

BECKINGTON PARISH COUNCIL

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**Minutes of the Annual Council Meeting held in Beckington Pre-School Room,
Beckington Baptist Church on:**

TUESDAY 8th May 2018 at 7:30pm

Present:

Councillors; Mr M Wilson (Chairman), Mrs E Wright, Ms J Beresford, Mr C Winterbourne, Mr K Bishop

In attendance:

Simon Pritchard - Parish Clerk. Mr Roland Kelly

Public Participation:

(None)

It was noted that a Litter Pick, that is being organised by Mark Wilson, had received around 50 offers of help. This is taking place on Sunday 20th May 2018 at 10:30am, meeting outside the Woolpack.

It was noted that publicity should be given to the Redrow II planning appeal by posting details on Facebook.

County & District Councillors reports:

(None)

Agenda Number:	Agenda Item:
AMC1	<u>Election of Chairman for the Municipal Year 2018/19:</u> Cllr Beresford proposed Cllr Wilson, this was seconded by Cllr Winterbourne. There were no other nominations. It was therefore resolved unanimously to elect Cllr Wilson as the Parish Council's Chairman for the Municipal Year.
ACM2	<u>Election of Vice-Chairman for the Municipal Year 2018/19:</u> Cllr Wilson proposed Cllr Fox, this was seconded by Cllr Beresford. There were no other nominations. It was therefore resolved unanimously to elect Cllr Fox as the Parish Council's Vice-Chairman for the Municipal Year.
ACM3	<u>Apologies for absence:</u> Cllr Oliver, County Councillor – On a 6-month sabbatical. Cllr Mrs P Fox – Away.
ACM4	<u>Declarations of interest:</u> (None)
ACM5	<u>Adoption of previous Annual Council minutes:</u> <ul style="list-style-type: none">• Tuesday 16th May 2017

	<p>The minutes of the previous meeting had been circulated amongst Members. It was proposed by the Chairman to adopt them, seconded by Cllr Beresford and resolved unanimously.</p>
ACM6	<p><u>Appointment of Members Roles / Portfolios:</u></p> <ol style="list-style-type: none"> a. Planning & Development Portfolio – Mr Kelly b. HR & Resources Portfolio – Cllr Beresford c. Local Environment Portfolio – Cllr Winterbourne d. Highways & Transport Portfolio – Cllr Bishop e. Reps: <ul style="list-style-type: none"> • Footpaths & Rights of Way – Cllr Wright • Rudge - Cllr Wright • SALC & MDC area meetings – Cllr Bishop • Allotments – Cllr Wilson f. HR Panel – Cllr Beresford & Wilson. Reserve member – Cllr Fox g. Internal Checker – Cllr Fox <p>The Chairman considered that the portfolio roles may still needed some adjustment, a coordinating role for grants / funding across all organisations within the Parish maybe needed as well as a role ensuring that developers deliver on the promises made in the S106 agreements. This will come back to the next normal council meeting.</p>
ACM7	<p><u>Appointment of Charity Trustees:</u></p> <ol style="list-style-type: none"> a. Beckington Charities – Cllr Beresford & The Clerk (Ex-officio) b. Beckington Memorial Hall – The Clerk with Cllr Wilson as the Councils rep.
ACM8	<p><u>Calendar of Meetings for 2018/19:</u></p> <p>Members agreed to continue with meetings being held on the second Tuesday of the month in the Clifford Suite, Beckington Memorial Hall. The Start time of meetings to be moved to 7:00pm with the formal meeting starting no later than 7:15. It was further agreed that the Baptist Church will always be the reserve room to meet in.</p>
ACM9	<p><u>Code of Conduct:</u></p> <p>The NALC based code had been circulated to Members. It was proposed by the Chairman to adopt the code, this was seconded by Cllr Beresford and resolved unanimously.</p>
ACM10	<p><u>Standing Orders:</u></p> <p>The NALC based standing orders had be adapted by the Clerk to suit the Parish Council and circulated to all Members in advance of the Meeting. It was proposed by Cllr Beresford to adopt the standing orders, this was seconded by Cllr Bishop and resolved unanimously.</p>

ACM11	<p><u>Assets Register:</u> The current assets register (adopted June 2017) was received. The Clerk recommendation of the removal of the Freehold of the Memorial Hall was accepted, this had the affect of reducing the over all value of the Councils assets by £1 It was proposed by the Chairman to adopt the register with the one change, this was seconded by Cllr Winterbourne and resolved unanimously.</p>
ACM12	<p><u>Annual Council subscriptions:</u> a. Somerset Association of Local Council - £271.88 It was proposed by Cllr Winterbourne to renew the subscription, seconded by Cllr Wright and resolved unanimously.</p>
ACM13	<p><u>Annual Insurance Premium:</u> The Clerk table the annual premium invoice of £365.79. It was noted that the insurer now charges a fee of £50 for each policy. The Clerk will get a few other quotes before the next municipal year. <p style="text-align: right;">Action – The Clerk</p> It was proposed by Cllr Beresford to make the £365.79 payment, seconded by Cllr Winterbourne and resolved unanimously.</p>
ACM14	<p><u>Clerks Salary Payment:</u> 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.</p>
ACM15	<p><u>Appointment of Bank Signatories:</u> It was proposed by Cllr Beresford to appoint Councilors; Beresford, Wright & Winterbourne, seconded by Cllr Wright and resolved unanimously.</p>
ACM16	<p><u>Delegated Power – Planning & Tree Applications:</u> It was proposed by Cllr Beresford 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 Chairman, seconded by the Chairman and resolved unanimously.</p> <p>It was noted that many of the applications received by the Council have a short deadline for response and the Council scheduled meetings are not always in time. This new process of dealing with applications will be used to deal with smaller simple applications, with larger or controversial ones still coming to formal Council meetings.</p>
ACM17	<p><u>Earmarked Reserves Review:</u> It was proposed by Cllr Beresford to transfer the underspend from the 2017/18 budget to the capital project budget for 2018/19, seconded by the Chairman</p>

	and resolved unanimously.
ACM18	<p><u>Internal Audit 2017/18:</u> Members received the internal audit result / report for 2017/18. The internal auditor had highlighted two areas of concern. The Council went through the report and agreed that all the issues highlighted had been addressed within the last year except for receipts for the Clerks expenses. It was agreed that the Clerk should submit receipts for all future expenses. Members were confident that the Council would pass all internal audit tests next year and did not feel that it was necessary to carry out a ½ year audit within the year.</p>
ACM19	<p><u>Annual Governance Statement 2017/18:</u> Members went over the statements and agreed to tick the 'No' box on statements 2 & 5 reflecting the internal audit result and the know about issues that are still to be addressed. The Chairman then signed the statement.</p>
ACM20	<p><u>Annual Accounting Statement 2017/18:</u> The Responsible Finance Officer had completed this statement for Members. Members approved the statement and confirmed that the period for the public to exercise their rights to inspect the accounts will start on 4th June and end on 13th July. The Chairman then signed the statement.</p>
ACM21	<p><u>Declaration of being exempt from external audit 2017/18:</u></p> <ol style="list-style-type: none"> a. The Responsible Finance Officer reported that Council's income was £18,564.58 for 2017/18 and its expenditure was £10,577.14 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. b. It was proposed by the Chairman that the Parish Council exempt itself from external audit, second by Cllr Winterbourne and resolved unanimously. <p>The Chairman then signed the exemption certificate.</p>

End of formal meeting 21:07

Signed: _____ Date: _____

**BECKINGTON PARISH COUNCIL
ANNUAL MEETING – 8TH MAY 2018**