

WEST QUANTOXHEAD PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on 9 March 2016

PRESENT: Councillors G Tizzard (Chairperson), T Dunn, N Purcell-Herbert, R Hughes, Mrs S Sherry and Mrs P Tolley.

IN ATTENDANCE: Mrs C Richards (Clerk), County Councillor H Davies and West Somerset Councillor S Dowding.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from PCSO Peter Bolton.

2. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Councillor R Hughes signed the Dispensation Form in relation to setting of the precept to cover the period 13 January 2016 to 31 May 2019.

3. CO-OPTION OF PARISH COUNCILLOR

It was resolved to co-opt Mr John Roberts on to the Parish Council. As he was present at the meeting he signed his Declaration of Acceptance of Office and his Register of Interests forms.

4. MINUTES OF THE MEETING HELD ON 13 JANUARY 2016 & MATTERS ARISING:

4.1. Telephone Box. It was noted that now the telephone box had been moved to the village hall site, it was the responsibility of the Village Hall Committee.

4.2. Parish Council website. Councillor Mrs Sherry and the Clerk had met with Edward Martin Computers to discuss the website – www.westquantoxheadpc.co.uk. The Clerk confirmed that a grant of £665.00 had been received from the transparency funding process towards the cost of the website and associated costs. The suggestion was made that the website could be linked with the Village Hall website and Councillor Hughes agreed to report this suggestion to the Village Hall Committee.

Subject to noting the above, the Minutes of the Meeting held on 12 January 2016 were approved and signed.

5. REPORTS

5.1. Police Report:

PCSO Peter Bolton was unable to attend, however he had submitted a written report which had been circulated prior to the meeting.

5.2. Somerset County Council:

County Councillor Davies updated on matters of interest. The Chairman thanked Councillor Davies for his grant of £1,000 towards PALS.

5.3. District Council:

District Councillor Dowding updated on matters of interest.

5.4. Watchet, Williton & Quantocks Area Panel: No report.

6. CORRESPONDENCE: (full list pre-circulated)

The correspondence log was noted.

7. FINANCES:

7.1. Financial Statement:

Bank balance as at 23/2/16 (confirmed by bank statement #24) £3886.71

Petty cash balance at 13/01/16 £ 12.94

Stamps £ 6.48

Village hall meter £ 1.00

Balance as @ 9/3/16 £ 5.46

It was resolved (1) to close the petty cash account as at 31/3/16 and that any outstanding monies be paid into the Parish Council's bank account and resolved (2) that in future any expenses incurred by the Clerk will be paid on a six-monthly basis.

7.2. Clerk's Hours

The Clerk's timesheet of 16 hours @ £10.261 per hour was agreed.

7.3. Clerk's Travel Expenses

The Clerk's travel expenses of 36 miles @ 0.45p were agreed.

7.4. Cheques authorised at this meeting:

Chq. No. 000061 West Quantoxhead Village Hall (hall hire)	£ 33.00
Chq. No. 000062 Edward Martin Computer Services	£604.00
Chq. No. 000063 Clerk's Salary (16.1.16-11.3.16)	£131.34
Chq. No. 000064 Clerk's Income Tax (16.1.16-11.3.16)	<u>£ 32.83</u>
	£801.17

7.5. Clerk's request to become a signatory to the bank account: The Clerk advised that to have view only access to the online bank account she only needed to be registered as a delegate user and did not need to be a signatory. It was resolved to grant the Clerk authority to proceed on this basis.

8. NEW PROCESS FOR AUDIT FROM 2017

Councillors resolved to seek advice from West Somerset Council and SALC.

9. PLANNING UPDATE

11.1. Applications: None.

11.2. Decisions: None.

10. DOCUMENT RETENTION RULES

It was resolved to adopt the revised document retention rules.

11. STANDING ORDERS

It was resolved to amend Standing Order SO 3I as follows –

“A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may:

- a) film, photograph or make a an audio recording of a meeting;
- b) use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- c) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting”.

12. HIGHWAY MATTERS

Concern was expressed regarding the road surface at Wibble Farm and the dip in the road in The Avenue.

13. FOOTPATHS

It was noted that a footpath on the A39 just past the entrance to the Church and a footpath in Bracken Edge was full of weeds and it was resolved to ask Highways if they could deal with this or provide the necessary weedkiller for the Parish Council to undertake the work.

14. FUTURE MEETINGS:

6 April 2016 (Parish Assembly)	7.00 pm
11 May 2016	7.30 pm
13 July 2016	7.30 pm

14 September 2016
9 November 2016

7.30 pm
7.30 pm

The meeting closed at 8.30 pm.

Signed:
Chairman

Date: