

# *Huish Episcopi Parish Council*

**Draft Minutes of the Annual Meeting of Huish Episcopi Parish Council (HEPC) held via the virtual platform 'Zoom Conference Facilities' on Thursday 6<sup>th</sup> May 2021 at 7pm.**

**Present:**

Cllr Shirley Nicholas Chairman  
Cllr Graham Lock Vice Chairman  
Cllr John Wood  
Cllr Barry Horsgood  
Cllr Jane Redfearn  
Cllr Julia Gadd  
Cllr Keith Peto  
Cllr Arwyn Harris

Emma Curtis Parish Clerk  
County/District Councillor Clare Paul (arrived 7.10pm)  
District Councillor Tiffany Osborne (arrived 7.15pm)

On 4<sup>th</sup> April 2020 the Government introduced the Local Authorities (Coronavirus)(Flexibility of Local Authority Meetings)(England) Regulations 2020 to allow local councils to meet remotely up to and including 7th May 2021.

**There were no members of the public. Cllr Paul and Cllr Osborne arrived later in the meeting.**

**The meeting commenced at 7pm.**

**34/2021. To elect a Chairman and receive a declaration of acceptance of office.** Cllr Nicholas was proposed as Chairman by Cllr Wood and seconded by Cllr Lock. All Cllrs agreed unanimously. It was **RESOLVED** that Cllr Nicholas be elected as Chairman and that the declaration of acceptance of office be signed accordingly.

**35/2021. Apologies for Absence.** Received from Cllr Rob Crumb. Reason for absence approved.

**36/2021. Declarations of interest.** None received.

**37/2021. To elect a Vice Chairman and receive a declaration of acceptance of office.** Cllr Lock was proposed as Vice Chairman by Cllr Nicholas and was seconded by Cllr Wood. All Cllrs agreed unanimously. It was **RESOLVED** that Cllr Lock be elected as Vice Chairman and that the declaration of acceptance of office be signed accordingly.

**38/2021. To elect members to working groups and committees.** It was **RESOLVED** that members of working groups and committees would remain the same. Cllr Gadd stated that there were two Footpaths representatives, not one as stated in an email received from Cllr Crumb:

**Staffing:** Cllr Nicholas and Cllr Lock.

**Land Management (including Lengthsman):** Cllr Lock and Cllr Redfearn.

**Development Control Planning:** Cllr Nicholas, Cllr Lock and one other (nearest to the location).

**Community:** Cllr Nicholas, Cllr Lock, Cllr Wood, Cllr Crumb.

**Memorial Field:** Cllr Nicholas, Cllr Horsgood

**Allotments Liaison:** Cllr Crumb

**Abattoir Liaison:** Cllr Harris

**Environment (inc footpaths):** Cllr Crumb, Cllr Gadd

**Langport and Huish Episcopi Youth Group:** Cllr Nicholas, Cllr Horsgood

**Annie Tite Fund:** Cllr Wood

**LTC Tourism and Marketing Committee:** Cllr Gadd

**War Memorial:** Cllr Wood

**Community Speed Watch:** Cllr Wood, Cllr Gadd

**39/2021. To reconfirm that the Parish Council meet the eligibility criteria for the General Power of Competence as set out in the Localism Act 2011; namely that it has a qualified Clerk and that at least two thirds of vacancies were filled at the last ordinary election and that the Council readopts the power.** The Parish Council reconfirmed they met the conditions to enable it to exercise the General Power of Competence and it was **RESOLVED** to readopt the power.

**40/2021. Approval of Minutes.** It was **RESOLVED** that the minutes of the meeting held on 26<sup>th</sup> April 2021 are a true record. The minutes will be signed at the next face to face Parish Council meeting.

**41/2021. Matters arising from the minutes.** Cllr Redfearn reported she had made further contact with the British Rail contractors regarding the hardcore for the parking area and that British Rail were considering the request.

**42/2021. Planning Applications:** None received.

#### **43/2021 Council**

**a. Standing Orders.** It was **RESOLVED** to readopt the Parish Council Standing Orders but to amend point 3x to 2 hours.

**b. Financial Regulations.** It was **RESOLVED** to readopt the Parish Council Financial Regulations as presented.

**c. Asset Register.** It was **RESOLVED** to approve the Councils Asset Register as presented. It was further **RESOLVED** to put Council assets onto Parish Online and the new Scribe Financial Software system.

**d. Risk Management.** It was **RESOVLED** to readopt the Councils Risk Management Policy as presented.

**e. Insurance.** The Council reviewed the current policy in detail and the Clerk confirmed that the price had been queried and amended accordingly by BHIB. It was **RESOLVED** to accept the insurance policy as presented and proceed with renewal.

**f. Register of Interests.** The Clerk reminded members that it was their responsibility to ensure their Register of Interests was kept up to date and should it need updating to ask for a new copy.

**g. Climate Emergency Fund.** It was **RESOLVED** to approve the signing of the grant funding agreement as presented. The Clerk duly signed the document on behalf of the Council. Cllr Peto provided information about the project and the process moving forward.

#### **44/2021 Accounts**

**a. To resolve to approve payments listed**

It was **RESOLVED** to approve the payments as listed.

**b. To receive the bank reconciliations provided**

Circulation of the bank reconciliations was noted, no queries were raised. It was **RESOLVED** the reconciliations would be signed at a later date.

**c. To review and agree signatories for the UTB bank accounts**

It was **RESOLVED** that the banking signatories for the UTB bank accounts would remain the same – Cllr Nicholas, Cllr Lock, Cllr Peto, Cllr Harris and Cllr Wood.

**d. To note CIL income of £2,959.64**

The CIL income was noted.

**e. To consider grant application form from Reach Out SW CIC Ltd**

The grant application was considered by Council and dismissed. Cllrs felt there was no apparent evidence detailing how parishioners of Huish Episcopi would benefit and what value would be gained for parish residents.

**f. To note receipt of the Internal Auditors report for the 2020/21 financial year**

Receipt of the Internal Auditors report was noted.

**g. To approve and sign Section 1 of the Annual Governance and Accountability Return the Annual Governance Statement 2020/21**

It was **RESOLVED** to approve and sign Section 1 of the Annual Governance and Accountability Return the Annual Governance Statement 2020/21 without amendment.

**h. To approve and sign Section 2 of the Annual Governance and Accountability Return the Accounting Statements 2020/21**

It was **RESOLVED** to approve and sign Section 2 of the Annual Governance and Accountability Return the Accounting Statements 2020/21 without amendment. Dates for the Exercise of Public Rights will be Monday 14<sup>th</sup> June 2021 to Friday 13<sup>th</sup> July 2021.

**45/2021. Date of next meeting:** The date of the next meeting was confirmed as **Monday 19<sup>th</sup> July 2021**. The Clerk was tasked to try and find a suitable venue for the meeting within the parish, should a venue not be available, the meeting would be put in abeyance. In the interim it was **RESOLVED** that the Council adopt the Business Continuity Motion and Delegation of Authority document circulated by the Clerk.

**Payments:**

<b>Supplier/Contractor</b>	<b>Narrative</b>	<b>Amount</b>
Bridget Bowen Chartered Accountant	Internal Audit	£250.00
Vince Trent	Water Pump Service	£60.00
R Crumb	Allotment Fuel Reimbursement	£7.74
Timeback Accounts	Payroll	£12.50

**The meeting closed at 7.58pm.**

DRAFT