

# BECKINGTON PARISH COUNCIL

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**Minutes of the Annual Council Meeting held in the Clifford Suite,  
Beckington Memorial Hall on:**

**TUESDAY 14<sup>th</sup> May 2019 at 7:00pm**

## **Present:**

Councillors; Mr M Wilson (Chairman), Mrs E Wright, Mrs P Fox, Mr C Winterbourne, Mr K Bishop, Mr R Kelly.

## **In attendance:**

Cllr L Oliver – County Councillor. Cllr S Brooke – District Councillor. Mr I Glover – Enforcement Officer MDC. Mr S Pritchard - Parish Clerk.

Before the meeting started Ian Glover, Enforcement Officer with Mendip District Council talked to the Council members about dog fouling and what the public can do to assist MDC in fining persistent offenders.

## **Public Participation:**

(None)

## **County & District Councillors reports 7:30 – 7:45:**

Cllr Oliver:

- Happy to continue agreement where she only comes to a meeting if requested.
- There is a possibility that Rudge can have Village Gateways, the next step would be for the Rudge Matters meeting to resolve if the residents want the gateways and agree a design. This would then have to be approved by SCC.
- Winter road gritting. Extra £200,000 now available to pay for the roads to be gritting across Somerset, has asked what roads will be gritting in the ward.
- SCC is trying to go carbon neutral, starting to look at measures like turning the streetlights off in the middle of the night.
- It has not been possible to secure any further 20mph roundlets street signs from SCC for free as the funding was only available last year. If the Parish Council wanted any further signage then it would have to pay.

Cllr Brooke:

- Members congratulated Cllr Brooke on her election to MDC
- Cllr Brooke would like to have the same agreement as Cllr Oliver and only come to meetings when requested to do so. The Chairman remarked that the traffic of work was likely to be one way with the Parish Council putting a lot of work her way.

## **Start of formal Meeting 19:55**

<b>Agenda Number:</b>	<b>Agenda Item:</b>
<b>AMC22</b>	<b><u>Election of Chairman for the Municipal Year 2019/20:</u> Cllr Fox proposed Cllr Wilson, this was seconded by Cllr Winterbourne. There were no other nominations. <b>It was therefore resolved unanimously to elect Cllr Wilson as the Parish Council's Chairman for the Municipal Year.</b></b>

ACM23	<p><b><u>Apologies for absence:</u></b> None</p>
ACM24	<p><b><u>Declarations of interest:</u></b> (None) The Clerk reminded members of the importance of keeping their register of interests up to date. He encouraged all members to take 5 minutes to check that their current register is correct.</p>
ACM25	<p><b><u>Adoption of previous Annual Council minutes:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Tuesday 8<sup>th</sup> May 2018</b></li> </ul> <p>The minutes of the previous meeting had been circulated amongst Members. <b>It was proposed by the Chairman to adopt them, seconded by Cllr Winterbourne and resolved unanimously.</b></p>
ACM26	<p><b><u>Appointment of Members Roles / Portfolios:</u></b></p> <ul style="list-style-type: none"> <li>a. <b>Planning &amp; Development Portfolio – Cllr Kelly</b></li> <li>b. <b>Deputy Planning &amp; Development Portfolio – Cllr Wright</b></li> <li>c. <b>Local Environment Portfolio – Cllr Winterbourne</b></li> <li>d. <b>Highways &amp; Transport Portfolio – Cllr Bishop</b></li> <li>e. <b>Footpaths &amp; Rights of Way rep – Cllr Wright</b></li> <li>f. <b>SALC &amp; MDC area meetings – Cllr Bishop</b></li> <li>g. <b>Allotments rep – Cllr Wilson &amp; the Clerk</b></li> <li>h. <b>Rudge rep - Cllr Wright</b></li> <li>i. <b>S106 money &amp; Vice-Chairman – Cllr Fox</b></li> </ul> <p><b>The above list was proposed for adoption by the Chairman, seconded by Cllr Winterbourne and resolved unanimously.</b></p>
ACM27	<p><b><u>Appointment of HR Panel:</u></b> <b>The Chairman proposed Himself and Cllr Bishop as the two-member panel, with Cllr Fox as the reserve member, seconded by Cllr Fox and resolved unanimously.</b></p>
ACM28	<p><b><u>Appointment of Charity Trustees Beckington Memorial Hall:</u></b> <b>The Chairman proposed that the Clerk continue in this role, seconded by Cllr Winterbourne and resolved unanimously.</b></p>
ACM29	<p><b><u>Calendar of Meetings for 2018/19:</u></b> The Clerk had surveyed Members as to what nights work best for them for meetings. The responses that had been returned showed no clear pattern and Members couldn't agree on the best night so the status quo will remain with meetings being held on the second Tuesday of the month in the Clifford Suite, Beckington Memorial Hall. The Start time of meetings is 7:00pm with the formal meeting starting no later than 7:15.</p>
ACM30	<p><b><u>Code of Conduct:</u></b></p>

	The NALC based code had been circulated to Members. <b>It was proposed by Cllr Bishop to adopt the code, this was seconded by Cllr Fox and resolved unanimously.</b>
<b>ACM31</b>	<b><u>Standing Orders:</u></b> The NALC based standing orders had been circulated in advance of the Meeting. <b>It was proposed by Cllr Fox to adopt the standing orders, this was seconded by Cllr Winterbourne and resolved unanimously.</b>
<b>ACM32</b>	<b><u>Risk Assessment 2019/20:</u></b> Members received and considered the risk assessment. <b>It was proposed by Cllr Kelly to adopt the risk assessment, seconded by Cllr Fox and resolved unanimously.</b>
<b>ACM33</b>	<b><u>Financial Regulations Policy:</u></b> <b>Members had received the policy. I was proposed by Cllr Kelly to adopt the policy, seconded by the Chairman and resolved unanimously.</b>
<b>ACM34</b>	<b><u>Assets Register:</u></b> The current assets register was received. It was noted that item 11, a grit bin on Church Hill, that had been reported as missing in September 2018 was in fact not missing and had been used all winter, Members resolved that this should be reinstated to the register. <b>It was proposed by the Chairman to adopt the register with the one change, this was seconded by Cllr Fox and resolved unanimously.</b>
<b>ACM35</b>	<b><u>Annual Council subscriptions:</u></b> a. Somerset Association of Local Council - £287.43 <b>It was proposed by Cllr Fox to renew the subscription, seconded by the Chairman and resolved unanimously.</b>
<b>ACM36</b>	<b><u>Annual Insurance Premium:</u></b> The Council insurance cover had been reviewed within the last year and an amendment to the level of cover had been made. This premium is based on that new level of cover. <b>It was proposed by Cllr Fox to make the £403.07 payment, seconded by Cllr Winterbourne and resolved unanimously.</b>
<b>ACM37</b>	<b><u>Clerks Salary Payment:</u></b> <b>It was proposed by the Chairman to authorize payment of the Clerks salary, in 12 monthly payments until April 2019, this was seconded by Cllr Winterbourne and resolved unanimously.</b>
<b>ACM38</b>	<b><u>Appointment of Bank Signatories:</u></b> Since the May elections, the Council only has two signatory, Cllr Winterbourne and Cllr Wright, the Clerk advised the Council to appoint a third. <b>Members agreed that Cllr Bishop be appointed as the third signatory.</b>

	<b>Action – The Clerk</b>
<b>ACM39</b>	<p><b><u>Delegated Power – Planning &amp; Tree Applications:</u></b>  <b>It was proposed by the Chairman to give delegated power to the Clerk to respond to all Planning and Tree applications on behalf of the Parish Council, in consultation with the Planning and Development Portfolio holder and the Deputy Planning and Development Portfolio holder, seconded by Cllr Winterbourne and resolved unanimously.</b></p>
<b>ACM40</b>	<p><b><u>Internal Audit 2018/19:</u></b>  Members received the internal audit result / report for 2018/19. Overall the report is complementary, recognising that all points from last year had been looked at and changes made accordingly. The Clerk went through the report to answer a few of the points made in it:</p> <ul style="list-style-type: none"> <li>• The set of minutes said not to have been signed were the Annual Council minutes and so they would not have been signed until the next Annual Meeting a year later.</li> <li>• The report says that monthly expenditure is not fully reported to the Council, when the Council in fact receive a bank reconciliation and budget to date report every month, the requirement is only every 3 months.</li> <li>• The Council do need to have a Member that is carrying out a quarterly check on the paperwork or appoint an auditor to do it every 6 months.</li> </ul> <p>Members agreed to accept the internal audit report.</p>
<b>ACM41</b>	<p><b><u>Annual Governance Statement 2018/19:</u></b>  Members went over the statements each in turn and agreed to tick the 'Yes' box to every statement. The Chairman then signed the statement.</p>
<b>ACM42</b>	<p><b><u>Annual Accounting Statement 2017/18:</u></b>  The Responsible Finance Officer had completed this statement for Members. Members approved the statement, the Chairman then signed the statement.  The Clerk confirmed that period for the public to exercise their rights to inspect the accounts will start Monday 17 June, and end Friday 26 July 2019.</p>
<b>ACM43</b>	<p><b><u>Declaration of being exempt from external audit 2017/18:</u></b></p> <ol style="list-style-type: none"> <li>a. The Responsible Finance Officer reported that Council's income was £16,158 for 2018/19 and its expenditure was £22,815 as both amounts are under £25,000.00 and the Council meets the other criteria the Council was able to declare itself as being exempt from external audit if it so wished.  The Clerk noted that this will be the last year the Council will be able to declare itself as being exempt as this year the precept amount along puts the income over the £25,000 mark.</li> <li>b. <b>It was proposed by Cllr Fox that the Parish Council exempt itself from external audit, second by Cllr Wright and resolved unanimously.</b></li> </ol> <p>The Chairman then signed the exemption certificate.</p>