

# North Wootton Parish Council



## Clerk to the Parish

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### Minutes of the Annual Parish Council Meeting of North Wootton Parish Council held in the North Wootton Village Hall on Wednesday 15th May 2019

**PRESENT** Cllr S Shimmin (Chairman), Cllr K Bissett, Cllr M Hoddinott, Cllr A Bovey and Cllr M Smith

Some 13 members of the public were present together with the new Village Agent, Bella Lapwood.

Before the meeting commenced the new Village Agent introduced herself and spoke to the audience about her role and the help and support she can give to parishioners. The Chairman thanked her for attending the meeting.

The Chairman opened the meeting at 19.30

- 1. To elect a Chairman** – Cllr Hoddinott proposed and Cllr Smith seconded that Cllr Shimmin be elected Chairman for 2019-20. It was unanimously agreed that Cllr Shimmin be elected as Chairman. Cllr Shimmin accepted the election and took the Chair. He thanked Andy Townend for his work as a parish councillor over the years.
- 2. To receive a Statutory Declaration of Office from the Chairman** – Cllr Shimmin signed the Declaration in the presence of the clerk.
- 3. To permit any unsigned declarations of office to be signed at or before a future meeting of the Council** – as all members had signed their declarations of office before the meeting, this was not required.
- 4. To elect a Vice Chairman** – Cllr Shimmin proposed and Cllr Hoddinott seconded that Cllr Bovey be asked to serve as Vice Chairman. It was unanimously agreed that Cllr Bovey be elected Vice Chairman for the year 2019-20.
- 5. To receive any apologies for absence** – District Cllr Hewitt-Cooper sent apologies for his absence as he was at the Chelsea Flower Show.
- 6. To receive any declarations of interest** – Cllr Hoddinott declared an interest in the planning application as it was for a family member.
- 7. To resolve that the parish council is eligible to use the General Power of Competence under the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 in that it has been at least two thirds elected and has a qualified clerk** – it was unanimously so resolved.
- 8. To adopt the Council's Standing Order, Financial Regulations and Code of Conduct as circulated** – it was unanimously resolved to adopt the council's Standing Orders, Financial Regulations and Code of Conduct as circulated.

Chairman's signature.....

9. **To review the Council's asset register**- It was noted that the council possesses a defibrillator only.
10. **To review the council's insurance policy** – it was noted that as a very small council, much of the insurance cover appeared excessive but it was the minimum that could be bought as a policy tailored to local council needs.
11. **To review and amend if appropriate, the council's bank mandate** – it was unanimously resolved to keep Cllrs Shimmin, Hoddinott and Bovey and the clerk as signatories and remove Cllr Townend.
12. **To confirm that summons, notices and other such documentation may be sent to parish councillors by email** – it was unanimously agreed to do so
13. **To receive the Council's financial statements for the year ending 31<sup>st</sup> March 2019**
  - I. The members certified that the council was exempt from a limited assurance review by the external auditors by virtue of meeting the criteria of having an income and expenditure below £25,000 for the financial year 2018-19. The certificate was signed by the Chairman and Responsible Financial Officer.
  - II. Council agreed and approved the Annual Governance Statement for the year ending 31<sup>st</sup> March 2019. The statement was signed on behalf of the council by the Chairman and the Clerk.
  - III. Council agreed and approved the Annual Accounts as presented and signed by the clerk for the year ending 31<sup>st</sup> March 2019. The Chairman signed the accounts on behalf of the council as previously signed by the Responsible Financial Officer.
14. **To agree that Tony Bradfield remain as the Council's Internal Auditor for the next financial year** – it was unanimously agreed that Mr Bradfield remain as council's internal auditor. **The council passed on its thanks to Mr Bradfield for his work on behalf of the council and for which he makes no charge.**
15. **To approve the minutes of the parish council meetings held on Tuesday 19th March 2019** – the minutes were unanimously agreed as correct and signed by the Chairman
16. **Finance:**
  - I. **To approve the items of expenditure as presented** – all items of expenditure as presented were unanimously approved including £2682.00 to Somerset Forge for the refurbishment of some of the village's fingerposts.
17. **Planning Matters** –
  - I. **To consider the council's response to application 2019/0946/HSE.** Cllr Hoddinott left the room having declared an interest. Cllr Smith informed council that the application was needed so that the entrances to the house and the business could be segregated for bio-security reasons. Cllr Bovey agreed and said that having seen the site, the new access arrangements appeared to be the best solution. It was unanimously resolved to recommend that MDC approve the application.
  - II. **To consider the council's response to application 2019/0993/OHL** – standing orders were suspended to allow members of the public to speak. A parishioner informed council that the plan had now been changed to allow the pole to be installed along the hedge line and one metre from the old pole. Standing orders were reinstated. The council resolved that it welcomed the fact that new positions for the pole were being considered. It would have preferred the unit to have been placed at ground level if possible if it had to be elevated then it should be as close as possible to the hedge line.
18. **To receive a report from Cllr Bovey on Highways matters** – with the election there was nothing to report but Cllr Bovey will take up the outstanding matters in due course.
19. **To receive a report from Cllr Hoddinott on Footpaths matters** – there was nothing further to report

Chairman's signature.....

20. **To receive a report from Cllr Smith on Moors and Levels matters** – there was nothing to report
21. **Information relating to new septic tank legislation** – the Chairman informed the meeting of legislation that was introduced five years ago in relation to septic tanks but which would come into force from 1/1/2020. All properties with a septic tank must comply if the householder wishes to sell at some point. A compliance certificate would have to be produced so houses cannot be sold without the tank being updated.
22. **Other business referred to the clerk** – members noted the posting of the Notice of Audit 2019 to cover the inspection period 17<sup>th</sup> June to 26<sup>th</sup> July 2019.
23. **To confirm the dates for next year’s council meetings** – it was agreed meetings would be on 16<sup>th</sup> July; 17<sup>th</sup> September; 19<sup>th</sup> November (budget setting); 21<sup>st</sup> January 2020 and 17<sup>th</sup> March 2020.
24. **Date of next Meeting – 16<sup>th</sup> July**

There being no further business, the Chairman closed the meeting at 20.35

Chairman’s signature.....