

**Minutes of Sampford Arundel Parish Council Meetings held Tuesday 2 May 2023 at 7.00 pm in the Parish Rooms.**

**Present:** Cllrs J Lloyd (Chairman), B Brown, J Burgess, K Hill, R Milton, G Pike and J Troake  
Somerset Councillor D Mansell  
PCSO Simon Bramley  
Alice Kendall – Parish Clerk  
1 member of the public

**ANNUAL PARISH MEETING**

- 1. Signing of 2022 meeting Minutes**  
**RESOLVED** to sign the minutes of the Annual Parish meeting held 17 May 2022.
- 2. Representatives from local Parish Groups to update the Council on their activities**  
The following groups gave updates on their activities over the past year;
  - Gardening Club
  - Parish Rooms CommitteeA report from the Cricket Club was read out by the Chairman.
- 3. Report by the Chair Cllr Janet Lloyd**  
The Chair gave a report which is attached to the minutes.
- 4. Public Questions**  
There were no questions from those present.

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**ANNUAL PARISH COUNCIL MEETING**

- 1. Election of Chairman for the forthcoming year**  
**RESOLVED** to elect Cllr Lloyd as Chairman.
- 2. Election of Vice Chairman for the forthcoming year**  
**RESOLVED** to elect Cllr Brown as Vice Chairman.
- 3. Apologies for absence and approve reasons for absence**  
All Councillors were present.
- 4. Public Forum – matters of report**  
PCSO Bramley reported that there had been very few calls from within the Parish since he last attended a meeting. Councillors mentioned the issues of the A38 which he will report back to the office and request more enforcement presence. There will be some changes to Officers but he will update the Clerk as soon as possible.

Cllr Mansell reported on the ongoing work required now the new Unitary Council is in place. Cllr Lloyd reported that the new website was difficult to navigate at times. Cllr Mansell will report this back to Officers. He shared Cllrs frustration with the delays with the scheme for the A38.

During this item, Cllrs Hill and Pike arrived at the meeting.

At this juncture, it was **RESOLVED** to bring forward item 9 (airband).

**5. Airband**

Faye Cross – Community Liaison Officer gave a brief explanation of the services provided by Airband. After some discussion, it was resolved to agree in principle to the installation of a pole adjacent to the car park at the Village Green. However, payment of £100 plus £10 per year was not considered to be adequate. The Clerk will ask Airband for a better offer which will be brought back to the next meeting.

**6. Declarations of Interest, pecuniary or otherwise, in any agenda items**

There were none.

**7. Approve and sign Minutes of the meetings held 7 March 2023**

**RESOLVED** to confirm and sign the minutes of the meetings held 7 March 2023 as a correct record.

**8. Chair's Report**

The Chair had reported on the delays with the A38 scheme previously in the meeting. She further reported she and the Clerk attended a pre-LCN meeting hosted by Cllrs Mansell. The first LCN meeting will be held on 6 July but unfortunately, she is unable to attend. She will attend the Somerset Council Planning meeting on behalf of the Parish Council to give evidence in support of the planning application at Home Farm.

**9. Clerk's Report**

The Clerk reported that a matter raised at a previous meeting had been taken up with Highways who are finding a way forward with the matter. She has requested more information of the finger post scheme from Somerset Council and will present this at the next meeting. It was explained that the next two meetings would be brought forward by one week to be in the last weeks of June and August rather than the first weeks of July and September.

**10. Annual Review of;**

**a. Standing Orders**

**RESOLVED** to adopt model standing orders as presented.

**b. Financial Regulations**

**RESOLVED** to adopt model Financial Regulations as Presented.

**c. Memberships**

**RESOLVED** to renew membership to the Somerset Association of Local Councils.

**d. Land and Assets**

**RESOLVED** to adopt the asset register with no amendments required from the previous review.

**e. Insurance Cover**

**RESOLVED** to confirm review of the insurance cover and to accept the quote of £224.

**11. 2021-22 Internal Audit**

The internal audit report, with notes from the Clerk, was noted.

**12. 2022-23 Year End Finance**

**a. To note and approve the Bank Reconciliation as at 31 March 2023**

**RESOLVED** to approve the bank reconciliation.

**b. To approve and sign the Certificate of Exemption**

Having read the criteria, it was **RESOLVED** to sign the Certificate of Exemption.

### 13. Finance

#### a. To approve payments since the last meeting;

Chq No	Name	Description	Amount
000993	Gifts2Impress	Coronation Rulers	£272.40
000994	G Prigg	Magician	£200.00
000995	A Kendall	Salary April	£208.35
000996	Parish Online	Mapping System	£43.20
000997	Cllr Burgess	Coronation Party Items	£69.06
000998	Zurich	Insurance	£224.00

**RESOLVED** to approve the payments with the addition of the annual payment of £100 to the Parish Rooms Committee for room hire and defib electricity (Cllr Troake declared a personal interest in this item being a member of the Parish Rooms Committee).

#### b. Receipts since the last meeting;

Name	Description	Amount
Somerset West & Taunton	Precept	£7,500.00

Income was noted.

#### c. Schedule of Direct Debits *(the Council should review and note this annually)*

Name	Description	Amount	Frequency
PWLB	Precept	£565.63	Twice Yearly
ICO	Data Protection Fee	£35.00	Yearly

The schedule was noted.

#### d. Creation of new Direct Debits & Standing Orders

Name	Description	Amount	Frequency
A Kendall	Salary	£208.35*	Monthly (25 <sup>th</sup> )
HMRC	Salary Deductions	£56**	Monthly

\*This is the usual amount paid after tax deductions, any differences will be monitored and reported to meetings accordingly.  
\*\*this amount may change depending on tax calculation.

**RESOLVED** to approve the set up of the new direct debit and standing order.

### 14. Confirmation of grass Cutting costs for 2023

- a. Verges & Hedges – £810
- b. Village Green – £670

**RESOLVED** to extend the current grass cutting contracts for 1 year at the quoted costs.

### 15. Coronation of King Charles III

Cllr Burgess presented three options for the location of a new rowan tree for the village green. It was agreed that the preferred location would be adjacent to the pedestrian entrance opposite the school. He also reported that a brass plaque had been ordered. The location for the party will be confirmed the day before and will be determined by the weather.

At this juncture, Cllr Hill gave her apologies and let the meeting. Before doing so, she gave a brief update from the Senior Citizen's Club who have been out on a number of visits and attended talks throughout the year.

**16. Matters of report**

- Cllr Milton reported that there is standing water in the road at Stoney Stile.

**17. Items for Next Agenda**

Airband update, finger posts & audit.

Next Meeting: 7.30pm Tuesday 27<sup>th</sup> June 2023.

**There being no further business, the meeting closed at 9.05 pm**

**Signed:**

**Date:**