & 1996g). i) NALC Model Complaints Procedure (2230).
2525	Matters Arising From the Minutes (4 April 2016) and Raised By Members a) Repairs to The Pound - noted that the work completed satisfactorily and invoice received. b) Draft Emergency Plan – details received from outgoing Chairman. <i>Action: Clerk to draft plan and then organise meeting of sub-committee.</i> c) 'Get Up To Speed' (GUTS) event 'How digital technology can help your community' - action ongoing inc Clerk now trained in website maintenance to meet Transparency Code reqts. <i>Action: Clerk to:</i>

	<p>i. investigate Cloud Storage for backup, security and file sharing (within the committee and beyond). All suitably protected by encryption, subscription lists and passwords and controlled by the Parish Clerk.</p> <p>ii. review and update policy regarding use of Facebook and Twitter.</p> <p>iii. investigate role-based email addresses eg pcchair@, parishclerk@</p> <p>iv. agree and publish an overall digital policy.</p> <p>Action: NC to be trained in website maintenance to cover in the event of the Webmaster and Clerk being unavailable.</p> <p>d) Poor state of the signpost at the bottom of Cemetery Hill - no progress. Action: SS to notify Clerk of availability for a clean-up.</p> <p>e) Sign-up for NatWest online banking - changes to signatories. Resolution: outgoing Chairman (MC) to be removed as signatory; JWe and JWa to be added. Proposed KM and seconded LH. Carried unan. Action: Clerk to register changed signatories, register for online banking and amend Financial Regulations to reflect NALC Model wording on online banking.</p> <p>f) Resignation of Councillor (end of Apr 16) - SSDC informed; notice posted up to 26 May 16 asking if election requested; thereafter, vacancy for new Councillor would be filled by co-option. Action: Clerk to follow formal process to advertise the vacancy.</p> <p>g) Cemetery and closed churchyard - MC, KB and Clerk had conducted an inspection: work is required to fill-in small holes around the cemetery (SALC have confirmed that these can be filled-in by the Council); the wall on the northern boundary of the churchyard is deteriorating due to neighbouring hedging in-growth, and some of the lower branches on trees could be removed to improve light and access. Action: Clerk to organise cemetery 'repairs'; Clerk to contact owner of hedge damaging churchyard wall; KM to inspect trees in closed churchyard.</p> <p>h) Dog fouling - Action: Clerk to include further warnings in next parish newsletter re £1000 fine for offences.</p>
2526	<p>Matters Arising From the Annual Parish Meeting (19 April 2016)</p> <p>a) Presentation by Community Council for Somerset - update of Fivehead Parish Plan. This item deferred to next meeting. Action Clerk to include on next agenda.</p> <p>b) Following a recent well-attended event in Martock outlining the pros/cons of EU membership, it was asked if a similar event could be held in Fivehead. It was agreed that such an event would be difficult to organise before the Referendum.</p> <p>c) The installation of a defibrillator in the village was raised again. The audience made points for and against. An update to the Parish Plan would provide more substantial evidence for the demand (or not) and possibly identify volunteers to be trained in its use. Action Clerk to include on next agenda.</p>
2527	<p>Sub-Committee for HM Queen's 90th Birthday Lunch (HMQ90)</p> <p>a) LH reported on the sub-committee meetings (20 & 28 Apr 16) and the request for financial support for the event. Resolution: to make a grant of up to £250 under the power given by Section 145 Local Government Act 1972. Proposed by KM and seconded by JWe. Carried unan. The money will be held until after the event when payments will be made on submission of receipts (inc VAT receipts) to the Clerk. Action: Clerk to notify sub-committee.</p>
2528	<p>Correspondence Received</p> <p>a) Inaccuracies in <i>Langport Leveller</i> article re grants to Links Service have been notified to the Editor and will be published in future issue. Fivehead PC previously made two £50 grants.</p> <p>b) Updated <i>Governance & Accountability - A Practitioners' Guide</i> - noted. Resolution: to adopt the new version for FY16/17. Proposed LH and seconded JWe. Carried unan.</p> <p>c) Request from child of parishioner for financial support for International trip for Guides - declined with regret. Action: Clerk to write to applicant.</p> <p>d) A parishioner's queries re: (i) venue for GUTS event - Langford Manor's offer of a free venue/hospitality for the event had been accepted. If successful, further events may be held and other venues will be considered. (ii) whether new building works are adhering to planning permission and building regulations. Action: Clerk to write to correspondent and to Planning.</p> <p>e) Friendly Society Banner sub-committee's request for previously-agreed (Mins 2347 and 2455) funding for Banner restoration to be paid. Resolution: to make a grant of £1000 to Parochial Church Council under the power given by Section 137 Local Government Act 1972, it being in the interests of some or all of the inhabitants of the Parish. Proposed</p>

	Km and seconded JWe. Carried unan. f) New training opportunities advertised by SALC - noted.		
2529	Reports a) No reports from Playing Field; Village Hall; SALC; Cemetery Sub Committee; Highways. b) Rights of Way <i>Action: JWe to contact volunteer for strimming.</i> c) Police report available at www.police.uk .		
2530	Planning - see http://www.southsomerset.gov.uk/planningsearch/ for details a) Application 15/01486FUL - appeal allowed STC - Windy Ridge - erection of 4 bedroom dwelling and change of agricultural land to residential curtilage - noted.		
2531	Review of the Effectiveness of the Internal Control System Results of the satisfactory review (previously circulated) were noted.		
2532	FY15/16 Annual Accounts and Annual Return a) Resolution: to approve the Annual Accounts for FY15/16 (previously circulated). Proposed JWe and seconded LH. Carried unan. Signed by the Chairman and RFO. b) Resolution: to approve the list of assets inc disposal of the old printer not required by the new Clerk (previously circulated). Proposed KM and seconded LH. Carried unan. c) Section 1 (Governance Statement) of the Annual Return for FY15/16 was agreed and then signed by KM and Clerk. d) Section 2 (Accounting Statements) of the Annual Return for FY 15/16 was agreed and then signed by KM and RFO.		
2533	Clerk/RFO annual review and remuneration a) Review of Clerk/RFO's performance and salary on anniversary of appointment (1 May 2015). b) Clerk/RFO's hours in Apr 16. These items deferred to next meeting. <i>Action Clerk to include on next agenda.</i>		
2534	Finance The financial position of the Council was received. An interim statement was scrutinised. Two bank reconciliations were signed off by the Chairman.		
	a) Payments authorised during the previous month:		
	iSOK Designs	Newsletter (Apr) print	£81.20
	b) Payments authorised:		
	(i) J Wardle	Clerk/RFO Salary (Apr)	£221.21 exc PAYE
	(ii) J Wardle	Homeworking allowance (Apr)	£18
	(iii) HMRC	Clerk/RFO PAYE (Mar salary)	£55
	(iv) FVHMC	Grant	£3000
	(v) FPFMC	Grant	£2769
	(vi) FVHMC	Meeting room rent (Mar)	£14
	(vii) D R Gilbert	Repairs to The Pound	£545
	(viii) AON	Annual insurance renewal (2 of 3)	£163.28
	(ix) Parochial Church Council	Grant for Restoration of Friendly Society Banner (s137)	£1000
	(x) FVHMC	Meeting rooms rent (Apr inc APM)	£33
	(xi) M W Pettitt	Grass maintenance (Apr/May)	£322.14
	(xii) A Barrett	Village website hosting	£61.26
	c) Income received during the month:		
	(i) Natwest	Interest (Mar)	£1.05
	(ii) Greenshutters	Newsletter advert	£36
	(iii) Kev's Cleaning Services	Newsletter advert	£18
	(iv) SSDC	Precept and Grant	£13674
	(v) Oak Funeral Services	Interment of D Leary	£230
	d) Report on review of internal financial control		
	(i) LH inspected financial records for the period 1 Dec 15 to 31 Mar 16 on 26 Apr 16 and found them to be in order - noted.		

2535	Matters of Report, Questions and Items for the Next Meeting a) Chairman - nil. b) Clerk - nil. c) Councillors - gift and presentation to outgoing Chairman. <i>Action: Clerk to include on next agenda.</i>
	Date of Next Meeting Monday 6 June 2016 at 2000 (Please note later start time) The Village Hall, Stowey Road, Fivehead

The meeting closed at 2107.

Chairman.....

Dated.....

DRAFT