

**Minutes of the Stawley Parish Council Annual General Meeting held on
line at 7:30 pm on the 6th May 2021**

Parish Councillors present: Chairman, Paul Musgrove (PM)
Simon Buttars (SB)
Pat Sweet (PS)
Matt Vellacott (MV),
Clive Wall (CW)

Others present:- Dave Mansell (District Councillor) (DM)

Item	Action
<p>1. Apologies for Absence None</p>	
<p>2. Election of Chairman and Allocation of Responsibilities CW proposed PM to continue as Chairman for the year. This was seconded by SB. PM was re-elected as Chairman and accepted the position. The Portfolios were allocated as follows: •PS – Responsible Finance Officer (RFO) •SB – Highways •CW – Planning •MV - Footpaths</p>	
<p>3. Declarations of Interest None</p>	
<p>4. Minutes of Last meeting These were accepted as a true record and signed by the Chairman.</p>	
<p>5. Matters Arising not Covered Elsewhere PM reported that the wording plate on the seat at Greenham Bridge was just readable and stated: <p align="center">Bill and Peggy Wotton in recognition of their long and dedicated service to Stawley Parish Council</p> It was agreed that the original plate should be re-engraved. The noise issue at the Pool Police Range was ongoing. The Clerk is in touch with the Clerk of Holcombe Rogus Parish Council and has agreed that we will offer support if or when required.</p>	PM
<p>6. Date of the Annual Parish Meeting (APM) It was agreed that the APM will be held at 7:30pm on the 3rd June 2021 in the Appley Pavilion.</p>	

<p>7. Finance</p> <ul style="list-style-type: none"> • Audit <p>The Council reviewed the requirements of the Annual Governance and Accountability Return (AGAR) and concluded that:</p> <ul style="list-style-type: none"> ○ There had been no change to the risks faced by the Council in the past year which justified a change to the Risk Assessment. ○ The Council could sign to agree to the statements made in Section 1 of the Annual Governance Statement. ○ Section 1 of the AGAR. CW proposed and SB seconded that the Section had been completed correctly and the meeting agreed that the Section should be signed by the Chairman and Clerk. ○ It was agreed that the RFO and Chairman would fill out and sign Section 2 of the AGAR with the figures from the agreed accounts which were distributed to the Councillors. <ul style="list-style-type: none"> • The Council recorded its thanks to Maurice Stanbury for his audit work this year. <ul style="list-style-type: none"> • Insurance <p>It was agreed that the premium should be paid for the insurance which was in the third year of a three-year contract. The premium is £168.18p.</p> <ul style="list-style-type: none"> • Invoices <p>It was agreed that the following should be paid:</p> <ul style="list-style-type: none"> • Salt Bins invoice for £368.10 • Microsoft invoice for £54.72. <p>The balance of the account at the date of the meeting is £12,989.10 following the arrival of the precept of £2,927.</p>	<p style="text-align: right;">PM</p> <p style="text-align: right;">PS</p> <p style="text-align: right;">PS</p>
<p>8. Planning</p> <ul style="list-style-type: none"> • 35/21/0010- Prior approval for proposed change of use from agricultural building to dwelling house (Class C3) and associated building operations at Newhouse Farm, Kittisford Road, Stawley. <p>The Parish Council agreed to make no comment.</p> <ul style="list-style-type: none"> • The works being done at Greentop Farm, Kittisford were discussed. The Council thanked DM for his assistance in this matter and agreed to provide him with copies of the 	<p style="text-align: right;">PM</p>

information on works being done on the site that will be sent to the Planning Officer.	
<p>9. Reports from Members</p> <p>Roads – The Council thanked SB for his time in placing the salt bins out and protecting them from over enthusiastic hedge trimmers with posts.</p> <p>Refurbishment of finger post signs, previously agreed, will hopefully start in July/ August.</p> <p>Footpaths – The possible problem with the path from Beardley Farm to Greendale Farm has been proven to be false; the path is clear.</p>	SB
10. Correspondence All sent to Councillors by e-mail	
<p>11. Date of Next Meeting 3rd June at 7pm</p>	PM
<p>12. Any Other Business</p> <p>The Council has received a request from the Rural Community Initiative (RCI) for a donation to maintain the defibrillators at the Shop and Kittisford and the VETS scheme. CW stated that the service now supplied through the RCI was good and the Parish Councils should be prepared to pay a share of the cost. PM will liaise with the other two Parish Councils to determine the level of support.</p> <p>CW expressed his concern about the “dual hats” of the Chairman and Clerk. Advice will be sought from the Somerset Association of Local Councils (SALC) on the advisability of this system of running a Parish Council.</p>	PM PM

Meeting closed at 8:28pm

Next meeting: 3rd June 2021 at 7pm followed by the APM at 7:30pm