

**Minutes of the ANNUAL Meeting of Walton Parish Council of Friday 15<sup>th</sup> MAY 2015****That took place at 7.00pm in the Walton Village Hall Lounge****\*\* Prior to the opening of the meeting signed a declaration of acceptance of office and were provided with a declaration of interests form to complete and return. \*\*****14.15.315** Present ~

Cllr. A. Marsh, Cllr. P. Daniells, Cllr. J. Haydon, Cllr. B. Musgrave,  
Cllr. L. Gagg, Cllr. C. Bishop, Cllr. S. Loader

In attendance – One member of the public. H. Moore [Clerk]

**14.15.316** Election of Chairman

It was **Resolved** [6/nil with one abstention] that Cllr. A. Marsh be elected as chairman of the Council.

**14.15.317** Apologies -

Cllr. Richard Crossman due arrive late

**14.15.318** Election of Vice Chairman

It was **Resolved** [6/nil with 1 abstention ] that Cllr. B. Musgrove be elected as vice chairman of the council

**CLLR. R. CROSSMAN JOINED THE MEETING AT THIS POINT****14.15.319** To Consider Co – option of one further Councillor.

One formal application had been received.

Applicant provided a brief presentation about herself and why she wanted to join the council.

It was **Resolved** [8/nil] that Naomi Johnson be co-opted as a member of Walton Parish Council. Ms. Johnson then signed the declaration of acceptance of office and was provided with a declaration of interests form to complete and return. Cllr. Johnson then joined the meeting.

**14.15.320** Elections to all other areas of responsibility**1. Representatives to outside committees and groups:**

- a. It was **Resolved** [9/0] That Cllr. R. Crossman be the parish councils representative to the school governors.
- b. It was **Resolved** [9/0] That Cllr. R. Crossman & Cllr. J. Haydon be the parish councils representatives to the Walton Trust.
- c. It was **Resolved** [8/0] That Cllr. L. Gagg be the parish council representative to the skateboard park committee.
- d. It was **Resolved** [9/0] That Cllr. N. Johnson, Cllr. L., Gagg, Cllr. C. Bishop and the Chairman Cllr. A. Marsh be the parish council representatives to the Walton East Development Group
- e. It was **Resolved** [7/0] That Cllr. S. Loader and Cllr. P. Daniells be the parish council representatives to the Walton Allotment Group

**2. Financial overview and cheque signatories:**

- a. It was **Resolved** [9/0] That the three existing cheque signatories [Cllrs. Musgrave, Haydon & Marsh] continue in that role
- b. It was **Resolved** [9/0] That Cllr. L. Gagg be added as an authorised bank signatory.

**3. Village Play Area:**

It was **Resolved** [9/0] That Cllr. J. Haydon continue as the councillor with responsibility for the village play area

**4. Visual History Project – deferred to June parish council meeting**

**5. Staffing:**

It was **Resolved [9/0]** That the Chairman and vice Chairman be the councillors with responsibility for the annual review and monitoring of staff.

**6. Village Footpaths:**

It was **Resolved [9/0]** That Cllr. Bob Musgrave be the councillor with responsibility for reporting on the village footpaths

**7. Village Telephone Box Notice Board**

It was **Resolved [9/0]** That Cllr. John Haydon be the councillor with responsibility for maintenance of the village telephone box noticeboard.

**14.15.321** To confirm the minutes of the previous meetings

The minutes of the parish council meeting of 10<sup>th</sup> April 2015 were **Resolved [6/nil with three Abstentions due to non attendance]** to be an accurate record and they were then signed as such by the Chairman.

**14.15.322** Residents declarations of interest in speaking on agenda items -

NONE

**14.15.323** Open forum for residents -

The WI had forwarded a request to the council to move their October 2015 Meeting from 9<sup>th</sup> October to 16<sup>th</sup> October as WI were planning a large event on that evening and require the use of all the hall.

Walton Parish Council **Resolved [7/nil]** to move their October 2015 meeting to 16<sup>th</sup> October 2015.

**14.15.324** Cllrs Disclosure of any undeclared interests and notification of dispensations granted.

None

**14.15.325** County & District Councillors reports

None

**14.15.326** Police Community Support Officer Report

None

**14.15.327** Planning**a. Notifications received:**

Walton Gateway application has been refused.

**b. Applications received:**

2015/0749/FUL 113 Main Street – creation of annex accommodation from existing storage barn and part existing workshop

**Councillors Marsh & Haydon declared personal interests in this application due to knowing the owner**

Following consideration of the application it was **Resolved [9/nil]** to recommend approval of the application.

**c. Enforcement: - Nothing to report****d. Other planning Considerations: - None****14.15.328** Roads and Traffic through the village

**a.** Previous request for 30mph roundels to be placed on the road to be followed up on.

**b.** The generally positive response from County to the request for the installation of a permanent vehicle indicator device was discussed and the Clerk was requested to follow up and obtain further information.

**c.** Mildred Road potholes had been reported and a request for resurfacing has been acknowledged by Highways and put forward onto the works list for consideration.

**d.** The information received with regard to the verge cutting of minor roads was circulated. Clerk to try and obtain exact dates from local depot.

e. Information on the provision of local council by laws with regard to parking was provided to those present.

**14.15.329** Green Areas around the parish

A quote for the grass cutting of several green areas around the parish [close to A39] had been requested.

Following discussion it was **Resolved [9/0]** that the Clerk make enquiries about taking on responsibility for the grass cutting of all green areas around the parish [both highways & Mendip]

**14.15.330** Parish Council Insurance

It was reported that the East Mead field, fences, trough and benches had been added to the policy and a revised renewal quote obtained.

It was **Resolved [9/0]** to renew parish council insurance with Came & Company.

**14.15.331** Walton Village Award.

a. It was confirmed that John Hanrahan was eligible as he was no longer a councillor. [ original decision was that councillors would not be eligible for the award minute reference 07/08/183 ] and met the criteria for outstanding service to the community as the scheme formally adopted outlined [minute reference 07/08/377/iv ]

b. It was **Resolved [9/0]** to formally confirm the Walton Villager Award to John Hanrahan for "keeping the village informed" in appreciation of all his work on the village newsletter over the years. Retrospective.

c. The Clerk requested that the roll of honour from the village hall be taken down in order that the adding of Mr. Hanrahan's award could be arranged.

**14.15.332** Parish Allotments and East Mead Field

a. It was reported by Cllr. Daniells that the plots were going quite well with crops planted and producing. There was a query with regard to a water trough key and council advised that they had been provided with one.

b. It was reported that the grass keep hat been let and the cheque deposited into the Harry Skinner fund account.

c. It was noted that the first bill [standing charges] had been received however Clerk had queried as it included a sewerage charge and this was now being amended and would be due for payment at the next meeting.

**14.15.333** Annual Financial Return

a. It was noted that the annual internal audit had been completed and no concerns or issues had been raised.

b. The accounting statements for the year, which had been circulated to all councillors, were **Resolved [9/0]** to be a true and correct record and were then signed as approved by the Chairman.

c. The annual governance statement was read out to all present and statements were confirmed in a positive manner. It was **Resolved [7/0 with 2 abstentions due to not having been councillors through the year]** that the annual governance statement is approved by the council. Statement was then signed by the Chairman and the Clerk

[Copies of the annual return are attached as appendix one]

**14.15.334** To consider approval of the Monthly Financial Report.

a. A financial report as at 30<sup>th</sup> April 2015, that included a bank reconciliation to the most recent bank statements was circulated to all councillors. It was **Resolved [9/nil]** by the council that this was an accurate record and it was then signed as such by Cllr. R. Crossman

**Councillor Clive Bishop left the meeting at this point due to previous commitments****14.15.335** Authorisation of expenses and agreement of cheques for payment of accounts

It was **Resolved [8/nil]** that the following payments be approved by the Council with the cheques to be signed at the end of the meeting:

100018	H Moore	5wks staff costs
100019	HMRC	Tax & NI re 5wks staff costs
100020	Monahans	Annual internal audit of financial records
100021	SALC	Annual Membership Fee
100022	J Hanrahan	Frames for Annual Parish Meeting Awards
100023	L.Gagg	Expenses refund re catering etc. annual parish meeting
100024	CCS	Final payment for housing needs survey
100026	Broker Net Ltd	Annual Council insurance fee
100025	Walton Trust	Room Hire fees for tonight and annual parish event

**Walton Parish Council ~ Financial Year 2015 ~ 2016****Cheques for Payment 15th MAY 2015**

ONE

Chq.No.	Payee	Budget Area	Budget Set	Budget Balance	Amount now authorised	Budget Now Remaining	Inv.No.	Inv.Date	Cq.Total
100018	H Moore	staff costs	£ 9,000.00	£ 8,339.82	£ 758.43	£ 7,581.39	5 wks to date	May-15	£ 758.43
100019	HMRC	staff costs	£ 9,000.00	£ 7,581.39	£ 133.68	£ 7,447.71	5 wks to date	May-15	£ 133.68
100020	monahans	internal audit	£ 250.00	£ 250.00	£ 264.00	£ -14.00	inv.152014	May-15	£ 264.00
100021	SALC	Subscriptions	£ 450.00	£ 450.00	£ 280.06	£ 169.94	inv.696	May-15	£ 280.06
100022	J.Hanrahan	parish meeting	£ 250.00	£ 250.00	£ 21.48	£ 228.52	inv.110515	May-15	£ 21.48
100023	L Gagg	parish meeting	£ 250.00	£ 228.52	£ 107.72	£ 120.80	inv.attached	May-15	£ 107.72
100024	Community C for S	housing needs	last yr.	-	£ 2,042.86	£ -2,042.86	inv.1613	May-15	£ 2,042.86
100026	Broker Network Ltd	insurance	£ 500.00	£ 500.00	£ 301.68	£ 198.32	inv. 2015	May-15	£ 301.68
100025	The Walton Trust	room hire	£ 210.00	£ 189.00	£ 33.00	£ 156.00	inv.2325	May-15	£ 33.00
<b>TOTAL EXPENDITURE</b>									<b>£ 3,942.91</b>

**14.15.336** Annual meeting of the Parish Friday 8<sup>th</sup> May 2015

Cllr. L. Gagg reported that the event had been a good night and well received by those who had attended.

**Resolved [8/0]** to use the general power of competence to make four small grants of £30 [thirty pounds] to local charities of benefit to the village. [total of budget remaining from the parish event]

**14.15.337** Village play areas

1. It was reported that the new fence had been installed and the new benches could now be put in place.
2. It was requested that council be advised when first mulching cut due in order that a decision could be made with regard to which method to proceed with [mulching or grass removal]

**14.15.338** Upcoming meetings and training

1. Date of next meeting Friday 12<sup>th</sup> June 7pm in the village hall lounge
2. Clerk requested and approved to attend SLCC one day training / conference on 1<sup>st</sup> July 2015
3. New Councillor training Wednesday 3<sup>rd</sup> June 7pm in village hall lounge
4. Clerk advised she would be training in how to do newsletter with J. Hanrahan

**THE MEETING THEN CLOSED**