

ODCOMBE PARISH COUNCIL
77 West Street, Stoke-sub-Hamdon, TA14 6QL

**MINUTES OF THE ANNUAL MEETING OF ODCOMBE PARISH COUNCIL HELD ON
MONDAY 15th May 2023 AT THE VILLAGE HALL, ODCOMBE (7.30 p.m. – 9.25 p.m.)**

PRESENT:

Cllr D Rennie

Cllr C Francis

Cllr R West

Cllr D Peters

Mr T M Heath (Clerk)

1 Member of Public

Cllr R Parr

Cllr. F Cumming

Cllr B Dufty

Cllr K Perry

REPORTS FROM COUNTY COUNCILLORS

No County Councillor present, however monthly report distributed to Members ahead of the meeting.

18/23 ELECTION OF CHAIRMAN & ACCEPTANCE OF OFFICE

Following a proposal by Cllr. Rennie, seconded by Cllr. West, Cllr. David Peters was unanimously **ELECTED** as Chairman for the municipal year 2023/2024. Cllr. Peters duly signed an acceptance of office.

The Council presented Cllr. Rennie with a bouquet of flowers and thanked her for many years of service as Chairman of the Parish Council.

19/23 ELECTION OF VICE CHAIRMAN

Following a proposal by Cllr. Peters, seconded by Cllr. Francis, Cllr. Deryl Rennie was unanimously **ELECTED** as Vice-Chairman for the municipal year 2023/2024.

20/23 TO RECEIVE ANY APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. J Ashton.

21/23 DECLARATIONS OF INTEREST IN AGENDA ITEMS

No declarations of interest in agenda items were tabled.

22/23 MINUTES OF THE MEETING HELD ON 17th APRIL 2023

It was **RESOLVED to APPROVE** the minutes of the meeting held on 17th April 2023 with the following three amendments from the draft copy distributed to Members ahead of the meeting.

- The adopted budget for 2023/2024 added at annex A
- The noted monitoring statement added at annex B
- Min 09/23 (**Environmental Working Group**) to read, Reported that pollarding of the willow tree and planting of young trees took place at the Recreation Ground, the willow by the trees can be disposed. Primroses and Foxgloves were planted among the willows and birches.

23/23 TERMS OF REFERENCE FOR WORKING PARTIES

Council **RESOLVED to ADOPT** a set of generic terms of refence for Working Parties (see Annex A)

24/23 ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES, COMMITTEES & WORKING PARTIES

It was **RESOLVED to APPROVE** the following Working Parties and representatives for municipal year 2023/2024:

- Grievance Working Party (Cllrs. Rennie and Peters)
- Environmental Working Party (Cllrs. Cumming and Parr)
- Recreational Area Working Party (Cllrs. Parr and Rennie)
- Communication Working Party (Cllrs. Parr and Peters)
- Car Park Working Party (Cllrs. Parr, Perry, and West)
- Planning Working Party (Cllrs. Dufty and Parr)
- Finance Working Party(Cllrs. Dufty and Rennie)

It was **RESOLVED to APPROVE** the appointment of Members onto outside bodies:

- Somerset Association of Local Councils (Cllr. Rennie)
- Local Community Network (Cllr. Peters)

It was **RESOLVED to APPROVE** the appointment of Cllrs. Peters and West onto the Staffing Committee.

25/23 DATES OF MEETINGS FOR THE MUNICIPAL YEAR

For the current Municipal year, Council confirmed that full Council meetings shall continue to be scheduled on the 3rd Monday of the month starting at 7:30pm, the next Annual Parish Meeting to be held on 15th April 2024, with 2024's Annual Meeting of the Parish to take place on 20th May 2024.

26/23 PUBLIC SESSION

A member of the public (MoP) raised concerns regarding speeding of vehicles in proximity to his property, the junction where Ham Hill Road becomes Camp Road - and is crossed by Old Road. The MoP also expressed uneasiness at the prospect of Chinnock Hollow re-opening and the traffic related issues this is likely to cause in the area. Council re-affirmed its objection to the re-opening of Chinnock Hollow. Council agreed to look into the issue of speeding cars and will keep in touch with the MoP accordingly. The MoP was thanked for bringing his concerns to Council.

27/23 ANNUAL REPORT OF THE INTERNAL AUDITOR

Council noted the report from its Internal Auditor and its recommendations. The Clerk reported that a corrective action plan had been issued to Members ahead of the meeting that will close out a number of minor points raised. A copy of the report will be placed on the Parish Councils website. Council thanked Mrs Appleby for her work and noted a new Internal Auditor will be required for the coming year.

28/23 CERTIFICATE OF EXEMPTION

Council **RESOLVED to APPROVE** the Certificate of Exemption – AGAR 2022/2023 as both gross income (£23,119) and gross expenditure (£22,149) had not exceeded the £25,000 threshold.

29/23 ANNUAL GOVERNANCE STATEMENT

The Chairman posed a series of questions to Members as detailed on the Annual governance statement 2022/23. Following 'yes' responses to all questions, Members **RESOLVED to APPROVE** the Annual Governance Statement 2022/23.

30/23 ACCOUNTING STATEMENTS

Council RESOLVED to APPROVE the accounting statement for 2022/23.

31/23 FINANCIAL REGULATIONS

Council RESOLVED to ADOPT continued use of its Financial Regulations; 1st adopted on 21st October 2019.

32/23 STANDING ORDERS

Council RESOLVED to ADOPT continued use of its model standing orders, dated 2018 with the exception of amendments that remove reference to District Council.

33/23 FINANCE

It was RESOLVED to APPROVE the bank reconciliation statement dated 28th April 2023.

It was RESOLVED to APPROVE the following list of payments

£198.02	Mr T M Heath	Expenses, Defib Pads & salary adjustment
£519.18	Zurich	Insurance
£72.00	Mrs B Appleby	Internal Audit Fees
£37.98	Mrs D Rennie	Chairmans Allowance
£7.50	Tesco	Clerks Phone
£648.75	KTD Ltd	Grounds Maintenance
£318.20	Mr T Heath	Democratic Services
£55.86	Npower	electric supplied

Council noted a minor salary adjustment for the Clerk, reference Internal Audit report 2023.

Council noted receipt of the 2023 precept, £21.708 and interest received to the value of £15.97.

34/23 GROUNDS MAINTENANCE TASKS

As specified within the contract, Council requested the following tasks be undertaken by KTD this month:

- Visibility Splays strimmed
- Grass trimmed around signs
- Paint seats at recreational ground
- Spray BMX track and meeting point
- Orchard Path strimmed, if required

35/23 SOLAR LIGHTING

Council discussed next steps in the process of replacing 2 two lights at the Village Hall car park with Solar. Two further quotes to be sought and the Clerk to write to Somerset Council requesting permission to replace with Solar.

36/23 CORRESPONDENCE

Following an enquiry, Council agreed not to permit fireworks at the Recreational Ground as there is no public liability insurance cover in place and the land owner had recommend not to allow.

Odcombe football club wrote to the Council requesting grass clippings are removed after mowing during the football season. Council agreed that any associated costs in undertaking this task must be borne by the football club. The Chair and Cllr. Parr agreed to meet representatives from the football club to discuss future requirements.

37/23 CRIME, DISORDER AND COMMUNITY SAFETY

Nothing discussed

38/23 PLANNING

The Clerk reported the current position of planning applications.

(a) Applications Approved In Month

None

(b) Applications Awaiting Decisions

21/03305/FUL - Demolition of existing dwelling and outbuildings and the erection of 3 No. dwellings, garages, access, landscaping, and associated works (revised application of 21/00447/FUL), New-Close Old Road Higher Odcombe Yeovil BA22 8XA.

(c) New Applications

Application for a Lawful Development Certificate for an Existing Use; confirmation of Use Class of building as a single private dwellinghouse.

Church View Chapel Hill Odcombe Yeovil Somerset BA22 8UH.

39/23 HIGHWAY MATTERS

No issues requiring a decision were raised.

40/23 HAMSTONE UPDATE

The Clerk reported no further update from the supplier has been received.

41/23 MATTERS ARISING FROM CLERK'S REPORT

Council noted the renewal of the insurance policy YLL-2720853093 which takes into account the current asset register.

The Clerk reported defibrillators had been used 3 times in the last month.

Replacement pads have been purchased.

Council agreed to the cost of £90.00 for removal of the willow.

Council noted receipt of the Clerks report dated 11th May 2023.

42/22. ITEMS OF INTEREST AND AGENDA ITEMS FOR THE NEXT MEETING

Containers

Solar Lighting decision

43/22 DATE AND TIME OF NEXT MEETING

The next meeting of council will take place at 7.30 p.m. on Monday 19th June 2023.

Odcombe Parish Council Working Parties.

ADOPTED May 2023

Aims and purpose.

Working parties are informal sub-groups of the Parish Council created to focus on ongoing work or particular projects.

They report back to full council meetings with progress updates or to inform decisions.

Working parties enable the Parish Council to be more effective by using the interests and expertise of individual councillors in a focused way that avoids duplication and saves time.

Operation.

Consist of a minimum of 2 people appointed by the Parish Council;

Take lead responsibility for researching issues and projects, liaising with parishioners and outside bodies and reaching conclusions that can be presented to the full council;

Do not make final decisions or commit monies on behalf of the Parish Council: recommendations made are subject to discussion and approval by the full council;

Have a lead person who will be a main point of contact for the clerk;

May be long-term or established for particular short-term projects that arise and then disbanded after completion.

Members of working groups and their terms of reference can be re-confirmed at the Annual Meeting of the Parish Council.

Working Party XXX: Terms of Reference.

..... Meeting Chair

19th June 2023

DRAFT