

**Minutes of the Annual Meeting of Long Sutton Parish Council**  
**Held at the Village Hall on Tuesday 12<sup>th</sup> May 2015 at 7.30pm**

**Present:** Councillors: Mr R W Fry (Chairman), Mr N A Gould, Mr A J Ellerbeck, Mr T P Shire, Mr N E Pomeroy, Mr D R C Agnew and Mr P A F Godfrey and 1 member of the public.

**Declarations of Acceptance of Office were signed by all 7 Councillors.**

**Public Question Time** – No matters were raised.

Mr G Farenden had expressed an interest in becoming a Councillor and he had been invited along to the meeting.

**Apologies for Absence:** There were no apologies.

**1. Election of Chairman**

The Chairman, Mr Fry, requested nominations for Chairman. Mr Shire proposed that Mr Fry should continue as Chairman, this proposal was seconded by Mr Ellerbeck and it was unanimously **resolved** that Mr Fry be elected as Chairman.

**2. Election of Vice-Chairman**

It was proposed Mr Pomeroy, seconded Mr Godfrey and unanimously **resolved** that Mr Gould be elected as Vice-Chairman.

**3. Casual Vacancies**

There are two vacancies arising on the Council. These have been advertised on the notice boards and on the website. The District Council require to be informed if the vacancies have not be filled by the 26<sup>th</sup> June which could possibly result in their calling for an election to fill the vacancies.

It was agreed that the matter would be further discussed at the June meeting when it is hoped further expressions of interest will have been received.

**4. Appointment/Confirmation of Representatives:**

**Village Hall Committee (3)** Mr Fry and Mr Pomeroy agreed to continue as the PC's representatives. It was agreed that the third representative should wait until the next meeting when it is hoped that further Councillors will be co-opted.

**Somerset Association of Local Councils:** It was agreed not to appoint a representative but to see who is available when the date of a meeting is notified.

**LS School Board of Governors** – Mr Pomeroy reported that Mr McHallam is no longer on the Board of Governors and that it is no longer a requirement to appoint a Governor to represent LS and Long Load.

**5. Appointment/Confirmation of Working Groups/Officers:**

**Planning:** Mr Gould reported that there is a new Local Plan/Planning Policies. Although there had been a Planning Group in the past, applications were in fact dealt with by the Council working as a whole. It was agreed that applications would continue initially to be passed to him.

The District Council is to arrange training events regarding Planning Policies in June/July.

**Environment/Tree Warden:** Mr Agnew agreed to undertake this.

**Highways:** Mr Shire, who has had various dealings with SCC Highways regarding Parish matters agreed to continue with this.

**Crime & Safety** (to include Civil Contingencies): Mr Gould will continue to undertake this.

**Footpath Officer:** The Parish Paths Liaison Officer is Mr Sheppard who deals with the County Council/District Council regarding problems with footpaths.

**Accounts: Member/Committee to carry out internal review:** Mr Gould

**Community Warden Scheme:** Mr Ellerbeck agreed to take on the role of Lead Co-ordinator of the Scheme, a role previously undertaken by Ms Jukes. Mr Shire also liaises with Craig the Community Warden in respect of Parish matters.

It was agreed that **Parish Website** should be added to the list of appointments and this will be dealt with by Mr Godfrey and Mr Gould. Two other Councillors had in fact received training in respect of the website but are no longer on the Council.

It was pointed out that the order of business for the APCM did not follow that in the Standing Orders and that one of the items that was not on the agenda was the PC's assets. These were confirmed as the Allotment land, the War Memorial and the Pump House.

It was acknowledged that the Standing Orders required revision due to new legislation etc but it had been decided to wait until the new Council. Mr Ellerbeck offered to go through these.

**6. Declarations of Interest** – There were no declarations of interest.

## **7. Planning**

Two applications have been received namely 15/01901/FUL Conversion of an existing outbuilding at Elmwood Barn, Knole into a 2 bedroom dwelling and 15/00735/FUL Construction of new flood bund and drainage channel at LS Golf Club. Mr Gould confirmed that extensions for delivery of the PC's comments had been obtained on both these applications so that they can be dealt with at the PC's June meeting.

## **8. Community Warden Scheme**

Mr Ellerbeck will liaise with Ms Jukes regarding any paper work etc. The Clerk said that she had been passed the CW Contract and Partnership Agreement for this year and would pass this on to him. She will enquire of the other Clerk's the details of their Parish Co-ordinators.

## **9. Finance:**

### **Bank Mandate/Financial Regulations**

The present arrangement in respect of the signing of cheques and authorisation to the Bank is two signatories. Under new legislation one signatory could now be used provided the PC put in place the safeguards required and made new Financial Regulations.

It was unanimously agreed that the two signatories for cheque signing etc should be retained. The present remaining signatories on the account are Mr Fry and Mr Pomeroy and the Clerk who is required as a signatory in order to obtain information from the Bank. Mr Ellerbeck and Mr Pomeroy agreed to become signatories. The necessary form to amend the mandate will be completed at the June meeting.

Mr Gould said that he and the Clerk would look at the Financial Regulations as there are certain transparency requirements that are now required due to new legislation.

**Accounts for payment**

The Clerk reported that the PC's Insurance Renewal had been received in the sum of £1,337.07. This is due by the 1<sup>st</sup> June. She said that she had taken a look at this and there were significant changes to include increases in the cover provided. The Policy is now underwritten by Maven Underwriting. There is also the opportunity to enter into a Long Term Agreement. The Clerk was requested to send copies of the Insurance Policy and other details to all Councillors for consideration but that a cheque should in the meantime be sent for the renewal premium.

**10** **Date of next meeting** – 2<sup>nd</sup> June 2015

**11. Any Other Business/Items for next meeting**

The problem of dog fouling at Shute Lane was raised.

Mr Pomeroy asked if anyone knew of any people to shoot rabbits on the Recreation Field under their own liability as the rabbits were causing significant problems.

It was felt that the allotment land and other assets should be looked at especially from an insurance point of view.

Further details were requested regarding the Power of Competence contained in the PC's Standing Orders.

The meeting closed at 9 pm