West Huntspill Parish Council

Annual General Meeting

**Minutes of the meeting of the Council held at 7:30 pm on 15th May 2023 at The Balliol Hall, Church Road, West Huntspill.**

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| **i)** | | **Members present:** Cllr J Wakefield, Cllr M Saunders, Cllr R Shaw, Cllr A Higgs & Cllr J Wilks  The Clerk – Mrs Alex Harris | **Action** |
| **ii)** | | **Members of public present:** Cllr Gordon Boyer (East Huntspill PC) |  |
| **iii)** | | **Somerset Councillors present**: None |  |
| **1.** | | **Apologies for absence**: Cllr R Keen, Cllr A Clapp |  |
| **2** | | **Dispensation requests**: None |  |
| **3.** | | **Minutes and Clerks Report**  Cllr A Higgs proposed the Annual Parish Meeting Minutes were a true record of the meeting on the 11/4/22. Cllr R Shaw seconded this, and the Council **resolved** this was a true record. The Minutes of the meeting held on the 17/4/23 were also proposed by Cllr J Wakefield as a true record and this was seconded by Cllr R Shaw. The Council **resolved** the Minutes were approved.  Cllr Wakefield and Cllr Clapp approved the Clerks report, and the Council **resolved** this was accepted. |  |
| **4.** | | **Matters Arising: None** |  |
| **5.** | | **Speeding Traffic – New Road & Withy Road**  The Chairman invited Cllr G Boyer to talk to the Council regarding the speeding traffic between East and West Huntspill.  Cllr Boyer informed they would like West Huntspill PC to support East Huntspill PC in trying to achieve a reduced speed limit on New Road and Withy Road.  West Huntspill PC resolved they would support this project and a letter to the Highways department. They would also look at speed indicator devices for West Huntspill. |  |
| **6.** | | **Election of Chairman for 2023/2024 and Vice Chairman**  Cllr Higgs proposed Cllr J Wakefield, and this was seconded by Cllr Wilks.  Cllr Wakefield accepted this proposal, and the Council were in full agreement and the acceptance of office form was signed.  Cllr Higgs proposed Cllr A Clapp as vice-chair in her absence, and this was seconded by Cllr Saunders. All were in full agreement. | Clerk |
| **7.** | | **Documentation**  The Council **resolved** that the following documents are to be adopted for the Council:  Standing orders 2023  Financial orders 2023  All polices have been updated and approved and are available on the PC website. |  |
| **8.** | | **Representatives for 2023/24**  Society of Local Council Associations (SALC) Chair & Clerk  Ilex Park – All PC Members  Balliol Hall – Cllr A Higgs  SPFA – Cllr M Saunders  Drainage Board – Cllr R Keen & Cllr R Shaw |  |
| **9.** | | **Somerset Council Report – No Council report received** |  |
| **10.** | | **Marquee**  The Council agreed NO individual requests to hire the PC marquee would be allowed.  Local groups may be able to hire subject to discussion by the PC.  The marquee takes 3 hours to install with 4 people. |  |
| **11** | | **War Memorial Playing Field and Cricket Club**  The opening of the newly refurbished hopes to take place on 20th May 2023 at 12pm. No further details have been received. The Clerk will contact Dave Counsell and disseminate information. |  |
| **12.** | | **Planning**  **Brue farm update:**  Cllr Wilks met with Ms Dawn De Vries (Somerset Council) and Brue Farm members again to discuss issues on site.  Ms D De Vries summarised meeting and issues minutes to the Council. The following issues were discussed:  Working Hours on site  Hedgerow – recent removal and re-planting  Landscaping  Roundabout issues – this has now been completed.  A further meeting will be held to discuss outcomes and resolutions.  Councillors discussed involving Mike Hill (Somerset Landscapes) and Phil Brewin (Ecologist) of the drainage board to advise on these matters and support the landscaping of the area. |  |
| **13.** | | **Ilex Park**  The Ilex Park Trust has now been dissolved and the management of the park has returned to the Parish Council as the owners. The charity status has also been dissolved. Asset transfer has been completed. |  |
| **14.** | | **Annual Return Approval**  The Clerk presented the Agar to the Council and the Council resolved that the accounts were a true record of the year and completed the AGAR. The Chairman and responsible office signed the documentation in the presence of the Council.  The Clerk also presented the recent internal auditors report which raised the need for an updated risk assessment. This has now been completed and agreed by the Council.  An up-to-date valuation of assets is needed, which needs to include Ilex Park and the refurbished pavilion.  Clerk also to find land registry documentation for the War Memorial Playing Field. |  |
| **15.** | | **Laburnham House Hotel**  The Council agreed no further action was needed and their objection to the recent objection to the recent planning application would remain. |  |
| **16**. | | **Common, footpaths & village map area**  The Common will be cut by Steve Chick prior to Coronation.  Marquee has been delivered and Cllr Saunders is storing this at present at his home address.  Somerset Flag will be flown on Somerset Day. | Clerk |
| **17.** | | **Projects**  The footbridge at Plymor has still not been re-installed. The Clerk to contact ROW and inform.  Stoney Path – brick wall is leaning and at risk of falling. Inform ROW.  Common – Looking good. Ditches has now been cleared of overgrowth and Mr S Chick will maintain from now on.  Cllr Higgs will arrange removal of large stone on Common.  Cllr M Saunders is in discussion with new contractor regarding steel triangular frame.  Clean Sweep – Next Clean sweep will be held end of September 2023.  Repainting of solid White lines are still required at Ringstone | Clerk |
| **18.** | | **CIL Funds**  Alstone Defib has been ordered and awaiting delivery.  Solar Speed Signs – several options. Need to discuss permissions with Highways and contact Evosign for more information.  Storage container purchase for PC use – approx. cost £3000 for 20ft container.  Planters – discussed option of reclaimed stone troughs. 2 for map area on common and 1 at each end of A38. Cllr Higgs will contact Glastonbury reclamation.  Quote received from Mark Pugsley for entrance of War Memorial playing field. Cllr Saunders will contact. | MS  AH  Clerk |
| **19.** | | **Area Report:**  **Ringstone/Withy Road –** 30mph sign has slid down pole and needs repair. Pothole near post box in Ringstone needs repair.  **Church Road** – Potholes have been repaired.  **Main Road** – Huntspill Villa hedge has been trimmed but needs more work.  **New Road** – None  **Alstone** – Phone Box now has shelves – just needs books.  Defib has been ordered. | Clerk |
| **20.** | | **Ilex Park**  Footpath running along Ilex Park needs maintenance – Contact S Chick  Footpath closed sign has also been moved to wrong position. Needs moving to end of path where missing footbridge is. |  |
| **21.** | | **Financial items:**   * Statement of Accounts * To agree the following payments:   Mrs Alex Harris £598.76 – Clerks salary  Mrs Alex Harris £45.97 – Telephone, website, and Office 360  Mr Steve Chick - Grass Cutting - £460  Mr Steve Chick – Footpaths £285.00  GB leisure – Swings £9611.88 (RTL3 & CIL fund)  SPFA Membership £15.00  SALC – Audit Training £35.00  AS Gardening Services £360.00 – Rhyne Cleaning  Richard Young – Internal Audit Fee £40  BHIB Council Insurance £1024.95    The Council **resolved** the banking statement, and all payments were a true record and approved. | Clerk |
| **22.** | | **Matters of report: None** |  |
| **23.** | **Date & time of next meeting:**  12th June 2023 – 7pm – Balliol Hall | |  |
| **24.** | The meeting closed at: 20.45 | |  |