

WEDMORE PARISH COUNCIL

MINUTES of the Annual Meeting of WEDMORE PARISH COUNCIL held by video-conference on Wednesday 19^h May 2021 at 7.30 p.m.

Present: Councillors:, Mrs P Costello (Chair), Mrs I Beacom, Mrs J Candy, Mrs G Cousins, Mr D Cox, Mrs B James-Lloyd, Mrs J Keen, Mr D Kirley, Mrs E Mulliner, Mr J Newton, Mr A Smith, Mr P Tinney, Mrs S Worrall.

Attendance: Mr. R Pring (Clerk), Cllr D Huxtable (SCC)

- 21.5.1. **ELECTION OF CHAIRMAN FOR THE ENSUING YEAR** - Cllr. Candy proposed and Cllr Worrall seconded that Cllr Polly Costello be elected as Chair of the Council for the ensuing year. This was unanimously agreed. Cllr Costello would sign the official acceptance of office register when matters resumed as normal
- 21.5.2. **ELECTION OF VICE CHAIRMAN FOR THE ENSUING YEAR** - Cllr Costello proposed and Cllr Cox seconded that Cllr David Kirley be elected Vice Chair of the Council for the ensuing year. This was also approved and Cllr Kirley would sign the official acceptance of office register when matters resumed as normal.
- 21.5.3. **TO RECEIVE ANY APOLOGIES FOR ABSENCE** – Apologies from Cllrs. Farley, Landers and Thorogood
- 21.5.4. **MINUTES OF THE MEETING HELD ON 21ST APRIL 2021** – **RESOLVED** that the minutes were an accurate record and could be signed by the Chairman
- 21.5.5. **MATTERS ARISING** – Nil.
- 21.5.6. **REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** – Cllr Huxtable reported that he had submitted a summary of what the Council was currently dealing with and felt everyone had done remarkably well in the difficult circumstances. All Council contractors were extremely busy and he offered his congratulations to the Chair and Vice-Chair. Cllr Costello reported that she had attended a full Council meeting at Sedgemoor and a new Chair had been elected. The Licensing Committee had been busy with many applications including festivals
- 21.5.7. **DELEGATION ARRANGEMENTS TO COMMITTEES, SUB-COMMITTEES AND EMPLOYEES.** – **RESOLVED NOT TO CHANGE PRESENT DELEGATION ARRANGEMENTS. THE PLANNING COMMITTEE WAS THE ONLY COMMITTEE DELEGATED TO AGREE/MAKE A RESPONSE ON BEHALF OF THE PARISH COUNCIL.**
- 21.5.8. **TERMS OF REFERENCE FOR COMMITTEES** – **RESOLVED: NOT TO CHANGE PRESENT TERMS OF REFERENCE. IT WAS NOTED THAT TERMS OF REFERENCE SHOULD BE ESTABLISHED FOR ALL NEW COMMITTEES OR WORKING PARTIES.**
- 21.5.9. **TO APPOINT MEMBERS TO SERVE ON THE UNDERMENTIONED COMMITTEES:**
- **Cemetery** – Cllrs. Beacom, Cousins, Kirley, Landers, Tinney and Worrall.
 - **Facilities & Allotments** – Cllrs Candy, Costello, Farley, James-Lloyd, Keen, Kirley, Landers, Mulliner, Thorogood.
 - **Finance & Gen. Purposes.** – Cllrs Beacom, Costello, Cousins, Farley, Kirley, Mulliner, Smith, Worrall
 - **Highways, Car Park & Brook** – Cllrs Beacom, Candy, Costello, Cox, Farley, Kirley, Landers, Newton, Smith, Worrall,
 - **Planning** – Beacom, Candy, Costello, Cousins, Cox, James-Lloyd, Kirley, Landers, Smith, Tinney, Worrall
 - **Housing** – Candy, Costello, Cousins, Cox, Farley, Kirley, Thorogood, Worrall.
 - **Footpaths & Green Issues** – Farley, James-Lloyd, Kirley, Newton, Mulliner, Thorogood
- 21.5.10 **TO APPOINT REPRESENTATIVES ON THE UNDERMENTIONED BODIES:**
- IOW News - Cllrs Cousins, Keen, Tinney,
 - Play areas - Wedmore Cllr Costello, Theale Cllr Farley, Blackford Cllr Mulliner

- SALC - Cllrs Cousins, Worrall..
- Village Halls – Wedmore Cllr Smith, Theale Cllr Thorogood, Blackford - Cllr Tinney
- WPFMC - Cllrs James-Lloyd, Kirley
- Twinning Association – Cllr Candy.

21.5.11 TO CONFIRM ANNUAL INSURANCE COVER IN RESPECT OF ALL INSURED RISK - The Clerk confirmed that the Council is insured through Messrs Came & Co, specialist Council Insurance Brokers and the annual payment was listed on last month's minutes.

21.5.12 TO REVIEW THE COUNCIL'S COMPLAINTS PROCEDURE - It was noted that the procedure adopted in 2003 had last been reviewed by the Chairman, and Clerk in March 2021, circulated to members and was published on the website. Members agreed that following the comments made by the HR Consultant, the document needed updating.

21.5.13 TO REVIEW PROCEDURES FOR FREEDOM OF INFORMATION AND DATA PROTECTION REQUESTS. It was noted that the Council is subject to F of I requests and is registered with the Data Protection Registrar for an annual subscription. The Council was complying with up to date data Regulations

21.5.14 TO AGREE THE COUNCIL'S FINANCIAL REGULATIONS AND INTERNAL FINANCIAL CONTROLS – It was agreed that these documents should also be reviewed

21.5.15 TO AGREE THE CHAIRMAN AND CLERK CAN SIGN OFF THE ANNUAL ACCOUNTS FOR 2020/21 - RESOLVED – THAT THE CHAIRMAN AND RESPONSIBLE OFFICER SIGN THE ACCOUNTS ON BEHALF OF THE COUNCIL

21.5.16 TO RECEIVE AND APPROVE THE INVENTORY AND ASSET REGISTER OF THE COUNCIL - a list was made available for members. **RESOLVED – THAT THE CHAIRMAN AND RESPONSIBLE OFFICER SIGN THE LIST ON BEHALF OF THE COUNCIL**

21.5.17 TO NOTE ANY DEEDS AND TRUST INVESTMENTS IN THE CUSTODY OF THE COUNCIL - a list was made available for members. **RESOLVED – THAT THE CHAIRMAN AND RESPONSIBLE OFFICER SIGN THE LIST ON BEHALF OF THE COUNCIL**

21.5.18 TO ANNOUNCE THE WINNER OF THE HENRY BUTT TROPHY 2020 – The Chair announced that following a very close race, Members had chosen Cathy Butterworth of Latcham as the winner of the trophy for 2020. (Applause)

21.5.19 IDENTIFICATION OF SUCH BUSINESS WHICH BY REASON OF SPECIAL CIRCUMSTANCES IS, IN THE OPINION OF THE CHAIRMAN, URGENT AND REQUIRED TO BE TRANSACTED -

A TO CONSIDER A GRANT TOWARDS SWIMMING POOL RUNNING COSTS AT WEDMORE FIRST SCHOOL - Cllr Smith had received a request for a grant which had been considered by his sub-committee and recommended for approval. Proposed by Cllr Candy and seconded by Cllr Worrall that £500 be awarded to the First School PTA. This was agreed.

B. TO CONSIDER A REQUEST TO SITE A CLOTHING BANK BY THE LOCAL AIR AMBULANCE GROUP IN THE CAR PARK - The Clerk reported that he had received a request from the local fundraiser for the Air Ambulance to site a clothing bank in the village car park. This would be a first for Wedmore and he had found a suitable location. Proposed by Cllr Costello, seconded by Cllr Worrall and approved.

C. TO RECEIVE A STATEMENT CONCERNING A COMPLAINT – Cllr Kirley said that on 14th February a formal complaint had been received regarding the conduct of the Clerk to the Council. A sub-committee had been formed to look into the matter and it was agreed by the Council that a HR consultant be appointed to carry out an independent investigation. His report had been received and the recommendations fully agreed. The complaint against the Clerk was not upheld; the sub-committee has highlighted a number of procedural and policy updates that will be made this year and the Council should now consider the matter closed. Cllr Worrall noted the high cost of employing the consultant and said that the Clerk had been a conscientious public servant for many years. She hoped this would put an end to the accusations. Cllr Newton noted that as a new Councillor he was very impressed with the manner in which the

complaint had been handled. Cllr Tinney agreed. The Chair said that this had been a very stressful time for both herself and the Clerk and we should all move on.

21.5.20 ISSUES AND QUESTIONS RAISED BY COUNCILLORS – Cllr Smith had received a report from the Traffic manager concerning SID's and this was still ongoing. Rughill cannot be used as a site for a SID. Cllr James-Lloyd said that some of the cycling signs were on display in Blackford. Cllr Worrall said that a proposal to site a new doctors' surgery at the Playing Fields could not go ahead due to a restriction of use. Cllr Smith said that several more sites were being considered. Cllr Newton said the gateways at Blackford had been ordered.

21.5.21 FINANCIAL MATTERS

a) **Audit of accounts 31st March 2021 to 21st April 2021**– Cllrs Keen and Mulliner reported that all was in order.

b) **Payment of invoices** – as per the following list

<u>Payment</u>	<u>Payee</u>	<u>Details</u>	<u>Amount</u>
BACS	Arien Signs	Cycling signs, Blackford	£163.10
BACS	Clarity Copiers	Photocopy charges	£5.66
BACS	S W Councils	Complaint investigation costs	£2016.00
BACS	Sedgemoor DC	Bin emptying	£515.74
BACS	Sedgemoor DC	Bin emptying and litter picking	£487.66
BACS	OddJob	Replace damaged tap and parts at allotments	£61.00
BACS	HMRC	Repay VAT reclaimed in error	£515.30
BACS	ZOOM	Monthly subscription	£14.39
BACS	D Summers-Cooke	Clean and lock toilets	£225.00
BACS	Mrs R Stevens	Clean Council Rooms	£25.00
BACS	W Jackson	Grass cutting, highways works	£1158.00
BACS	R Pring	Clerk's expenses	£17.46

21.5.22 CORRESPONDENCE

Item	From Whom	Subject
a		All circulated

21.5.23 COMMITTEE REPORTS

- Cemetery – Meeting held and a demarcation area between the car park and cemetery edge was being progressed. Also proposing a wildlife area in the cemetery
- Facilities & Allotments – Cllr Candy reported that there was only a half plot left to rent.
- Finance & General Purposes - Nil
- Housing – Nil
- Planning – Meeting next week.
- Footpaths & Green Issues - Nil

REPORTS FROM REPRESENTATIVES ON COMMITTEES

- IOW News – New Treasurer, Tom Wright appointed at a meeting this week
- Play Areas – Meeting due soon
- SALC – Nil.
- Wedmore Playing Fields Management - .Nil
- Village Halls – Blackford bookings now coming in. Wedmore had been redecorated.
- Twinning - Nil

21.5.24 **MATTERS OF REPORT AND ITEMS FOR NEXT MEETING –**

- (a). Chairman – Nil
- (b) Clerk - Nil
- (c) Members – Nil

There being no further business, the Meeting was declared closed at 8.03 pm