

# Parish of Timberscombe

Notice of both the ANNUAL PARISH MEETING 2021

Followed by

Annual Meeting of the Parish Council 2021

Monday 24<sup>th</sup> May 2021 – Timberscombe Village Hall – 7.30pm

## Annual Meeting of the Parish:

Present: Councillor(s): P. Pilkington – Chairman (PP), S Campbell (SC), C. Collins (CC), P Chisling (PC), M. Savage (MS), Somerset West & Taunton District Councillor (SW&TDC) S Pugsley & Somerset Count Councillor (SCC) F Nicholson (FN) Clerk C Hornsby and 2 members of the public.

**82/21 Election of Chairman** CC proposed and PC 2<sup>nd</sup> PP as Chair – he accepted but stated that this will be his last year.

**83/21 Election of vice Chairman and appointment of representatives**

Vice Chairman PC proposed and P 2<sup>nd</sup> MS as Vice

Exmoor Panel PP

Consultative Forum – Open to all cllrs to attend – CC said she would attend – clerk to circulate dates so that anyone can go.

**84/21 Apologies for Absence** None

**85/21 Declarations of Notifiable Interests** – None

**86/21 Approval of Minutes held on 26/04/2021** – Proposed by CC and 2<sup>nd</sup> by MS as a true and correct record and the chair signed them.

**87/21 Matters Arising from these Minutes 09/03/21 – Climate Change** – it will be an open event with Bill and Graham giving a talk about what is going to happen in the village and there will be refreshments. It will be held at the village hall in July – a working group to discuss and organise the event will be created and the proposed date is for the 3<sup>rd</sup> July, with village groups being contacted to participate. **Village maintenance** – No Mow May is being advertised and sadly someone had mown the area outside Orchard Bungalows where the seed bombs had been planted.

**88/21 Finance Report**

- Approval of Insurance quote insurance, present insurance had increased by over £200 (2021 Annual Premium £534.72 plus admin fee / 2020 Annual Premium £306.53 plus admin fee) so clerk sought approval from the council for alternative insurance arrangements. Other quotes as follows:
  - BHIB quoted a premium of £395.58 with 3-year Long-Term Undertaking £373.58 per annum
  - Zurich quoted a premium of £486.86 with 3-year Long-Term undertaking £463.38 per annumThe council **AGREED** to go with BHIB 3 yrs. Quote **£373.58 for 3 years** – clerk to arrange.
- Start of 2021-22 tax year – before precept 2514.79 Cur & £7987.76 Res.
- Clerk pay and exp of 546.75 with 123.60 paid to HMRC on 5<sup>th</sup> May as this was missed from the April meeting by mistake. Also, the SCC precept was paid in on 26<sup>th</sup> April with the amount of £8484.00. Finally, the Climate grant from SCC has been paid in on 19<sup>th</sup> May for £ 5100.00 making the current account now £15,277.84
- Invoices: Cllrs **AGREED** to pay the following
  - Tindle newspapers for Parish Clerk advert £188.16
  - Dan Passmore 2 x grass cut for April £300
  - Insurance £375.58
  - Clerk pay for May and a few hours in June to be submitted for June meeting

**Report from Internal Auditor:** Thank you for inviting me to look over the accounts and minutes of Timberscombe Parish Council. This year, my job has been a much easier one. The minutes and record keeping are thorough, clear and efficient. This is consistent with the second half of the previous financial year and a considerable improvement on the first half. I am very happy to sign off against all criteria in the internal audit.  
Lyn Fisher 5 May 2021

- Approval of gift vouchers for the Internal Auditor– £30 Proposed by PP and 2<sup>nd</sup> by CC – clerk to organise
- Presentation of 2020/21 accounts (previously circulated) proposed by PP and 2<sup>nd</sup> by PC to be adopted – ALL **AGREED**

- Accounts and Bank Reconciliation – Signed by Chair and Clerk
- 89/21 Audit - Certificate of Exemption:** - Signed by Chair and Clerk
  - Total annual gross income for the authority 2020/21 £9151
  - Total annual gross expenditure for the authority 2020/21 £8943
  - (£208 Positive)
- 90/21 Audit - Section 1:** Annual governance statement 2020/21 – signed by Chair and Clerk
- 91/21 Audit - Section 2:** Accounting statements 2020/21 – signed by Chair and Clerk
- 92/21 Code of Conduct 2012, Standing Orders 2012, GDPR 2021 & Aims Objectives & Business Continuity 2021:** (Previously circulated) reviewed– Proposed by PP and 2<sup>nd</sup> by SC to be adopted – ALL AGREED
- 93/21 Clerk Vacancy – update** – one application so far from newspaper advert – PP and Clerk reviewed but were not suitable.

Clerk stated that a councillor or member of the village will need to take over from June as she will not be attending the June meeting. She will be handing the work over on Friday 4<sup>th</sup> and Friday 11<sup>th</sup> June which will then give the person a couple more weeks of support if they need it before the June meeting.

Clerk proposed that a bookkeeper is taken on for the financial aspect of the role with Cllrs sharing the Clerk role. This was accepted with the pay the same as the clerk hourly rate. A search for a clerk role only will now begin. PP will take on the clerk aspect for June and July with Cllrs taking it in turns to take the minutes.

**94/21 Councillor Vacancy** - notification had gone to SW&TDC and we will know if we can co-opt after the 4<sup>th</sup> June. If we can then a new cllr can be co-opted at the June meeting. Kathy Walker attended the parish meeting and expressed an interest in joining. If after the 4<sup>th</sup> June the council can co-opt then K Walker will be contacted.

**95/21 District and County Councillors** FN reported that a sad fact of CVV19 is that a number of babies have been hurt by families who were not on the family services list and so have been missed. All we re very sorry to hear this. She reported that the Sec of State will be making the decision on the future of Somerset and that the recent poll that has gone out will have no impact on his decision. SP reported that within the next 6 weeks, it will be understood to what degree the services will be devolved – with groups and parishes taking more responsibility especially for Highways matters. It was agreed that now is the time to think about how the parishes want to take the change forward. He also reported on the Glover Review for National Parks and how that will affect ENPA.

**96/21 Highways** – a member of the parish attended, raising concern about an electric fence on Knowle Lane that is too close to the verge/road. CC to contact the land owner. FN reminded all to log any road issues on the SCC website: <https://www.somerset.gov.uk/roads-and-transport/report-a-pothole-or-road-defect/>

**97/21 Planning** 6/34/21/103 EMBELLEWOOD, TIMBERSCOMBE, MINEHEAD, TA24 7TY Proposed erection of summerhouse (3m x 2m) All AGREED to support this and Clerk to notify planning dept.  
<https://planning.agileapplications.co.uk/exmoor/application-details/22292>

**98/21 Parish Maintenance** – dates for Shaun need to be detailed – clerk to chase with Dulverton TC

**99/21 Correspondence** –

- CLOWNS new CEO letter
- West Somerset Together meeting on 2.6.21 at 7pm on zoom. discussing ways to help local councils and climate groups work together to share ideas and expertise.

**100/21 Report from representatives of other groups**

- Exmoor Panel - 8<sup>th</sup> June time and venue/zoom tbc The Panel is going to include an item on Highways and discussing the future of local arrangements and possible devolution of direction of services to towns and parishes. Because this will be better in person, we are just finalising whether it will be possible to have that in a hall, or whether it will still be on Zoom.
- Consultative Forum –10<sup>th</sup> June, 7pm, on Teams.
- Poor's Land Trust – MS has agreed to join as a trustee
- JAPF – PC and MS are now on board as Trustees

**101/21 Date of next meeting**

Monday 28<sup>th</sup> June 2021, 7.30pm at Timberscombe Village Hall

Future Dates: all booked on the village hall website

All Mondays –

2021: July 26<sup>th</sup>, Sept 27<sup>th</sup>, Oct 25<sup>th</sup>, Nov 29<sup>th</sup>, 2022: Jan 31<sup>st</sup>, Feb 28<sup>th</sup>, Mar 28<sup>th</sup>, Apr 25<sup>th</sup>, May 23<sup>rd</sup>