

**Minutes of Crowcombe Annual Parish Council Meeting
held on Thursday 9th May 2013 at Church House, Crowcombe at 7.30pm.**

Present: Cllrs J Chipp, B Druitt, T Motture, D Lock, T Brooks, J Hughes and J Loader (clerk). Also in attendance was A Trollope-Bellew (WSC Cllr), Christine Lawrence (SCC Cllr) part-time

53/13 Election of Chairman: It was proposed, seconded and unanimously agreed to elect Jane Chipp as Chairman, which she duly accepted.

54/13 Chairman's Declaration of Acceptance Form – Jane Chipp duly signed the declaration of acceptance form and was countersigned by the clerk.

55/13 Apologies: Cllr R Harbour & PCSO Peter Bolton

56/13 Election of Vice Chairman – It was proposed, seconded and unanimously agreed to elect John Hughes as Vice-Chairman, which he duly accepted.

57/13 Declarations of Interest/Dispensations: None

58/13 Public Participation: None

58/13 Police Report – PCSO Peter Bolton had sent his apologies and the clerk read out a report which reported 22 calls received on either 101 or 999 number. 11 calls were traffic related offences. Various other incidences ranged from missing persons to assault. Crowcombe remains a low crime area but keep vigilant and report suspicious activity/vehicles. Keep valuables out of sight especially in our beauty spot car parks.

59/13 County Councillor's Report: Christine Lawrence the newly elected Councillor for Somerset introduced herself and provided a background to her role at SCC. She stated Charles Osbourn was the Leader of the council. She was looking forward to working with the council and getting to know the requirements of Crowcombe village and would help where she could.

60/13 District Councillor's Report: Anthony Trollope-Bellew wanted it noted that the minutes of the March meeting under front line services had not been funded by a specific Grant. WSC and TDBC were currently working as a joint office team panel to see if savings could be achieved – no final decision had been reached to date. Pre- Planning application meetings with a Planner was now going to be charged as well as Planning Application Fees at the same level across the areas. Williton Supermarket planning application had been turned down unanimously. EDF and Government were close to finalising the strike rate before Hinkley work would begin.

61/13 Minutes of Meeting held on 21st March 2013 – It was proposed, seconded and agreed the March minutes be adopted as correct. The Chairman signed each page of the minutes.

62/13 Matters arising from March Minutes: a) Road Accidents – none reported. b) QDJ Stone - Item 46/13 had been a ball park figure of £400 and Cllr Lock was getting a more accurate quote and drawings.

63/12 Freedom of Information Publication Scheme – the clerk had issued a revised Freedom of Information Publication Scheme which the Councillors unanimously voted to accept. This would go onto the new website once it was up and running. It was a legal requirement for the council.

64/13 Finances: a) **Payments:** It was proposed, seconded and agreed to pay the following invoices: Clerks salary £363.93, Clerks expenses £45.40, Came & Company – Insurance £765.25 & Crowcombe PCC – Refreshments for AMA £50.00. b) **Year End Accounts** (Accounting Statements) - the councillors unanimously voted to approve the year end accounts for 2012/13 previously circulated. Current a/c £7,355.73, Deposit a/c £3,218.89, Amenities a/c £2,604.71, £223.10 unrepresented cheques. Year End balance £12,956.23. Included £2,000 from Co-Operative Group Grant. c) **Annual Governance Statement** (Annual Return) - the Councillors reviewed and agreed the Annual Governance Statement. It was agreed the Council should update the Financial Regulations and procedures as there had been a change to the PAYE scheme to REAL time and this should be included in the regulations. Clerk to issue new procedures for July meeting.

65/13 Bus Shelter Works Update – the Councillors discussed the quotation received to carry out the works to the bus shelters. It was agreed to get the pathways and perimeter plinths works done. No funds were available at present to carry out these works. Cllr Hughes then agreed to donate funds so these works could be carried out as it was a priority. Cllr Hughes was thanked for his generosity. Cllr Hughes agreed to oversee these works with either the contractor who provided the quote or similar. b) **Signs on bus shelters** – after a long discussion, it was agreed by 4 votes for and 2 votes against not to have sponsorship on the bus shelters. It was agreed Cllr Chipp would contact the company who had approached the PC with their decision. c) **Minutes of Meeting** with Resident regarding the condition of the bus shelters – these had been previously circulated. One amendment was changed as it had not been agreed to shave off the splinters on the uprights. It was noted that the resident had agreed to stop complaining about the shelters and hoped the works would be carried out soon. She had appreciated the visit by the PC.

66/13 Play Area – a) **WSC S106 conditions** – in order to obtain the grant from WSC it was necessary to make sure signage and not hedging would be installed to stop older children using the younger children’s play equipment. Councillors agreed to this aspect and the clerk would inform FOCPA. b) **Invoice for WSC** – it was necessary to obtain a Proforma Invoice for WSC so they could issue the grant funds. Clerk to liaise with FOCPA. c) **Mystery Park Sign** – the clerk had obtained outline quotes for the sign – she was still waiting for a cost for a carved/burnt wood lettering sign. d) **Final Quote for Play Area** – the clerk required the final quotation from FOCPA addressed to the PC for final approval by the PC.

67/13 Planning Applications Received: None

68/13 Website Update – it was agreed that Cllrs Hughes and Chipp and the Clerk would meet on 6th June to finalise the website so it was up and running for the next meeting.

69/13 Clerk’s Report – nothing further to report.

70/13 Civil Contingencies Unit Meeting Update – Cllr Chipp agreed to follow up with Crowcombe Hall.

71/13 Matters with Permission from Chairman – a) Cllr Druitt had gone around the village with a SCC Highways Engineer and they had listed all the works and issues that required attention. Some works would be carried out immediately whilst others would be put on to the works calendar during the year. b) Cllr Chipp asked that the Annual Parish Meeting be put on the agenda in December for discussion as this year’s had been a success.

There being no further business the meeting closed at 8.50pm.

The next Parish Council meeting will be held on Thursday, 4th July 2013 at Church House.