PURITON PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held in the Village Hall, Puriton commencing at 7:30pm on Tuesday 9th May 2017 when the following business was transacted:

PRESENT Councillors Simon Langley, J Fletcher, S Tizzard,
A Barnaby, M Healey, J Lunn, A Benson, T Salter with the Parish Clerk, Sam Winter.

17.71 To elect a Chairman

Resolved: that Cllr Simon Langley is elected chairman

17.72 To receive a Statutory Declaration of Office from the Chairman

The statutory declaration was read aloud and signed by the Chairman before being signed and witnessed by the Parish Clerk, Sam Winter.

17.73 To receive any apologies for non-attendance

Apologies were received from Cllrs Barrie Crow & Sandra Tizzard

17.74 To receive any declarations of interest in items on this agenda

None

17.75 To elect a Vice Chairman

Resolved that Judith Fletcher is elected Vice Chairman.

17.76 To adopt the Council's Corporate Policy (as amended)

Resolved that the council's Corporate Policy with financial regulations, amended standing orders and code of conduct and the publication scheme are adopted.

17.77 To review the Council's Statement of Internal Control

Resolved that the 2017/18 statement of internal control is agreed

SIGNED: ……CHAIRMAN DATE: ....

17.78 To review the Council's risk assessments

Resolved that the observations in the most recent 2017/18 risk assessment were noted.

17.79 To review the Council's insurance policy & asset register

Resolved that the 2017/18 insurance policy and asset register were agreed

17.80 To review the Council's bank signatories/access to internet banking

It was agreed that the existing bank signatories remain and that Cllrs Benson & Salter are added to the Unity account.

17.81 To receive the Council's accounts for the year ending 31st March 2017

The accounts were received and agreed.

17.82 To approve the Annual Governance Statement (s.1 of the Annual Return 16/17)

Section 1 of the Annual Governance Statement was approved and signed.

17.83 To approve the Annual Accounting Statement for the year ending 31st March 2017 (s.2 of the Annual Return 16/17)

Section 2 of the Annual Accounting Statement was approved and signed.

17.84 To receive recent bank statements & reconciliations for the Nationwide and Unity Trust accounts.

The bank statements and reconciliations for 31/03/17, 04/04/17 & 07/05/17 were received and signed.

17.85 To review the effectiveness of the internal audit and consider the recommendations

The internal audit was once again considered to be effective and appropriate. The recommendations were considered and will be addressed as necessary.

17.86 To appoint Polden Accountants as the Council's Internal Auditors for 2016/17

It was agreed to request Polden Accountants to audit the Council's 2017/18 accounts.

17.87 To note the continued annual grounds maintenance contract with Clean Surroundings and resolve whether any amendments are required to the existing contract.

The continuation of the contract was noted and agreed without amendment.

17.88 To review & confirm the continued agreement with PATA payroll for administration of salaries.

It was agreed that the arrangement with PATA payroll will continue.

17.89 To consider and resolve the application of the following standing committees, panels and groups and to review their existing members:

SIGNED: ……CHAIRMAN DATE: ....

17.89.1 Staffing Committee:
Cllr Fletcher
Cllr Langley
Cllr Lunn
Cllr A Benson

Resolved that the current members will continue

17.89.2 Grievance & Complaints Panel
Cllr Tizzard
Cllr Crow
Cllr Lunn
Cllr Barnaby

Resolved that the current members will continue

17.89.3 Appeals Panel
Cllr Langley
Cllr Healey
Cllr Salter

Resolved that the current members will continue

17.89.4 Roads & Transport Member brief holders
Cllr Healey
Cllr Barnaby

Resolved that the current members will continue

17.89.5 Village newsletter editorial group (councillor members)
Cllr Fletcher
Cllr Lunn

Resolved that the current members will continue

17.89.6 Polden Hills Cluster Group
Cllr Lunn
Cllr Fletcher

Resolved that the current members will continue

17.89.7 Villages Together
Cllr Lunn

Resolved that the current member will continue

17.89.8 Patient Practitioners group

Cllr John Lunn

Resolved that the current member will continue

17.89.9 Neighbourhood Plan Steering Group Parish Council reps

Cllr Astrid Benson
Cllr Tim Salter

Resolved that the current member will continue

SIGNED: ……CHAIRMAN DATE: ....

17.90 Issues arising from the Annual Parish Meeting – 11th April 2017

None

17.91 To receive and approve the minutes of the parish council meeting on 14th March 2017 & extraordinary parish council meeting held on Tuesday 24th April 2017

Resolved that the minutes of the parish council meetings are approved as being a correct record and signed by the chairman.

17.92 **To review the Parish Council Action Plan. To consider progress made and next priorities**

The Action Plan tasks were considered and amendments made.

Planning

17.93 To consider and respond to the following new planning applications:

42/17/00012	**Proposal:** Erection of a two storey extension to West elevation, on site of existing (to be demolished), erection of a single storey extension to North elevation, on site of existing conservatory (to be demolished) and erection of a porch to South elevation. **Location:** By Chan, Downend Crescent, Puriton, Bridgwater, TA6 4TH	No objections.

17.94 To note the outcome of the following planning applications:

42/17/00010	**Proposal:** Division of single dwelling into two dwellings, and associated parking, subdivision of existing barn and change of use of outbuilding/store to form part of existing annexe. **Location:** Goods Farm, 6 Middle Street, Puriton, Bridgwater, TA7 8AU	**Awaiting decision**
42/17/00006	**Proposal:** Erection of a single storey extension to NW elevation, on site of existing (to be demolished). **Location:** 6 Purewell, Puriton, Bridgwater, TA7 8BA **Amended application**	**Awaiting decision**
96/17/00008	**Proposal:** Request for amendment to working hours relating to PW13 J23 Park and Ride - Off-site associated development sites: working hours:	**FYO only. Comments not invited.**

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	general **Location:** Junction 23 Dunball, Downend Road, Puriton, Bridgwater **Applicant:** EDF Energy **Requirement:** PW13	**Granted**
42/17/00011	**Proposal:** 1 No. Beech tree (1) reduce over-extending crown on eastern side by 2-3m, 1 No Acacia (2) fell, 1 No Beech tree (3) Reduce crown by 3-4m on eastern side. **Location:** Puriton Manor, Rye, Puriton, Bridgwater, TA7 8BZ	**Awaiting decision**
42/17/00009	**Proposal:** Single storey extension to NW elevation of existing garage, to be converted to form a granny annexe. **Location:** 4 Woolavington Road, Puriton, Bridgwater, TA7 8BE	**Awaiting decision**
42/17/00008	**Proposal:** Erection of a single storey extension to North elevation. **Location**: Puriton County Primary School, Rowlands Rise, Puriton, Bridgwater, TA7 8BU	**Awaiting decision**

Resolutions

17.95 To agree a response to the email from SCC/SDC re: installation of a silent road surface outside residential properties in Dunball. (ref: min 17.65)

Resolved to accept a report from County Councillor Mark Healey that Cllr David Eccles confirmed that action to mitigate the traffic issues should be taken for the benefit of the Dunball residents. The clerk will write to David Eccles to ask what this action is and when it will be delivered.

17.96 To resolve how to proceed with the application for the Villages Together group to install planters on the highway to enhance the village entrances.

Resolved new sites and planting plans will be pursued by Nik Lewin with progress reported back to the council.

17.97 To resolve what issues the Council representative should put forward for discussion at the Cluster Group June meeting.

Resolved that the issues to be raised are: action requested by PPC to SCC regarding the improvements to roads at Dunball, and the fact the volume of roadside litter is worsening.

17.98 To resolve whether to accept a briefing from The Wildlife Trust regarding support sought for a future application to the EDF Mitigation fund to improve the Somerset coast and its perception by the public.

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Resolved to welcome the Wildlife Trust to attend the June or July Council meeting.

17.99 To resolve whether PPC will pay 50% of the costs of repairing the church hall driveway (subject to a costed proposal from Villages Together).

Resolved that Cllr Lunn will pursue a £1,700 grant for the Parish Council from VT in respect of the repair.

17.100 **Finance**

(1) To approve the 2017/18 regular payment of salaries, pensions and fixed expenses to be paid on or around the 29th of each month, as well as monthly payments to HMRC paid on or around 10th of the following month. The items will be submitted to each following PPC meeting for authorisation.

Resolved to approve and agree to authorise the 2017/18 regular payments.

(2) To approve the continued direct debit payments for Plusnet in respect of the sports centre broadband connection

Resolved to approve the regular payments.

(3) To approve the following items of expenditure paid under delegated powers for the month of April* and those items to be approved in May

Payee	Detail	Total £	VAT£
(2) Sam Winter*	Salary &Office April	843.59	0
(3) Sam Winter	expenses April	65.37	0
(4) Chris Gulliford*	Salary April	534.80	0
(5) Chris Gulliford	expenses	61.19	0
(6) HMRC*	PAYE & NI April	170.44	0
(7) NEST*	Pension April	8.48	0
(8) Plusnet	Sports centre BB April	52.34	8.72
(9) Village Hall	hall hire March 17	17.00	0
(10) Puriton Playing Fields	Hall hire March 17	7.80	1.30
(11) Intouch	annual website hosting fee	431.86	71.98
(12) Sam Winter	Good Citizen book	14.63	2.44
(13) SDC	Dog bin emptying	836.16	139.36
(14) Sam Winter	Dog fouling stencil	21.38	3.56
(15) Village Hall	April hire	26.50	0
(16) BootUp	Office, Cloud & anti-virus	394.92	58.32
(17) Western Power**	Rye power supply	607.45	0
(18) Polden Accountants	Internal audit fee 17/18	198.00	33.00
(19) PLusnet	BB sports centre May	52.20	8.70

**Order provided. To be paid once invoice has been submitted by Western Power

Resolved to agree to authorise the payments listed.

17.101 **To receive the following village reports**

(1) Village Hall
Country and Western fund raising event was a success.
(2) Footpaths & Bridleways
PPLO asks PPC to request cutting back of hedge at BW28/4
(3) Puriton Playing Fields
Architect almost completed feasibility study. MUGA ordered from contractor.
(4) SALC

SIGNED: ……CHAIRMAN DATE: ....

(5) District & County Cllrs
MH confirmed that the new road layout for ROF site will include road calming measures at Woolavington Road; pinch points to prevent lorries driving through village.
MH states the Director of Business Development at SCC said there will not be an incinerator at the ROF site & material will be taken elsewhere for incineration.
Applications for temporary dwellings/caravan sites to house EDF staff, whilst housing is built, are on the increase across the area.

(6) Councillors
JL – VT meetings are not well advertised or welcoming. The public perception is that there is a lack of action/spending.
AB – Exchange Inn is still overgrown

(7) Chairman
SL thanked the Coucnil for electing him chairman.
A young man was hit by a car in Puriton and details of incident are unfolding. MH offered to arrange for Fire Service to visit the school to talk about road safety.

17.102 To receive and consider the following letters and acknowledge receipt of e-mails

(1)	SDC	Bridgwater tidal barrier	E
(2)	SDC	Conservation area info	E
(3)	SCC	Notice of decision, Walpole waste mgt consent	E
(4)	SDC	discharge of requirement relating to PW4, HPC	E
(5)	SSC	SID locations	E
(6)	EDF	Papers for transport Forum 27/04	E
(7)	SDC	Public Space protection Orders	E
(8)	SDC	Dev Committee 04/04	E
(9)	Mendip Com. Transp.	Invitation to 15th Birthday celebration	L
(10)	EDF	Look ahead for April	E
(11)	CCS	Vacancy for Village Agent	E
(12)	SDC	Youth & Social Action fund	E
(13)	SDC	Annual Get Together (Lord Lieutenant Somerset)	E
(14)	SDC	Health & Wellbeing Strategy	L
(15)	EDF	HPC May lookahead	E

17.103 Date of next Meeting - Parish Council Meeting 13th June 2017 commencing at 7:30pm.

SIGNED: ……CHAIRMAN DATE: ....