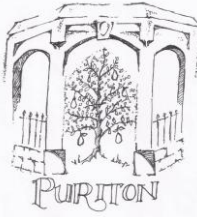


PURITON PARISH COUNCIL



www.puritonparishcouncil.gov.uk

Clerk to the Parish

Bruce Poole

BA (Hons); Fellow ILCM; MMC

Rooftops 10 South Street Burnham-on-Sea Somerset TA8 1BS

Tel: 07887802922 E-Mail: parishclerk@puritonparishcouncil.gov.uk

Office Hours 10.00 am – 1.00 pm



Minutes of the Annual Meeting of Puriton Parish Council that was held in **The Village Hall Puriton** on **Tuesday 13th May 2014** that commenced at **8.00 pm** when the following business was transacted.

PRESENT Councillors Mrs J Jones (Chairman) Mr Simon Langley (Vice Chairman) Mesdames J Fletcher K Newell Messrs S Langley N Salter O Strawbridge and the clerk Mr B Poole.

Also in attendance were two residents

102.1 To elect a Chairman

Resolved that Mrs J Jones be elected Chairman

102.2 To receive a Statutory Declaration of Office

The Statutory Declaration was duly made the Chairman subsequently signed and thereafter endorsed by the Parish Clerk Mr B Poole.

102.3 To receive any apologies for non attendance

None

102.4 To receive any declarations of interest

None

102.5 To elect a Vice Chairman

Resolved that Simon Langley be elected Vice Chairman

102.6 To elect the following Personnel/Committees/Brief holders

(a) Planning

Simon Langley (Committee Chairman) Mark Healey Oli Strawbridge Norman Salter and ex-officio Mrs J Jones

(b) Footpaths and Bridleways.

Mr Norman Salter aided by Mr Chris Hewitt

- (c) Finance & Personnel

Mrs J Fletcher (Committee Chairman) Mrs Sandra Tizzard Mr Oli Strawbridge and ex-officio Mrs J Jones and Mr Simon Langley.

- (d) Grievance Panel & Appeals Panel

Deferred

- (e) Roads & Transport

Mark Healey

- (f) Open Spaces

Mesdames Katie Newell Judith Fletcher and Mr Norman Salter together with ex-officio Mrs J Jones and Mr Simon Langley

102.7 To propose Representatives to the following Village Organisations

- (a) Polden Hills Cluster Group

Mr Mark Healey and when convenient Mrs Judith Fletcher

- (b) Village Plan Working Group – 2nd Stage

Sandra Tizzard and Simon Langley

- (c) Parish Health & Well Being Project

Mr N Salter

102.8 To re-adopt the Council's Corporate Policy

Resolved that the Council's Corporate Policy be re-adopted

102.9 To approve the Council's Asset Register

Resolved that the Council's Asset Register be re-adopted

102.10 To review the Council's Insurance Policy

Resolved to defer the subject matter to the Finance and Personnel Committee

102.11 To approve the Council's Bank Mandate

Resolved that the Council's Bank Mandate should be any two Councillors from Mesdames J Fletcher J Jones K Newell S Tizzard Messrs M Healey S Langley A McKay N Salter and O Strawbridge together with the Parish Clerk Mr B Poole for contact with Bank purposes only.

102.12 To receive the Parish Council's Financial Statement for the year ending 31st March 2014

- (a) To approve the Annual Accounts for the year ending 31st March 2014

Resolved that the Parish Council's Financial Statement for the year ending 31st March 2014 be received and approved

- (b) To approve the Annual Governance Statement

Resolved to approve the Annual Governance Statement

(c) To review the effectiveness of the internal audit

Resolved to note the contents of the Internal Auditor's complimentary Report which would be considered in more depth at the next meeting of the Finance & Personnel Committee

102.13 To re-appoint the Clerk as the Council's Responsible Financial Officer

Resolved to appoint the Parish Clerk Mr B Poole as the Council's RFO

102.14 To re-affirm acceptance of The Audit and Account Regulations 2011 (England) Regulations 2011 (SI 2011 No 817)

Resolved to re-affirm acceptance of The Audit and Account Regulations 2011 (England) Regulations 2011 (SI2011 No 187)

102.15 To confirm the Parish Council's Qualified Persons under Section 36 of The Freedom of Information Act 2000

Resolved to confirm that the Parish Clerk Mr B Poole be the Parish Council's qualified person.

102.16 To give formal approval to the Parish Clerk that he may send summons and notices to Parish Councillors and other such documentation electronically

Resolved to give formal approval to the Parish Clerk that he may send summons and notices to the Parish Councillors and other such documentation electronically

102.17 To review the Members Register of Interests

The Parish Clerk reminded the members that it was their responsibility to ensure that their personal Register of Interests was up to date

102.18 To re-affirm the appointment of Polden Accountants as the Council's Internal Auditors

Resolved to re-affirm the appointment of Polden Accountants as the Council's Internal Auditors

102.19 To review the Village Magazine Advertising Charges

Resolved to defer this subject matter for consideration to the Finance & Personnel Committee

102.20 Issues Arising from the Annual Parish Meeting – 8th April 2014

None

102.21 To receive and approve the Minutes of the Parish Council Meeting held on Tuesday 11th March 2014

Resolved that the Minutes of the Parish Council Meeting held on Tuesday 11th March 2014 that had been duly circulated be taken as read and be approved as being a correct record and signed as such by the Chairman

102.22 Matters Arising

For the purpose of report only

(1) Matters raised by the Public 101.4.1

None

(2) Telephone Box 101.4.2

No progress

- (3) War Memorial 101.4.3
Verbal report will be given to the meeting
- (4) Village Ranger 101.4.4
Employment matters have now been completed
- (5) Puriton School – Restricted 20 mph zone 101.4.5
Still being progressed
- (6) Casual Vacancy 101.4.6
This issue needs some re-emphasising
- (7) Grant Funding 101.5.1
Cheques duly dispatched

102.23

Resolutions

- (1) To formally note the recommendation from the Finance & Personnel Committee that Mr C Gulliford should be formally appointed and employed as the Village Ranger

Resolved to formally appoint Mr Christopher Gulliford as Puriton Parish Council's Village Ranger

102.24

Finance & Personnel Committee

- (1) To approve the following items of expenditure for the month of April/May

(1)	Village Hall	Hall Hire	16.00	
(2)	SALC	Annual Subscription	469.66	
(3)	SDC	Dog Bin Emptying	696.80	139.36
(4)	Playing Fields	Hall Hire – Youth Club – Jan 14	58.00	11.60
(5)	Playing Fields	Hall Hire – Youth Club – Feb 14	43.50	8.70
(6)	Clerks & Councils	Direct – Annual Subscription – 14/15	12.00	
(7)	Mr C Gulliford	Contracted Hours – Mar 14	520.00	
(8)	Mr B Poole	Salary & Expenses – Mar 14	641.37	
(9)	Microshade VSM	Monthly Hosting Fee	43.00	8.60
(10)	Sage UK Ltd	Stationery – Pay Roll	9.00	1.80
(11)	Village Hall	Hall Hire 14/01 - 11/02 – 11 & 25/03	42.50	
(12)	Sage UK Ltd	Instant Payroll Licence Renewal	130.00	26.00
(13)	Mrs J Jones	APM Refreshments	5.14	
(14)	Staff	Salary & Expenses – April	1201.04	
(15)	Village Hall	Hall Hire	16.00	
(16)	Playing Fields	Hall Hire – Youth Club – April 14	43.50	8.70

Resolved to ratify the payments for invoices no's 1 - 9 paid by way of delegated powers and to approve for payment invoice no's 10 – 16.

102.25

Planning Committee

- (1) To receive the Minutes of the Planning Committee held on the Tuesday 11th March and Tuesday 8th April 2014 and to note the decisions thereto

Received

102.26

Open Spaces Committee

To receive reports from the brief holders

- (1) Footpaths & Bridleways

- (2) Roads & Transport

No tangible matters reported

102.27 To receive the following Village Reports

- (1) Village Hall

It was reported that plans were well advanced for the Party in the Park on the 16th August 2014

- (2) Puriton Playing Fields
(3) SALC
(4) Councillors
(5) Village Beat Officer
(6) Poldens Cluster Meeting
(7) Chairman

- (8) The Clerk

Mr Poole indicated that he would be taking leave on the 10th to the 18th June.

102.28 To receive and consider the following correspondence and e-mails

(1)*	Grant Thornton	Annual Audit of Accounts for the year ending 31 st March 2014	BP
(2)*	Sage Cover	2013/2014 Payroll Year End	BP
(3)*	War Memorial	Letter – Mrs June Holland – Designs	C
(4)	Reece & Fletcher	Letters of reference – Mr C Gulliford	BP
(5)	SALC	Letter to seek renewal of membership	C
(6)	NALC	DIS <i>Extra</i> Issue 830 21/03/14	E
(7)	SDC	Parish Council Vacancy	C
(8)	NALC	Polic7 & Development Members Survey	E
(9)	SALC	Area Meeting – Presentation	E
(10)	SALC	North Area Meeting – Minutes	E
(11)	CAB	Grant Funding Request	BP
(12)	Mrs Tizzard	Various matters of concern in Middle Street	BP
(13)	NALC	DIS <i>Extra</i> Issue No 831 04/04/14	E
(14)	SALC	NALC Consultation – National Planning Policy Framework	E
(15)	SDC	Remittance – Precept 1 st Half £16,000 C.Tax Grant £1,145.00	BP
(16)	Came & Co	Spring Parish Matters 2014	C
(17)	SDC	Policy RLT2 & TLT3 Information	C
(18)	Sage UK Ltd	Annual Licence Plan – Renewal Reminder	BP
(19)	Police	Newsletter – March 2014 – Issue No 2	C
(20)	NALC	DIS <i>Extra</i> Issue 832 – 17/04/14	E
(21)	Clerks & Councils	Direct – May 2014 – Issue No 93	C
(22)	NALC	DIS <i>Extra</i> Issue 833 02/05/14	E

Additional items received after circulation of the agenda for information purposes

102.29 Other Business referred to the Clerk

- (1) To note the posting of the Notice of Audit 2014

Noted

102.30 Date of next Meeting - Parish Council Meeting 10th June 2014 commencing at 8.00 pm.