

# WESTONZOYLAND PARISH COUNCIL

## MINUTES OF THE ANNUAL MEETING OF THE COUNCIL

HELD ON MONDAY 17 MAY 2021 AT 7.30 PM

AT THE VILLAGE HALL, WESTONZOYLAND

**PRESENT:** Councillors Mr Alder, Ms Bicker, Mrs Fisher, Mrs Parfitt, Mr Pearce and Mr Spurrell

**APOLOGIES:** Councillors Mr Griffiths and Ms Perry, District Councillor Anthony Betty and County Councillor David Hall

### **01/21 Election of Chairman**

In light of the Covid impacts, Mrs Fisher, elected Chairman of the Parish Council for 2019/20, had remained in office in 2020/21.

**Resolved:** That Mrs Fisher be elected Chairman of the Parish Council for 2021/22

### **02/21 Appointment of Vice-Chairman**

**Resolved:** That Ms Bicker be appointed Vice-Chairman of the Parish Council for 2021/22

### **03/21 Parish Council Vacancy**

Following resignation of Peter Evans (Vice-Chairman) no request for an election had been submitted following the notice of the resignation some months ago. The Clerk advised on the options and process which had been followed as a result of which it was now open to the Council to fill the vacancy through co-optation. Following invitations to individuals two individuals had expressed interest and had submitted supporting information. In the knowledge of interest it was proposed and seconded and

**Resolved:** That Mr Nigel Higgs 51A Liney Road, Westonzoyland, be co-opted to the Parish Council given the skills and local interest displayed.

*The Chairman confirmed that Mr Higgs would be invited to the Annual Parish Meeting to complete the Declaration of Acceptance of Office and forms for Notification of Financial and Other Interests.*

### **04/21 Minutes of the Meeting held on 9 March 2020 and Minutes of Virtual Meetings held on 6 August 2020 (Audit of Accounts 2019/20), 20 January 2021 (Budget and Precept 2021/22), and Business Continuity Motion**

**Resolved:** That the Minutes of the Meetings of the Council as referred above and the Virtual Meetings also referred above, be approved and signed by the Chairman as a correct record, and the Business Continuity Motion as circulated and agreed, be confirmed.

### **05/21 Matters Arising**

The Clerk gave updates on all matters covered in the various Minutes circulated as recorded above.

- i. **SRA Engagement Team (John Rowlands) (Min 64/19i and 74/19i)** - County Councillor David Hall, as Chairman of the SRA would update at the Annual Parish Meeting;
- ii. **Traffic Speeding and Follow Up to Meeting - Village Gateway Features (Min 64/19iii and 74/19iii)** - Agreed to discuss further at the Annual Parish Meeting and to receive an update from County Councillor David Hall;
- iii. **Defibrillator(s) (Min 64/19v and 74/19v)** - The defibrillators were in place at the Village Hall and the Village Stores, with one resulting from a donation from a local resident, both had been registered and now re-registered with The Circuit and in due course training in use would be offered;
- iv. **Traffic Speeding and 20mph Request (Min 75/19)** - The Council had supported the request from the school although residents now raised the possibility of an extended area or other measures and this would be followed up at the Annual Public Meeting;
- v. **Youth Shelter - Solar Lighting and Additional Waste Bins (Min 80/19)** - Agreed to follow-up the Meeting and confirm the requirement or possibility of a solar light and the need for an additional bin.

### **06/21 Ward Member Reports**

It was noted that Ward Member Reports for both District and County were deferred to the Annual Parish Public Meeting on Monday 24<sup>th</sup> May 2021.

### **07/21 Police/PCSO Report**

No report had been received.

**Resolved:** That the newly representative PCSO Georgia Cox, be specifically invited to the Annual Parish Public Meeting as an introduction to the members and the public.

### **08/21 Notice of Audit 2020/21 and Engagement of Internal Auditor**

The Clerk informed of the Notice of Audit, the action which had been taken in preparation for the audit, the Year End Accounts and the Governance and Internal Audit Reports as per Accounting Statements and background information received and duly circulated.

#### **Resolved:**

1. That the Notice of Audit 2020/21 as received be noted;
2. that the Annual Governance Statement be completed on behalf of the Council;
3. that the Chairman and Clerk be authorised to sign off the Accounts and Statements for Submission of the AGAR;
4. to consider whether expenditure limits apply in order to qualify for Exempt Status rather than falling into Category 3 with expenditure over £25k in year;
5. that the Public rights Notice Period be advised to comply with the Audit Regulations; and
6. that the Annual Governance Statement and Accounting Statements be published on the website, together with other such information required to satisfy the Transparency Code for Small Authorities.

### **09/21 Appointments 2021/22**

1. Planning Sub-Committee (5) - Chairman and Vice-Chairman together with three other members;
2. SALC Representatives (2) - Chairman and Vice-Chairman;
3. Village Hall Management Committee (1) - Jackie Fisher;
4. Internal Auditor (1) - Mrs Geri O'Loughlin;
5. Cluster Group (2) - Chairman (and or Vice-Chairman) and Clerk
6. Rights of Way Contact/Parish Path Liaison Officer (1) - Ian (Charlie) Moore;
7. Grievance and Disciplinary Panel (2) - Councillors Liz Parfitt and Andy Pearce;

8. Appeals Panel (2) - Chairman and Vice-Chairman;
  9. Parish Magazine Scribe (1) - Steve Spurrell;
  10. Cheque Signatories (Mrs Fisher, Mr Alder, Mr Griffiths and Clerk);
  11. Westonzoyland School Representative Nominee (1) - Liz Parfitt
- Resolved:** That the appointments as set out above be confirmed.

#### **10/21 Review of Standing Orders and Financial Regulations and Code of Conduct**

**Resolved:** That these documents be reviewed by the Clerk and suggested updating amendments brought forward in due course.

#### **11/21 Covid Restrictions - Matters Referred or Followed Through**

**Resolved:** That the following be noted and actions confirmed

1. Old Cemetery - pathway and gate pillars;
2. New Cemetery - leylandi removal and replacement trees with plans for driveway renewal and relaying of gravel. Valuation Office NNDR Review noted;
3. Annual Parish Public Meeting Items -
  - i) as referred, reports by County Council Ward Member and District Council Ward Members including traffic matters and speeding through and within Village, reference 20 mph at school and planned gateway features - SCC follow-up
  - ii) Future of Local Government in Somerset - Unitary/Two Unitary Proposals and Government Review
  - iii) Somerset Rivers Authority - Annual Report, Wessex Flood Warden Newsletter, work to reduce flood risk, SRA Community Engagement Team, River Sowey and KSD Enhancements Phase 1, and Parrett Tidal Barrier

#### **12/21 Planning Applications, Decisions, Appeals and Enforcements and Other Matters**

Reports were received on all applications outstanding and other matters referred to the Planning Authority for enforcement examination.

- 53/21/00003 10 Townsend - extension - no objection
- 53/21/00004 Airfield Runway, Folly Farm - storage and blending of horticultural growing media - objections maintained (see note in Min 17/21 below)
- 53/21/00005 Land south of Church Hall, Main Road - 2 number semi detached self build dwellings - objection and representations confirmed
- 53/21/00006 7 Main Road - replacement of conservatory roof etc - no objection
- 53/20/00031 Extension and wall rebuilding at Penzoy House - correct detail to be inserted - comments noted but all objections in submission confirmed (see note in Min 17/21 below)

#### **13/21 Accounts for Payment and Receipts**

**Resolved:** That the accounts listed for payment including Section 137 payments where appropriate, and paid contained in the Clerk's Report dated 12 May 2021, including income being WAGs annual rental £1,000, VAT reclaim 19/20 £4325.53, Precept (half year) April 2021 £10,768.50, and CIL receipts April 2021 £2,425.15, and approved together with bank statements and reconciliation.

#### **14/21 Publications and Correspondence**

**Resolved:** That the items recorded in the Report dated 12 May 2021 be noted and actioned where appropriate:

1. Somerset Waste Partnership - monthly updates
2. Bus Back Better - opportunities for bus improvements - supported
3. Bridgwater Cycling Charter - endorsement - supported
4. Public Rights of Way - review and route identification
5. Community Risk Management Plan and Survey Deadline 20 May 2021
6. Operation London Bridge - website plug-in - purchased
7. VE Day 08.05.21 - 76 years [www.veday75.org](http://www.veday75.org)
8. Defibrillators Confirmation of Usage, Training Proposals and National Registration Database as recorded above
9. CIL Income and Account - total to be transferred to deposit account
10. Pensions Regulator - compliance completed
11. SLCC Branch Meetings and Information
12. NALC Advice Papers: PC12-20 Transparency - data and land control; PC11-20 White Paper - planning for the future; PC10-20 Changes to the Current Planning System; Eo01-20 2020/21 Salary Award
13. Church Hall - update - out of use, PCC in process of disposal
14. Play Area, Youth Shelter Solar Lighting and Extra Bins - as referred above
15. Magazines, Newsletters, Posters and Product Information

### **15/21 Calendar of Meetings**

**Resolved:** That the provisional Calendar of Meetings for 2021/22 as circulated, be approved subject to confirmation of dates for January, March and May 2022.

### **16/21 Additional Items**

1. Liney Road - flooding - referred to Highway Authority;
2. Liney Road - housing development site - problems with land vibration and information provided to residents;
3. Church Lane path – overhanging tree – to be reported

### **17/21 Planning Applications**

The Chairman adjourned the formal meeting to receive representations from agents and owners in respect of applications 53/21/00004 at Folly Farm, and 53/20/00031 at Penzoy House. As a result of listening to representations and discussions on various aspects of the cases, members recorded the decisions set out above in Min 10/21.

The meeting finished at 9:20 pm

Signed  
Chairman