

**Minutes of Sampford Arundel Parish Council Meetings held Tuesday 14 May 2024 at 7.00 pm in the Parish Rooms.**

**Present:** Cllrs J Lloyd (Chairman), B Brown, J Burgess, K Hill, R Milton, and J Troake  
Somerset Councillor D Mansell  
Alice Kendall – Parish Clerk  
3 members of the public

### **ANNUAL PARISH MEETING**

- 1. Signing of 2023 meeting Minutes**  
**RESOLVED** to sign the minutes of the 2023 Annual Parish meeting.
  - 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;
    - Parish Rooms Committee
  - 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**  
Apologies were received and accepted from Cllr Pike.
- 4. Public Forum – matters of report**  
Unitary Councillor Dave Mansell gave an in depth update on the current financial situation at Somerset Council, as well as the scheme for safety on the A38. A member of the public also spoke regarding the Hollywell Lake lane. They will liaise with Councillor Mansell.
- 5. Declarations of Interest, pecuniary or otherwise, in any agenda items**  
Councillor J Lloyd asked that a standing declaration be added as she is a director of SALC.
- 6. Approve and sign Minutes of the meetings held 12 March 2024**  
**RESOLVED** to confirm and sig the minutes of the meetings held 12 March 2024 as a correct record.
- 7. Chair's Report**  
The Chair reported that she was a member of the Highways Working Group of the LCN and that eight Somerset Officers were in attendance at the first meeting. The steward scheme is being changed to a 'shopping list' service. It was agreed that the Council would rather take up paid services with Wellington Town Council.

## 8. Clerk's Report

The Clerk had nothing to report as all items were covered in the agenda.

## 9. Annual Review of;

### a. Standing Orders & Financial Regulations

It was noted that updated model Financial Regulations are due to be published shortly which may impact model Standing Orders. When they are available from NALC, the Clerk will present them for review.

### b. Memberships

**RESOLVED** to renew membership with SALC and to take up a new subscription with CCS.

### c. Land and Assets

**RESOLVED** to accept the Asset Register as presented.

The Clerk was asked to obtain a valuation for the phone box in Sampford Moor with a view to possibly dispose of the asset.

### d. Insurance Cover

**RESOLVED** to renew the Council's insurance with Zurich as presented at a cost of £224.

The Clerk was asked to obtain a quotation for adding the village phone box to the policy.

## 10. 2023-24 Year End Finance

a. To note and approve the Bank Reconciliation as at 31 March 2024  
**RESOLVED** to approve the year end bank reconciliation.

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

c. Internal Audit Report

d. Section 1 – Annual Governance Statement

e. Section 2 – Annual Accounting Statements

f. 23-24 Notice for Exercise of Public Rights

Items c to f were deferred to the next meeting.

## 11. Finance

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

Chq No	Name	Description	Amount
SO	A Kendall	Salary April	£222.08
DD	HMRC	Q4 Deductions	£166.60
001022	Zurich*	Insurance Premium	£224.00
001023	Starboard Systems	Scribe Subscription	£207.36
001024	Geosphere	Mapping System	£43.20
SO	A Kendall	Salary May **	£222.08

**RESOLVED** to approve payments as presented.

### b. Receipts since the last meeting;

Name	Description	Amount
Lloyds	Interest	TBC
HMRC	VAT Refund	£84.68
Somerset Council	Precept	£7,500

Expected income was noted. The Lloyds statement had not arrived before the meeting.

**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
A Kendall	Salary	£222.03*	Monthly (25th)
HMRC	Salary Deductions	Variable**	Quarterly

\*\*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 schedule

**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.

**12. Notice Board for Church Yard**

**RESOLVED** to accept a donation to replace the notice board at the Church gates.

**13. Grass Cutting Grant for Church Yard**

**RESOLVED** to pay the Parochial Church Council £325 in lieu of the Burial Grant no longer received from Somerset Council.

**14. Magnolia for Village Green**

**RESOLVED** to allow a parishioner to plant a magnolia tree on the green in memory of his late wife.

**15. Jubilee Green**

**RESOLVED** to approve the quotation to repair posts at the Jubilee Green in the amount of £125.

**16. Matters of report**

- Cllr Milton reported that there is standing water in the road at Stoney Stile. Councillor Lloyd will make contact with the Environment Agency.
- Councillor Burgess will forward images of the metal signposts to the Clerk
- Councillor Hill reported that the bridge at Sampford Moor is still in disrepair.

**17. Items for Next Agenda**

Audit

Next meeting: 7.30pm Tuesday 2 July 2024

**There being no further business, the meeting closed at 9.00 pm**

**Signed:**

**Date:**