

SHEPTON BEAUCHAMP PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE SHEPTON BEAUCHAMP PARISH COUNCIL

Held on Friday 19th May 2023 at 7.30 pm
in the village hall, Middle Street, Shepton Beauchamp TA19 OLQ

Councillors present: Cllr Nigel Wylie Carrick (Chairman) Cllr Andrew Rowswell
Cllr Angie Joy Cllr David Bourn
Cllr Tim England Cllr Nick Howard

In attendance: Stella Davies (Clerk)

Members of the public: There were 2 members of the public in attendance

District/County Councillors in attendance: Somerset Cllr Jo Roundell Greene
(arrived 7.50 pm, left 8.10 pm)

Cllr Roundell Greene mentioned the email received from highways about speaking to FWAG about the flooding in the village coming off the fields, which she suggested we did. It was thought that the field they were concerned about was the one on the left on Hollow Road going towards Hurcott, which was causing the road to flood at the crossroads. Cllr England offered to speak to FWAG. **Action – Cllr England**

We are now nearly seven weeks into the new Unitary council and things are going well. The new LCN first meeting is 15th June. The LSNs have no money and so there will be no grants to Parish Councils this year.

She mentioned that she had received an email about road safety around the school and she had forwarded us her reply.

A member of the public asked about the phosphate issue around planning. She said that there was no resolution at present and there are many planning applications held up in the pipeline.

The Clerk had a few queries for Cllr Roundell Greene, which she would email her about.

Ser Item

- 893. Election of Chairperson and acceptance of office** (LGA 1972, s15)
Cllr Wylie Carrick was proposed by Cllr Joy and seconded by Cllr Rowswell. This was agreed unanimously.
Resolved. Cllr Wylie Carrick was elected as Chairperson and signed the Acceptance of Office, which was countersigned by the Proper Officer.
- 894. Election of Vice-Chairperson**
Cllr David Bourn was proposed by Cllr Howard and seconded by Cllr Joy. This was agreed unanimously.
Resolved. Cllr Bourn was elected as Vice-Chairperson.
- 895. To receive apologies for absence and to approve the reasons given** (LGA 1972, s85(1))
Apologies were received from Cllr Wakely (away) and Cllr Brunt (prior commitment). Cllr Lillywhite was also not present.
Resolved. To accept and approve the apologies given.
- 896. Declarations of interest** – Members to declare any interest, including Disclosable Pecuniary Interest they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for dispensations that accord with the Localism Act s33 (b-e). (NB this does not preclude any later declarations)
There were no declarations of interest
- 897. To approve as a correct record the minutes/decisions of the Parish Council Meeting held on Monday 17th April 2023** (LGA 1972, sch 12, para 41(1)).
Resolved. That the minutes of the Parish Council meeting held on Monday 17th April be signed as correct.

- 898. Planning Application 23/00616/HOU Shangrila, Robins Lane**
Erection of single storey extension to dwelling
Resolved. The planning application was approved on the basis that it was in keeping with the local area. The Clerk to inform Somerset Unitary Authority.
Action – Parish Clerk
- 899. Policies**
To resolve to approve and re-adopt the following policies:
Operational - Standing Orders; Complaints procedure; Risk Assessment
Financial – Financial Regulations
Communications – Information & Data Protection Policy; Privacy Notice; Policy on recording of council meetings
People – Disciplinary Policy; Equality & Diversity Policy; Grievance Policy; Health & Safety Policy Statement
Resolved. That the above policies be approved and re-adopted.
- 900. Approval of Internal Auditor Report**
To receive and approve the Internal Audit Report for FY 2022/23
Resolved. That the Internal Audit Report be approved.
- The report from the internal auditor was discussed as she had identified 2 low risks and 3 medium risks. The Internal Auditor should be contacted about the 'not covered' item on the Annual Internal Audit Report as to whether an additional note should have been included.
Action – Parish Clerk
- 901. Approval of Annual Governance Statement** (Section 1 of the Governance and Accountability Return 22/23) ([Accounts & Audit Regulations 2015](#))
Resolved. That the Annual Governance Statement be approved.
- 902. Approval of Accounting Statement** (Section 2 of the Annual Governance and Accountability Return 22/23) ([Accounts & Audit Regulations 2015](#))
Resolved. That the Accounting Statement be approved.
- 903. Consider if the Council can declare itself exempt** or if a basic or intermediate review is required
Resolved. That the Council cannot declare itself exempt and will need to undertake a basic review.
- 904. Approve the period for the exercise of public rights** as Monday 19th June 2023 – Friday 28th July 2023 (30 working days)
Resolved. That the period for the exercise of public rights be approved.
- 905. Insurance**
To review the quotes received from insurance companies and resolve to approve one of the companies to insure with for the next 3 years.
Resolved. There are a couple of queries that Cllr Joy highlighted regarding the public liability which will be discussed with the Insurance Company and as long as the answers are satisfactory it was decided to go with Zurich Insurance.
Action – Parish Clerk / Cllr Joy
- 906. Replacement cost of play equipment**
To resolve to approve the cost of £35 + vat for a valuation to be carried out on the play equipment, in order to make a mid-term adjustment to the insurance policy.
Resolved. That a valuation be carried out on the play equipment at a cost of £35 + vat.
- 907. Finance**
To review the two Bank Reconciliations as at 30th April 2023 (previously circulated).
To approve the schedule of payments totalling £16,892.05 (previously circulated) – this includes £14,260.39 transferred to the new Unity Trust Bank Account for Shepton Beauchamp Parish Council
Resolved. The two Bank Reconciliations as at 30th April were approved and signed as correct by a non-cheque signatory. The payments were approved.

908. Allocation of Councillor Responsibilities

The councillor responsibilities were allocated as follows: -

Planning - Cllr Wylie Carrick; Cllr Wakely; Cllr Lillywhite; Cllr Joy

Highways - Cllr Rowswell; Cllr Lillywhite.

Lethbridge Recreational Ground Committee - Cllr England; Cllr Joy

Ranger - Cllr Wylie Carrick;

Environment & Trees – Cllr Bourn; Cllr Howard

Allotments – Cllr Howard

Cowleaze - Cllr Bourn

Footpaths – Cllr Brunt; Cllr Wakely.

Shepton Charity – Cllr Brunt

SID – Cllr Wylie Carrick

Parish Online – Cllr Wylie Carrick;

Communications/publicity – Cllr England

Defibrillator – Cllr Joy

Emergency Contact – It was decided that mobile numbers for Cllr Wylie Carrick; Cllr Joy, Cllr Howard & Cllr England be added to the website

The website needs to be updated accordingly.

Action – Parish Clerk

To resolve to exclude members of the press and public. To agree that item 909 below be dealt with after the public have been excluded as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Resolved. The members of the public were asked to leave the meeting at this stage

909. Tender for Lethbridge Recreation Field Grass cutting

To review the tenders received and resolve which tender (if any) to accept

Resolved. The tenders were reviewed and one was accepted unanimously.

The Clerk is to contact the successful contractor to inform them that subject to satisfactory references we want to arrange a start date for the first cut. The grass to be cut to 40mm. She will also draw up a contract to send to them.

Action – Parish Clerk

Cllr Rowswell offered to contact the referees that were given and obtain a reference.

Action – Cllr Rowswell

Meeting closed: 9 pm