

# **Minutes for Meeting Planned for 18 May 2020**

Draft

## **Selworthy and Minehead Without Parish Council Minutes/Matters**

[Please note the appendices referred to in these draft minutes are available from the Clerk]

This was for a meeting that would have taken place on 18 May 2020. Due to the ongoing coronavirus pandemic these items were dealt with via email, together with the Business Continuity Motion giving delegated authority to the Chair, Vice Chair and Clerk. Also in accordance with Standing and Financial Orders. The agenda numbers will form the minute numbers and they will be formalised at the next official Parish Council meeting.

Councillors Sally Bate, Bob Bonar, Maxwell Lawrence and Barry Twist agreed via email to propose and second the following:

[A quorum responded to the agenda items that required approval]

### **1. Election of Chair - Coronavirus Procedures**

Following Government Regulations which came into force on 4 April, Regulation 4 provides that current appointments could continue until the next Annual Parish Council meeting in May 2021. Mrs Webber agreed to continue as Chair and would sign the Acceptance of Office form.

### **2. Election of Vice Chair**

Mr Wright agreed to continue as Vice Chair until the Annual Parish Council meeting in May 2021.

### **3. Disclosable Pecuniary Interests and Other Interests**

None received.

#### **4. Crime Update**

PCSO Linda Brooks reported five police calls for the parish of Selworthy and Minehead Without during April.

#### **5. Notes of Meeting which would have been held on 30 March 2020**

The notes had been circulated. Mrs Bate proposed and Mr Maxwell seconded approval. There were no objections.

#### **6. National Trust Report**

No report was available.

#### **7. County Councillor's Report**

No report was available

#### **8. District Councillor's Report**

No report was available

#### **9. Allerford and Selworthy Community Hall**

No report was available. It was noted that the Government via Somerset West and Taunton Council had awarded the Hall £10,000 under the Covid-19 support fund.

#### **10. Allerford Community Orchard**

No report available.

#### **11. Proposed Meeting Dates for 2021**

A list of meeting dates for 2021 is attached as Appendix 1.

## **12. Appointment of Parish Council Representatives on Outside Bodies 2020/2021**

An amended list had been circulated, agreed and is attached as Appendix 2.

## **13. Risk Assessment and Management 2020/2021**

This updated paper had been circulated. Mrs Bate proposed and Mr Maxwell seconded approval. There were no objections. A copy of the paper is attached as Appendix 3.

## **14. Assets Register May 2020**

A copy of the assets register is attached as Appendix 4.

## **15. Planning**

### **15.1 Applications**

15.1.1 6/29/20/101 - proposed covered yard for agricultural housing, Brandish Street Farm, Allerford - withdrawn 14 April 2020

15.1.2 6/29/20/102 - siting of two shepherd's huts for glamping and conversion of redundant slaughterhouse to washroom and toilet facility at Brandish Street Farm, Brandish Street, Allerford. By a majority there was no objection. One Councillor objected on the grounds of increased holiday lets.

### **15.2 Decisions**

None

## **16. Finance**

16.1 To consider approval of the following accounts for payment

<b>Item No</b>	<b>Details</b>	<b>£</b>
16.1.1	Clerk's salary April/May	858.48

Item No	Details	£
16.1.2	Clerk's expenses April/May	42.30 (inc VAT 7.05)
16.1.3	Dorset and Somerset Air Ambulance - Section 137 donation	100.00
16.1.4	Devon Air Ambulance - Section 137 donation	100.00
16.1.5	Information Commissioner's Office - Data Protection fee 21.6.20 - 20.6.21	40.00
16.1.6	Came & Co - Parish Council insurance 1.6.20 - 31.5.21	433.81
16.1.7	Somerset Playing Fields Association -annual subscription 2020	15.00

These accounts had been circulated. Mr Twist proposed and Mr Bonar seconded approval. There were no objections.

## **16.2 Income**

<b>16.2.1 First Half of Precept 2020/2021</b>	<b>7500.00</b>
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## **16.3 Financial Statements**

### **16.3.1 Reconciliation for March/April 2020**

After the above transactions had been taken into account the Parish Council's bank balance totalled £11,365.98, with the second half of the precept to come in September plus VAT reimbursement.

### **16.3.2 Annual Reconciliation Statement year ended 31 March 2020**

A copy of this statement is attached as Appendix 5.

## **16.4 Audit**

### **16.4.1 Exempt Authority**

It was noted, and signed by the Chair, that Selworthy and Minehead Without Parish Council agreed to declare that it was an exempt authority for the purpose of audit as its turnover did not exceed £25000. The external auditors had selected this Parish Council for an intermediate audit. This is one of 5 per cent selected and is a normal procedure.

### **16.4.2 Annual Governance Statement 2019/2020**

As part of the audit process this statement had been circulated to Councillors. Mrs Bate proposed and Mr Lawrence seconded approval to this statement, a copy of which is attached as Appendix 6. There were no objections.

### **16.4.3 Annual Accounting Statement 2019/2020**

As part of the audit process this completed statement had been circulated to Councillors. Mrs Bate proposed and Mr Lawrence seconded approval of this statement, a copy of which is attached as Appendix 7. There were no objections.

### **16.4.4 Annual Interim Audit Form 2019/2020**

When completed the audit form will be circulated to Councillors.

### **16.4.5 Annual Report by Internal Auditor 2019/2020**

The internal auditor's report will be circulated to Councillors when completed.

## **17 Correspondence**

None

## **18 Members of the Public (via email or telephone)**

None

## **19 Items of Concern**

None

### **The next meeting of the Parish Council**

Subject to Government advice permitting, the next scheduled Parish Council meeting will be held on Monday 20 July 2020 at 7 pm in the Allerford and Selworthy Community Hall, Allerford, or as per the first paragraph of these minutes.

Unless urgent, all other items on the 18 May agenda will be held in abeyance, unless otherwise suggested by Councillors, and considered in due course.

Derrick Bott

Clerk

18 May 2020

S708m