**LUXBOROUGH PARISH COUNCIL**

**The Minutes of the Annual Meeting of Luxborough Parish Council held on 18 May 2022 at Luxborough Village Hall at 8.00 pm.**

**Present:** Cllrs: D Powell (*Chair*), M Bolland, J Duke, C Henson, A. Sparling, J. Waller, F Nicholson Somerset). **Clerk:** Jeanna Grenville.

**22/11** The Chairman opened the meeting at 7.30 pm and welcomed the two new Cllrs elected in May – Cllrs Mark Bolland and James Waller.

**22/12 Election of the Chair.** A nomination was proposed and seconded for Cllr Powell who has duly elected. Cllr Powell's declaration of acceptance of the post of Chair was signed.

**22/13 Election of the Vice Chair**. A nomination was proposed and seconded for Cllr Sparling who was duly elected. Cllr Sparling's declaration of acceptance of the post of Vice Chair was signed.

**Public Question Time:** No matters were raised.

**22/14 Apologies for absence**. Apologies and reasons were accepted from Cllr O'Hare.

**22/15 Declarations of interest.** None.

**22/16 Minutes of the meetings of 27 April**. With a minor correction noting that the AGAR presented to the meeting was a draft (minute 22/08.3) the minutes were resolved as a true and accurate record. Cllrs updated that further raves had taken place and that these should be reported any time. This would be published on the notice board and in the Parish magazine and social-media users in the village would be encouraged to tip-off Cllrs if they became aware of planned incidents.

**22/17 Chairman's Report.** Cllr Powell observed that there had been good progress regarding plans for obstructing the raves, with more robust physical barriers to be installed by Forestry. He noted that litter had been collected from several areas in the Parish so far. The Clerk will bank any donations received for Jubilee mugs.

**22/18 Update from District and County Councillors.** Cllr Nicholson reported progress regarding the bridge over the culvert at Stout's Way previously inspected on the walkabout with Cllr Pugsley and the Chair. Having reported the matter to Andrew Turner, who is in charge of the Local Community Network Pilot (LCN) for Highways, the grit and debris had been cleared. This evidenced that there was no subsidence; however a further drainage problem may occur given the location where the detritus had been placed. There will be a steering group meeting of the LCN steering group on 20 May and the Exmoor Panel will discuss it at the meeting of 9 June. It is clear that there is a great will for the pilot to be successful. Following elections, both Cllrs Nicholson and Pugsley are Somerset Cllrs (the shadow Council pending formal unitary status in 2023). Cllr Nicholson no longer holds the brief for Children and Families. Clarification is necessary to determine how legally-elected representatives are appointed for Exmoor given the existence of conflicting guidance pointing respectively to locally-appointed representatives or proportional representation. Cllr Nicholson noted that discussions are ongoing as to how the ENPA Local Plan could be brought up to date. The option to re-write the guidance underpinning it would prevent the lengthy legal process of re-writing it completely.

**22/19 Planning**. <u>1) Application 6/20/22/105 and 106LB The Lodge – rear single storey extension</u>**.** The Clerk had been advised by the Planning Officer that all necessary steps relating to the historic nature of the building had been addressed. Cllrs noted that the same architect/agent was progressing the applicant as used for the previous extension, which was encouraging. Nevertheless, they were unsighted about how Planning were addressing the heritage aspects of the lodge house. Some elements of the plan e.g. V-lux windows were incongruous. It is unique in the village and of great historic value. Further extension work could irreversibly alter its historic integrity. Cllr Nicholson set out the nature of liaison likely to take place between the Planning Officer and ENPA's Historic Buildings Officer for this listed building. Without more information about how the extension plans would have a detrimental impact on the historic integrity of this singular dwelling, Cllrs were unable to support the application and it was resolved to Object.

**22/20 Delegation Arrangements for Committees/Memberships.** 1) It was agreed: Cllr Powell to remain on the Flood Group, with Cllrs Bolland/Waller as back-up); Cllr Bolland to become the Highways Warden; Cllr Powell to continue on the Affordable Housing Group. It was noted that Cllrs Sparling and Powell regularly attend the Exmoor Panel but this is open to any Cllrs. It was resolved that membership of NALC and SALC would be continued during the year. [Cllr Pugsley joined the meeting.] 3) It was resolved that the Clerk is to amend the bank mandate so that all Cllrs are included.

**22/21 Councillors' Training Needs.** Cllrs were reminded that several courses covering Cllrs' essentials were available in the wake of the election. Cllrs Bolland and Waller will attend the training in June on Cllrs Roles and Responsibilities and Planning.

**22/22 Finance** 1a) 2021/22 Updated Year End Accounts, internal audit report and AGAR return. The Clerk presented the updated AGAR (Annual Governance and Accountability Return) for 2021/22. The internal auditor had completed her report and verified the accuracy of the financial statements, noting the outstanding claim for VAT which the Clerk will action. Cllrs resolved to accept the AGAR. 1b) Certificate of Exemption. The Cllrs resolved to confirm the Certificate of Exemption which the Clerk will submit to PKF external auditors by the 30 June deadline. 1c) Section 1 Annual Governance Statement. Cllrs resolved positively to affirm all assertions. 1d) Section 2 Accounting Statements. Cllrs resolved to agree the financial statements. 1e) Period of Public Inspection. It was resolved that the public period of inspection will now commence now on 28 June for 30 days. 2) Schedule of Payments. Cllrs resolved the payment to Function 28 and noted that the full precept for the year of £2,875 had been received. The Councillors voted their thanks for Mrs Mc Glynn for her work on the internal audit

**22/23 New LGA Code of Conduct.** Cllrs resolved to adopt the revised Code of Conduct.

**22/24 Correspondence and Meetings.** No items were reported.

**22/25 Cover Arrangements.** Cllr Duke agreed to monitor incoming emails whilst the Clerk was on annual leave between 20 May and 6 June, when both the Chair and Vice Chair would be absent for periods of time.

There being no other business the meeting closed at 9.05 pm

Signed

Dated

**Appendix to Minutes - Schedule of Payments**

| | |
|---|---|
| **Payments** Function 28 website hosting | £12.00 |
| **Receipts** SWT - Precept | £2,875 |