

Minutes of Sampford Arundel Parish Council Meetings held Tuesday 13 May 2025 at 7.00 pm in the Parish Rooms.

Present: Cllrs J Lloyd (Chairman), B Brown, J Burgess, K Hill, and J Troake
Alice Kendall – Parish Clerk
1 member of the public

ANNUAL PARISH MEETING

- 1. Signing of 2024 meeting Minutes**
RESOLVED to sign the minutes of the 2024 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;
 - Gardening Club
 - Parish Rooms Committee
 - Cricket Club
 - Senior Citizens
 - PCC
- 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.

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 R Milton.
- 4. Public Forum – matters of report**
There were none.
- 5. Declarations of Interest, pecuniary or otherwise, in any agenda items**
Councillor J Lloyd declared a personal interest as a Director of SALC (payments & membership)
- 6. Approve and sign Minutes of the meetings held 11 March 2025**
RESOLVED to confirm and sig the minutes of the meetings held 11 March 2025 as a correct record.
- 7. Chair's Report**
The Chair reported that the S106 agreement for the Home Farm planning application has now been finalised after long delays and that the promised Highways Maintenance Scheme from Somerset Council was still delayed.

8. Annual Review of;

a. Standing Orders & Financial Regulations

RESOLVED to adopt Standing Orders as presented.

RESOLVED to adopt Financial Regulations as presented after confirming that 5.6 should allow for three formal tenders from suppliers.

b. Memberships

RESOLVED to renew membership with SALC.

c. Insurance Cover

RESOLVED to renew the Council's insurance with Zurich as presented at a cost of £315.38.

9. 2024-25 Year End Finance

a. To note and approve the Bank Reconciliation as at 31 March 2025

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

RESOLVED to note the internal audit report.

d. Section 1 – Annual Governance Statement

RESOLVED to approve the Annual Governance Statement, answering yes to all assertions.

e. Section 2 – Annual Accounting Statements

RESOLVED to approve the Annual Accounting Statements

f. Notice for Exercise of Public Rights

RESOLVED to note and approve the dates for the Exercise of Public Rights being 3rd June – 14th July 2025

10. Finance

a. To approve payments since the last meeting;

Chq No	Name	Description	Amount
SO	A Kendall	Salary March	231.00
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DD	ICO	Data Protection Fee	35.00
001803	Zurich*	Insurance Premium	315.38
001804	Starboard Systems	Scribe Subscription	207.36
001805	Geosphere	Mapping System	43.20
001806	SALC**	Annual Subscription	142.78

RESOLVED to approve payments as presented plus £105 to Per Pro for audit services and £100 to CCS for membership.

b. Receipts since the last meeting;

Name	Description	Amount
Lloyds	Interest	4.63
Somerset Council *	Precept	8,993

*anticipated

Income was noted

c. Schedule of Direct Debits

Name	Description	Amount	Frequency
ICO	Data Protection Fee	£35.00	Yearly
A Kendall	Salary	£231.00*	Monthly (25 th)
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 th)
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.			

11. Matters of report

- Cllr Hill reported that the post-box at the Beambridge needed moving due to the collection of standing water in front of it.
- Cllr Burgess reported that there were low hanging telegraph cables at Sampford Moor.
- Cllr Brown raised concern about the speed of vehicles through Whiteball and wondered if some '20 is plenty' signs might be beneficial.
- Cllr Lloyd reported that Wellington Town Council are in the early stages of requesting a review of their boundary, but it will be unlikely to affect Sampford Arundel's.

12. Items for Next Agenda

Awareness training for sign works.
Notice Bords.

Next meeting: 7.30pm Tuesday 8 July 2025

There being no further business, the meeting closed at 8.10 pm

Signed:

Date: