

Odcombe



Parish Council

77 West Street, Stoke-sub-Hamdon, TA14 6QL

MINUTES OF THE ANNUAL MEETING OF ODCOMBE PARISH COUNCIL HELD ON MONDAY 20th MAY 2024 AT THE VILLAGE HALL, ODCOMBE (7.00pm to 9:40pm)

PRESENT:

Cllr D Peters (Chair)
Cllr D Rennie
Cllr F Cumming
Cllr R Parr
Cllr R West
Cllr B Duffy
Cllr K Perry
1 Member of Public
Mr T M Heath (Clerk)

17/24 ELECTION OF CHAIRMAN & VICE CHAIR

- (a) Following a proposal by Cllr. Duffy, seconded by Cllr. Rennie, Cllr. David Peters was unanimously **ELECTED** as Chairman for the municipal year 2024/2025. Cllr. Peters duly signed an acceptance of office.
- (b) Following a proposal by Cllr. Parr, seconded by Cllr. Perry, Cllr. Deryl Rennie was unanimously **ELECTED** as Vice-Chairman for the municipal year 2024/2025.

18/24 TO RECEIVE ANY APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. Francis and Cllr. Ashton.

19/24 DECLARATIONS OF INTEREST IN AGENDA ITEMS

No declarations of interest in agenda items were raised

20/24 APPROVAL OF MINUTES

It was **RESOLVED to APPROVE** the minutes of the meeting held on 15th April 2024 which were duly signed by the Chair.

21/24 PUBLIC SESSION

Nothing raised.

22/24 CRIME, DISORDER AND COMMUNITY SAFETY

(a) Report from the PCSO

Local crime statistics were reported to Council. Currently, the biggest issue in the village relates to parking.

It was agreed that the Clerk can email the PCSO with details of reported parking issues that are perceived dangerous. Where appropriate, action will be taken.

The Traffic Police Officer had visited Odcombe recently and concluded the village does not have a significant issue with vehicles speeding.

If residents notice vehicles that do not have a valid MoT certificate or are untaxed the best solution is to notify DVLA directly through their on-line reporting tool.

(b) No additional issues were discussed.

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

(a) Following a proposal from Cllr. Rennie, seconded by Cllr. Peters it was **RESOLVED to APPROVE the following Working Parties and **APPOINT** representatives for municipal year 2024/2025:**

- Grievance Working Party – Cllrs Rennie & Peters
- Environmental Working Party – Cllrs Cumming & Parr
- Recreational Area Working Party – Cllrs Rennie & Parr
- Communication Working Party – Cllrs Parr & Peters
- Car Park Working Party – Cllrs Perry, West & Duffy
- Planning Working Party – Cllrs Parr, Duffy & Perry
- Finance Working Party – Cllrs Rennie & Duffy

(b) Following a proposal from Cllr. Peters, seconded by Cllr. Perry it was **RESOLVED to APPOINT the following Members to outside bodies and committees for municipal year 2024/2025:**

- Somerset Association of Local Councils (SALC) – Cllr Rennie
- Local Community Network – Cllr Peters
- Staffing Committee – Cllrs Peters & West
- Village Hall Committee – Cllr Cumming

24/24 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 calendar month starting at 7:00pm, the next Annual Parish Meeting to be held on 21st April 2025, with 2025's Annual Meeting of the Parish to take place on 19th May.

25/24 ANNUAL REPORT OF THE INTERNAL AUDITOR

Council acknowledged receipt of the 2024 Internal Audit report. Recognising all internal control objectives were fully met, a small number of findings were reported that led to Council **AGREEING** a set of recommendations for improvement, these being:

- Following approval at a full Council meeting a signed copy of the Risk Register to be uploaded onto Councils website.
- Simplify the accounting cashbook for 2024/2025 removing redundant cells.
- Quarterly financial monitoring statements to be signed by the Chair following Councils approval.
- Councils asset register to be updated to show values net of VAT and presented to Council in July 2024.

26/24 ACCOUNTING STATEMENTS

Following a proposal from Cllr. Peters, seconded by Cllr. Rennie, Council **RESOLVED to APPROVE** the accounting statement for 2023/24, section 2 of the annual governance and accountability review. The accounting statement was duly signed by the Responsible Financial Officer and Chair.

27/24 EXPLANATION OF VARIANCE

Following a proposal from Cllr. Cumming, seconded by Cllr. Rennie, Council **RESOLVED to APPROVE** the smaller authority explanation of variances with narrative provided by the Clerk for two sections; total other receipts and staff costs.

28/24 CERTIFICATE OF EXEMPTION

Following a proposal from Cllr. Rennie, seconded by Cllr. Peters, Council **RESOLVED to APPROVE** the Certificate of Exemption – AGAR 2023/2024 as both gross income (£23,943) and gross expenditure (£21,228) had not exceeded the £25,000 threshold. The Certificate was signed off by the Chair and Responsible Financial Officer.

29/24 ANNUAL GOVERNANCE STATEMENT

The Chairman posed a series of questions to Members as detailed on the annual governance statement 2023/24. Following Members responding to all questions, Council **RESOLVED to APPROVE** the Annual Governance Statement 2023/24 which was duly signed by Chair and Clerk.

30/24 REVIEW OF INTERNAL CONTROLS 2024/2025

Following a proposal from Cllr. Rennie, seconded by Cllr. Peters, Council **RESOLVED to ADOPT** the review of internal control document for year ending 31st March 2025. The document was duly signed by the Chair and Clerk/Responsible Financial Officer.

31/24 FINANCIAL REGULATIONS

The Clerk presented to Members the new NALC model financial regulations, modified for Odcombe Parish Council, and outlined a set of new requirements. Subsequently, Council **RESOLVED to ADOPT** the financial regulations.

32/24 STANDING ORDERS

The Clerk presented to Members a 'tidied up' version of Councils standing orders. Following a proposal from Cllr. Cumming, seconded by Cllr. Peters, Council **RESOLVED to ADOPT** the Standing Orders document as presented.

33/24 BANK MANDATE

- (a) Council **CONFIRMED** that along with the Clerk, Cllrs Peters, Duffy, and Rennie should remain on the NatWest bank mandate for financial year 2024/2025.
- (b) Council **CONFIRMED** that along with the Clerk, Cllrs Peters and Rennie should remain on the Unity Trust bank mandate for financial year 2024/2025.

34/24 REGULAR PAYMENTS

It was **RESOLVED TO APPROVE** a list, detailed below, of regular payments for the 2024/2025 financial year.

Standing Order (Monthly)	Clerk	Salary
Direct Debit (Monthly)	Tesco Mobile	Clerks Phone
Direct Debit (Monthly)	Npower	Electricity Supply
Direct Debit (Quarterly)	HMRC	PAYE
Direct Debit (Yearly)	Information Commissioners Office	Subscription

35/24 CHAIRMANS ALLOWANCE

Following a proposal from Cllr. Rennie, seconded by Cllr. West, Council **RESOLVED to APPROVE** the 2024/2025 Chairmans allowance of £75.00.

36/24 APPOINTMENT OF INTERNAL AUDITOR

After a review of options, Council **APPOINTED** Parish and Town Councils Auditing Services as their internal auditor for the coming year at a cost of £165.00.

37/24 MATTERS ARISING FROM PREVIOUS MEETING

- (a) The Clerk briefed Council on the indicative cost of £3,500 plus VAT for weed killing of the BMX track, scraping off foliage, a limited re-shape and recover with basalt stone to dust. Council **AGREED** to place on hold this project and review when the yearly safety inspection report has been received. Members instructed the Clerk to liaise with the grounds contractor regarding spraying of the track at the earliest opportunity.
- (b) Cllr. Parr stated no progress has been made in obtaining indicative costs for hedge laying the hedge along Chapel Hill.
- (c) Cllr. Duffy presented a detailed design for line marking of the car park. Council **ACCEPTED** the design as tabled and requested the Clerk to obtain three quotes for the work and report back at a future Council meeting.
- (d) The Clerk reported that Play(UK) had inspected the Spirowhirl Roundabout. Their report concluded that there does seem to be too much axial play. Subsequently the two cover plates were removed. The bearing was seen to be broken although not causing the roundabout to seize. It was recommended the bearing be replaced and are now waiting for a price to supply the parts.
- (e) Cllr. Peters reported the signs around the recreational ground have been fitted.

38/24 FINANCE

- (a) The bank reconciliation statement as of 30th April 2024 was **APPROVED**.
- (b) A list of payments, detailed below were **APPROVED**.

£25.49	Mr T M Heath	Expenses
£255.00	Hillside Business Services	Internal Auditor
£19.14	Safteysigns4less	Sign Brackets
£258.09	Safteysigns4less	Signs
£715.00	Premier Landscaping	Grounds Maintenance
£1796.44	Hamdon Property Maintenance	Painting, tasks, and materials

39/24 REPORTS FROM WORKING PARTIES AND OUTSIDE BODIES

- (a) Environmental Working Party – Nothing reported or discussed.
- (b) Recreational Area Working Party - Nothing reported or discussed.
- (c) Communication Working Party – Cllr. Peters outlined the content of his monthly message to residents that will be published on Facebook and the Council's website. A review of the website has commenced.
- (d) Car Park Working Party - Nothing reported or discussed.
- (e) Planning Working Party - One application had been approved in month; Notification of intent to fell 2 trees within a Conservation Area. Wits End, Lower Odcombe, Yeovil, Somerset, BA22 8TY. One application; 1.5 Storey Side and Rear Roof Extension, Donne House Donne Lane Lower Odcombe Yeovil Somerset BA22 8TY is awaiting sanction.
- (g) Finance Working Party – Met 20th May 2024, no issues raised.
- (g) Local Community Network - Nothing reported or discussed.
- (h) Asset and Service Devolution Working Party - Nothing reported or discussed.
- (i) Village Hall Representative - Nothing reported or discussed.

40/24 RANGER TASKS

- (a) Council **APPROVED** three additional days Ranger service on top of the twelve already contracted for the current financial year. *LG (Misc. Prov.) Act 1976, s19* refers.
- (b) Council **AGREED** a list of prioritised tasks for the Ranger as detailed below:
 - Orchard Path
 - Montacute Road visibility splay
 - Strim around Church wall
 - Extend visibility splay, car park entrance
 - Edging and weeding of car park
 - Removal of moss from base of play equipment

41/24 HIGHWAY MATTERS

No highways matters were discussed.

42/24 CORRESPONDENCE

- (a) Cllr Peters briefed the Council following receipt of communications from a resident who has requested a one-way system along Chapel Hill. Council referred to their decision made at the February 2024 meeting, min. 197/23 refers.
- (b) A significant amount of correspondence had been received following the recent road closure of Ham Hill Road. Council requested the Clerk to write to County Councillors asking for early engagement through the planning phase of road closures that are likely to have a significant impact on the village.

43/24 MATTERS ARISING FROM CLERK'S REPORT

The Clerk made Council aware of a recent meeting with the land owner of the field along Chapel Hill. The land owner has agreed to cut back overhanging vegetation along his boundary as well as clearing back a 2-meter strip along Orchard Path. County Highways have accepted responsibility for maintenance of ditches along Chapel Hill.

44/24 ITEMS OF INTEREST AND AGENDA ITEMS FOR THE NEXT MEETING.

Interest rates for business savings account.

45/24 DATE AND TIME OF NEXT MEETING

The next meeting of council is planned for Monday 17th June 2024 starting at 7:00pm.

.....Meeting Chair

17th June 2024