

LUXBOROUGH PARISH COUNCIL

Minutes of the Annual Meeting of Luxborough Parish Council held on 26

May 2021 at Luxborough Village Hall at 7.30 pm.

Present: Councillors D Powell (Chair), A Sparling (Vice Chair), C Henson, J Tombleson, D Yiend, Jeanna Grenville – Clerk, Steven Pugsley (SW&T). One member of the public was in attendance.

- 21/1 Election to the Office of Chair:** Cllr Dave Powell was proposed and seconded for the Office of Chair and elected unanimously.
- 21/2 Declaration of Acceptance of Office:** Cllr Powell made the following statement: 'Having been elected to the Office of Chair of Luxborough Parish Council I declare that I take that Office upon myself and will duly and faithfully fulfil the duties of it according the best of my judgement and ability.'
- 21/3 Election to the Position of Vice Chair:** Cllr Anne Sparling was proposed and seconded for the position of Vice Chair for the council and elected unanimously.
- 21/4 Apologies for Absence:** Apologies were received from Cllr O'Hare who had a pre-arranged engagement, Cllr Duke who was attending a conflicting meeting, Frances Nicholson (County Cllr) who was attending a conflicting meeting.
- 21/5 Declarations of Interest:** None were declared.
- 21/6 Arrangements for the review of the PC's complaints procedure and handling of information rights requests received under the Freedom of Information Act 2000 or Data Protection Act / GDPR (2018).** It was confirmed that any requests or information rights requests received would be handled by the Clerk. The Council will prepare a written policy during the year.
- 21/7 Review of Standing Orders and Financial Regulations:** It was agreed to schedule this for Autumn, noting that the Parish Council has adopted the standard documents recommended by the Somerset Association of Local Councils. [The member of the public left the meeting.]
- 21/8 Parish Council Memberships for 2021-22.** Councils resolved to continue membership of SALC and NALC and to part-fund the Clerk's membership of the Society of Local Council Clerks (shared with Cutcombe PC).
- 21/9 Planning Issues:** The Clerk agreed to contact Planning regarding the Newcombe Farm application as no outcome has yet been notified.
- 21/10 Finance:** (a) Having satisfied themselves that adequate cover had been proposed for the Parish Council's insurable risks, Cllrs resolved to pay the annual insurance proposal from Zurich at a cost of £198.35, the same as in the previous year. (b) Reasonable Parish expenses of £40 were resolved for the Clerk for telephone costs (shared with Cutcombe PC) and membership of SLCC (item 8). (c) Cllrs received and noted the internal auditor's report for 2020/21 which had been prepared, along with the annual accounting statements, by Mrs P Mc Glynn of Luxborough to whom grateful thanks were noted. The Annual Governance Statement (AGS) in section 1 of the Assurance Return (AGAR) for 2020/21 was reviewed, followed by the accounting statements which noted income of £2,180 and expenditure of

Initialled

£2,773 (AGAR section 2) meaning a balance of £2,107 was carried forward to 2021/22. The following resolutions were carried: that the PC was exempt from the limited assurance review due to the level of income and expenditure (AGAR part 2); the AGS be approved; the Accounting Statements be confirmed as accurate. [Cllr Pugsley joined the meeting.] It was further resolved that Mrs Mc Glynn be approved as the internal auditor for 2021-22. The Clerk was asked to buy flowers in appreciation of Mrs Mc Glynn's work which was done fully in a voluntary capacity.

- 21/11 The Chairman's Report:** Further to the report given at the Annual Parishioners' Meeting which had preceded this meeting, the Chairman noted his thanks to Steven Pugsley and Frances Nicholson for their contributions and support during the year, and to the Parish Cllrs for their sterling efforts during a difficult year. Looking ahead, the PC will be impacted by the decision over whether there is a unitary or bi-unitary authority and how well the new authority is run.
- 21/12 Correspondence and Meetings: (a) Clerk -** The Clerk was due to attend SALC training on Finances and the Code of Conduct in July and VAT training in September. The Clerk will circulate an email from Cllr Nicholson which advised that Cutcombe Federation of Schools was restructuring and will appoint one Executive Head Teacher to cover the five schools. **(b) Councillors -** The Chair had attended the recent Planning training run by ENPA which had focussed on enforcement in instances when planning approval has either not been sought or conditions have been breached. The Chair relayed key points to Cllrs who were encouraged to view the recording from the session. Cllr Pugsley noted that enforcement activity is complex and time-consuming for ENPA with the correct approaches to Planning being far more preferable.
- 21/13 Items of Interest:** None others were noted.
- 21/14 Dates for Ordinary Council meetings for 2021-22:** It was agreed that meetings would be scheduled on a bi-monthly basis, on the third Wednesday of the month. Additional meetings solely to consider Planning applications which cannot wait, will be scheduled on an ad hoc basis. Clerk to issue diary placeholders.

There being no further business the meeting closed at 8.25 pm.

Signed