



Minutes 2024

Date of Meeting:	16 th May 2024	Time:	Following on from Annual Meeting
Location of Meeting:	Hembry Room, Westfield Church Hall		
Present:	Cllr. John Vassalli, Cllr. R. Leighton, Cllr. J. Johnstone, Cllr. G. Mansfield		
In Attendance:	Tammy Roper (Clerk)		
Apologies:	Cllr. F. Smith		

Ref:	Topic of Discussion
1-16/5/24	Election of Chairman and Chairman's Acceptance of Offer
	<p>Cllr. Leighton was nominated by Cllr. Vassalli, seconded by Cllr. Johnstone, all in agreement.</p> <p>Cllr. Leighton accepted the role and duly signed the Acceptance of Offer in the presence of the Clerk.</p>
2-16/5/24	Election of Vice Chairman and Vice Chairman's Acceptance of Offer
	<p>Cllr. Vassalli was nominated by Cllr. Leighton, seconded by Cllr. Johnstone, all in agreement.</p> <p>Cllr. Vassalli accepted the role and duly signed the Acceptance of Offer in the presence of the Clerk.</p>
3-16/5/24	Chairman's Comments
	None.
4-16/5/24	Public Question Time
	None. No members of the public were present.
5-16/5/24	Declarations of Interest
	In reference to minute ref. 11-16/5/24, Cllr. Johnstone declared that she is a relative of the applicant. Cllr. Vassalli declared that he is a neighbour of the applicant.
6-16/5/24	Minutes of Last Meeting
	<p>Minutes were approved as a true and accurate record of the meeting.</p> <p>Proposed by Cllr. Vassalli, Seconded by Cllr. Johnstone.</p> <p>All agreed.</p>
7-16/5/24	Co-option of New Councillor
	<p>Moved to Annual Assembly meeting – see minutes ref. AA-2-16/5/24</p> <p>The clerk updated the council that there have been no further applications at present and will push advert again on social media and website.</p>
8-16/5/24	Update on Actions from Previous meeting
1.	Enmore Road Layby – Cllr. Leighton reported that it is considerably cleaner since the bin has been removed.
2.	Chevron – Cllr. Vassalli reported that new chevron is now in the correct place. Cllr. Mansfield said he has noticed a big improvement in the speed of the traffic going through the narrow section on Spaxton Road. Cllr. Vassalli thanked Katherine Tyson from Somerset Highways, in person at a recent meeting.

3.	<p>Biodiversity Policy – The Clerk reported that no feedback or suggestions have been received from the councillors. Action: Councillors to respond with comments by 31st May 2024 and Clerk will get amended version out for approval (by email) by 13th June.</p>
4.	<p>Survey for Young People – Due to the absence of Cllr. Smith, this item was postponed until the next meeting.</p>
5.	<p>Missing Bus Stop Sign, Luxborough Road – It was reported that a new bus stop sign has been installed, following chasing by the Clerk and Cllr. Slocombe. The Clerk reported that the resident has phoned to thank us. Cllr. Leighton proposed that we put a bus timetable on the noticeboard, seconded by Cllr. Vassalli. All in agreement. Action: Cllr. Leighton to contact the bus company and request timetable to put up.</p>
6.	<p>Accessible Technology – The Clerk reported that a tablet was purchased, set up and now being used by Cllr. Johnstone. Cllr. Johnstone reported that she is now able to access emails, but has an issue with opening documents. Clerk to sort.</p> <p>It was requested that, due to the change of councillors, the Clerk does an updated internal contact list and circulate, as these details are no longer on the website.</p> <p>Calls received by the Clerk was discussed, as the council currently uses her personal mobile number, and it was requested that it is added to the next agenda, for the council to consider purchase of a council mobile phone.</p>
9-16/5/24	<p>Matters Arising (Including Consultation Responses)</p>
	<p>There were none.</p>
10-16/5/24	<p>Financial Matters</p>
1.	<p>The Clerk reported that the Bank balance at 1st April (carry forward) was £9566.42 and at 30th April the balance was £22090.68.</p>
2.	<p>Expenditure due since the last bank statement was detailed:</p> <ul style="list-style-type: none"> • Internal Auditor £135 – approved to pay Cllr. Vassalli and Cllr. Leighton, all in agreement <p>Action: clerk to play</p> <p>The clerk explained with the payments made, the bank balance will reduce to £21,955.68.</p>
3.	<p>The Clerk reported that, other than the Internal Auditor invoice, there are no payments waiting to be paid. It was explained that all payments that have been made are either all pre-approved on the 'Schedule of Payments 2024-25' authorised at the March meeting, or are within the levels for delegated authority as detailed in the Financial Regulations. Therefore, these do not need further approval, but are just to note.</p>
4.	<p>The Clerk referred to the Finance Reports both Year End 2023/24 and up to 30 April 2024, sent to all councillors prior to the meeting, which includes the cashbook showing expenditure, the actual expenditure against budget and the bank recs @31Mar and @ 30Apr respectively. There were no questions or queries in regards to the finance reports and they were approved as accurate and complete.</p>

<p>5.</p> <p>6.</p> <p>7.</p> <p>8.</p>	<p>Proposed by Cllr. Leighton, Seconded by Cllr. Vassalli, all in agreement.</p> <p>AGAR and End of Year Accounts – The Clerk referred to the AGAR and End of Year Account documents circulated to all councillors with the agenda. There were no queries in regards to the documents. Approved for sign off by the Chair. Proposed by Cllr. Leighton, Seconded by Cllr. Vassalli, all in agreement</p> <p>Dates for Notice of Public Rights – The Clerk proposed the dates 3rd June – 12th July, as per dates recommended by the external auditor. It was agreed that the Chair is to cover from 15-30th June in Clerks absence.</p> <p>Internal Audit Report – The Clerk referred to the both the AGAR Internal Audit, which was fully signed off as compliant and the detailed Internal Audit Report. There were no findings from the internal audit. The councillors had no queries.</p> <p>New Bank Signatory – It was proposed that Cllr. Leighton, in role as Chair, is appointed a signatory on the bank account. All in agreement.</p> <p>Action: Clerk to set up zoom meeting with Cllr. Vassalli to process the changes in signatories.</p> <p>Zoom renewal – The Clerk detailed that the Zoom renewal is due on 30th June. The annual renewal was proposed by Cllr. Vassalli, seconded by Cllr. Leighton. All in agreement.</p>
<p>11-16/5/24</p>	<p>Planning Matters</p>
<p>Items for Discussion:</p>	
<p>23/24/00001</p>	<p>Floodgates Farm - Erection of two storey extension to the North elevation on site of existing outbuilding (to be demolished).</p> <p>To respond No comment, all in agreement</p> <p>Action: Clerk to respond to application</p>
<p>Items for Update:</p>	
<p>23/23/00010</p>	<p>Queenswood Farm – Erection of a single storey dwelling.</p> <p>Cllr. Vassalli reported that this application is now going to committee.</p>
<p>12-16/5/24</p>	<p>Grass Cutting & Bin Emptying</p>
	<p>The Clerk reported feedback from Karen Barnes at Clean Surrounds. It was resolved to monitor the grass areas and bins for the time being. Proposed by Cllr. Leighton, seconded by Cllr. Johnstone, all in agreement.</p> <p>Action: Regular agenda item to monitor grass cutting and bins. Cllr. Mansfield to monitor and feedback to meetings.</p>
<p>13-16/5/24</p>	<p>Roles & Responsibilities</p>
	<p>Roles and responsibilities were discussed and the following agreed:</p> <p>Personnel – Cllr. Leighton</p> <p>Finance – Cllr. Leighton (Lead), Cllr. Vassalli, Cllr. Mansfield</p> <p>Planning – Cllr. Leighton (Lead), Cllr. Johnstone, Cllr. Vassalli</p> <p>Digital Communications - Cllr. Smith (Lead), Cllr. Mansfield</p> <p>Highways, infrastructure & Assets – Cllr. Vassalli (Lead)</p> <p>LCN Representative – Cllr. Vassalli</p>



	<p>Children and Young People’s Representative – Cllr. Smith</p> <p>Footpaths – Cllr. Leighton (Lead), Cllr. Johnstone, Cllr. Mansfield</p> <p>Newsletter – Cllr. Johnstone</p> <p>It was noted that some of the above responsibilities may change when the other councillor vacancy is filled.</p>
14-16/5/24	Rights of Way Survey
	<p>The Clerk referenced the Rights of Way Survey emailed to councillors on 7th May.</p> <p>Action: It was resolved that Cllr. Leighton would draft responses to the survey and email to all councillors for agreement prior to submitting.</p>
15-16/5/24	Local Community Networks
	<p>Cllr. Vassalli reported that he had attended an LCN Highways meeting which was a good informative meeting, with contact details provided for different highways matters.</p> <p>Cllr. Vassalli to report back on LCN meeting at the July parish council meeting.</p>
16-16/5/24	Meetings Attended
	None, other than those detailed above.
17-16/5/24	Items for Next Agenda
	<p>Review of all policies</p> <p>Biodiversity Policy</p> <p>Survey for Young People</p> <p>Mobile phone for Clerk</p> <p>Grass cutting & bins</p>
18-16/5/24	Date & Venue of Next Meeting
Date / Time:	11 th July 2024
Venue:	Hembry Room, Westfield Church

Meeting Closed at:	21:15
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Minutes Signed by: Date:
 (Chairman)