

**Minutes of the Stawley Parish Council Annual General Meeting held at
Appley Pavilion at 7:30 pm on the 3rd May 2022**

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

Others present:-

Item	Action
<p>1. Apologies for Absence Simon Buttars (SB), Dave Mansell (District Councillor) (DM)</p>	
<p>2. Election of Chairman and Allocation of Responsibilities CW proposed PM to continue as Chairman for the year. This was seconded by PS. 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 No reply has been forthcoming from Somerset County Council despite two e-mails sent to them about the scoping for the Environmental Impact Assessment for a proposed incinerator at Greenham Quarry. The Council wish this to be brought to the attention of the new County Councillor following the election on the 5th May.</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 7th June 2022 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 MV 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. The premium is £168.18p (the same as last year).</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"> • Microsoft invoice for £54.72. • Payment due to SWAT of £100 for election services <p>The balance of the account at the date of the meeting is £12,386.92 following the arrival of the precept.</p>	<p style="text-align: right;">PM</p> <p style="text-align: right;">PS</p> <p style="text-align: right;">PS</p>
<p>8. Code of Conduct</p> <p>The Council considered the alternatives for the Code of Conduct. CW, having previously spent considerable time writing the Code of Conduct accepted in 2012, firmly believed that the Council should accept the revised Code as sent to all Councils by the Governance Team. The Council agreed. The revised Code will be sent to all Councillors and placed on the website.</p>	<p style="text-align: right;">PM</p>
<p>9. Post Election Actions</p>	

Councillors were asked to sign their “Declaration of Acceptance of Office” and “Register of Members’ Interests” following the election on the 5 th May.	
10. Planning No planning applications had been made since the last meeting.	
11. Reports from Members Roads – It was agreed that the programme of finger post refurbishment should continue with a review of those at the Stawley Mill junction and the junction outside Greenham Barton. Footpaths – There is a wobbly stile on the path between Appley and Cothay. There is also a gate by the side of the stile. The Clerk will speak to the landowner.	PM SB PM
12. Correspondence All sent to Councillors by e-mail	
13. Date of Next Meeting 7 th June at 7pm	PM
14. Any Other Business None	

Meeting closed at 8:18 pm

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