

MINUTES
LEIGH-ON-MENDIP ANNUAL PARISH COUNCIL MEETING
HELD ON MONDAY 20 MAY 2019 AT 7.00 P.M. IN THE MEMORIAL HALL

Present	Chris Cudmore	CC
	David Mattick	DM
	David Sparkes	DS
	Vicki Trundle	VT
In attendance	Anthea Brooks, Clerk	AB
	Vicky Taylor	VGT
	5 members of the public	

- | 1 | APOLOGIES | ACTIONS |
|----------|--|----------------|
| 1.1 | Apologies were received from Philip Ham, County and District Councillor (PH) and Alan Townsend, District Councillor (AT). VT was unable to attend before 8.00 p.m. | |
| 2 | DECLARATIONS OF INTEREST AND DISPENSATIONS AND REQUEST FOR RECORDING | |
| 2.1 | There were no declarations or dispensations or requests for recording. VT had pre-recorded an interest in Item 15 , Open Space purchase contract | |
| 3 | ELECTION OF CHAIRMAN | |
| 3.1 | DM was proposed by DS, seconded by PF and agreed unanimously. DM accepted the chairmanship and CC stepped down. | |
| 4 | ELECTION OF VICE-CHAIRMAN | |
| 4.1 | PF was proposed by DS, seconded by DM and agreed unanimously. PF accepted the vice chairmanship | |
| 5 | CO-OPTION OF COUNCILLOR(s) | |
| 5.1 | VGT was proposed for co-option by DM, seconded by PF and agreed unanimously. VGT accepted the office. | |
| 5.2 | The need for further Councillors was discussed and all agreed to approach likely candidates. | |
| 6 | DECLARATION OF ACCEPTANCE OF OFFICE (for any absent members) | |

6.1 The Clerk reported that VT had accepted the office and would be attending by 8.00 p.m.

7 **MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 21 MAY 2018**

7.1 The minutes of the Annual Parish Council Meeting and Annual Parish Meeting held on 21 May 2018 were agreed as a true and accurate record and signed by the Chairman

8 **MATTERS ARISING FROM THE ANNUAL PARISH COUNCIL MEETING MINUTES OF 21 MAY 2018**

8.1 **Insurance (10.5)** – the documents were distributed **Complete**

8.2 **Other Reviews required by Standing Orders (12.1)** – Standing Orders were checked and the appropriate reviews undertaken. **Complete**

8.3 **Bank Mandate** – PF mandate was submitted **Complete**

8.4 **Open Space Project (135.1/17)** – VGT provided a copy of the letter to householders to the Clerk. **Complete**

8.5 **Data Protection (153.8/17)** – The Clerk undertook Data Protection training **Complete**

9 **ELECTION OF REPRESENTATIVES**

9.1 Representations were agreed as follows

- **Quarry** – David Sparkes
- **Footpaths** – David Sparkes
- **Recreation Field** – Vicky Taylor
- **Memorial Hall** – Vicky Taylor
- **Highways** – David Sparkes
- **School** – Paula Freeland
- **SALC** – Clerk
- **Website** – Chris Cudmore agreed to continue
- **Administration of Facebook Group** – Vikki Batten
- **Police/PCSO** – a representative will attend PACT meetings where there are issues which affect the village

10 **APPROVAL OF ASSET REGISTER**

10.1 The Asset Register had been checked and updated and was approved and signed by VGT and DM.

11 **PLANNING** – there were no planning issues to discuss. It was noted that PF will lead on planning at future meetings.

12 **RENEWAL OF PARISH INSURANCE**

12.1 The Clerk reported that the renewal documentation had been received and checked. A cheque to pay for the insurance will be signed at this meeting and the Clerk will send.

13 **FINANCE**

13.1 **Governance Statement** – the Governance Statement was presented to the Council. It was noted that at £25,041 the annual income has just tripped the £25k boundary and a different statement is required (AGAR 3 compared with AGAR 2). The Clerk agreed to check with the auditors if the small excess warranted reworking the statement.

Clerk

PMN The auditors have confirmed that an AGAR 3 is required. The Clerk will raise the documentation and aims to have the accounts audited and documentation ready for signature at the next meeting.

13.2 **Year End Accounts** – the financial statement as at 31.03.2019 was discussed and agreed. However, the AGAR 3 requires the accounts to be in accrual not in Income and Expenditure format so the Clerk now needs to rework them before they can be signed as a correct record and published.

13.3 **Financial Statements for 31.03.2019 and 20.05.19.** The financial statements as at 31.03.19 and 20.05.19 were approved and signed as a correct record

13.4 The following payments were agreed and cheques signed

- **AED Locator** – Defib Annual Monitoring - £117.60
- **Mrs A Brooks** – Clerk's Salary for April - £221.20

- **Mrs A Brooks** – Cemetery Clerk 19/20
Salary - £97.03
- **Mr C Cudmore** – paper for annual newsletter
- £7.99
- **Postlebury PCC** – printing of annual
newsletter - £54.00
- **Mrs R Martin** – Open Space S106 Expenses
(MDC to be notified) £28.94
- **Came & Co** – annual insurance premium -
£362.56

13.5 **Internal Auditor** – it was agreed to appoint Richard Blunden as internal auditor.

14 **REVIEWS REQUIRED BY STANDING ORDERS**

14.1 The reviews required by Section 5 of the Standing Orders was address and the following are outstanding

- Review of Financial Regulations
- Review of Complaints Procedure

15 **OPEN SPACE PROJECT – APPROVAL OF PURCHASE CONTRACT**

15.1 The PC agreed that on the basis of the Solicitor's comments and DM's email there was unanimous agreement to sign the contract once some minor issues had been clarified. DM agreed to clarify these. Given the potential delays it was agreed by the PC to ask the vendor's permission for plot holders to plant and consider what conditions would be applied.

PMN The solicitor agreed the minor issues at 15.1 but then forwarded another letter with a different contract document offered by the vendor's solicitor. This raised various additional issues and approval of the contract remained on hold.

The Annual Parish Council Meeting was interrupted at this point to hold the Annual Parish Meeting (see separate minutes).

16 **OTHER REVIEWS REQUIRED BY STANDING ORDERS**

12.1 The Clerk will check any other reviews which are required by Standing Orders.

Clerk

PMN This was checked and a register to monitor these established.

17 URGENT REPORTS / ACTIONS FROM COUNCILLORS

- 17.1 **Memorial Hall** – would like to ask for two years budget money brought forward as they are currently considering funding for the work to be done on the roof. They are working up a grant application and will apply to the Quarry Community Fund.

18 MEETINGS TO BE ATTENDED

- 18.1 PACT Meeting at Leigh-on-Mendip Memorial Hall 6 August 2019 at 7.30 p.m.

19 DATE OF NEXT MEETING

- 19.1 The next Parish Council meeting will be held on 17 June 2019 at 7.00 p.m. in the Memorial Hall.

- 19.2 The next APM/APCM will be held on 15 June 2020.

PMN: The 2020 APM/APCM was cancelled due to Covid 19 Constraints