

# **ANNUAL MEETING OF EXMOOR PARISH COUNCIL DRAFT MINUTES**

**Thursday 6<sup>th</sup> June 2024 7.30pm at The Old School, Simonsbath**

**Present: Parish Councillors – F Schott (Chair) FS, T Gowlland TG, J Wright JW, Clerk R Tomalin,  
Members of the public: None**

The Annual Meeting of the Parish Council started at 7.54pm.

**41/24 Election of Chair:** TG proposed and JW 2<sup>nd</sup> the appointment of Mr Francis Schott as Chair. He was duly elected and signed the Declaration of Acceptance of Office.

**42/24 Election of Vice Chair and appointment of representatives:**

Vice Chair – FS proposed and JW 2<sup>nd</sup> Tegan Gowlland

To be discussed at the next meeting but proposed as:

Exmoor LCN – JW

Exmoor National Park Forum – CO

Highways Warden – AC

Simonsbath & Exmoor Heritage Trust – FS/JW/TG

**43/24 Apologies for Absence:** Cllr A Chapman, Cllr C O'Connor, County Cllr F Nicholson FN, County Cllr S Pugsley

**44/24 Declarations of notifiable interest:** None

**45/24 Approval of the Minutes of the last meeting held on 04/04/2024** These were proposed by JW and seconded by TG as a true and correct record of what took place and the Chair signed.

**46/24 Matters arising from the minutes of 04/04/2024** – discussed under agenda items as appropriate

**47/24 County Councillor reports:** no updates received

**48/24 Planning:** (i) 6/14/24/002 Lawful development certificate for an existing agricultural building HORSEN FARM, SIMONSBATH, MINEHEAD, TA24 7LG – The Cllrs reviewed the application and had no objections, noting that the PC had responded to a retrospective planning application for the agricultural building some time ago.

**49/24 Finance Report:** (i) Invoices for Approval at May meeting – Hire of WRC **Simonsbath & Exmoor Heritage Trust £140 Chq 317**, website hosting & domain name **Spanglefish £108 Chq 318**, Insurance renewal **Clear Councils £243.24 Chq 319**, reimbursement to Clerk for ESET Anti-Virus software **R Tomalin £59.96 Chq 320**, Clerks Pay & Expenses Apr – June 24 **R Tomalin £173.50 Chq 321** dated 5 July, PAYE due to **HMRC £103.60 Chq 322** dated 5<sup>th</sup> July – all APPROVED.

(ii) Councillor Training – Clerk noted that there were many SALC training sessions available if any Cllr required a refresh (iii) Bank mandate – authorised signatories were reviewed – Cllrs agreed to remove Charlotte Hornsby, this cannot be actioned until the next meeting when the minutes are signed

(iv) Presentation of 2023/24 accounts - the Clerk presented the accounts for 2023/24 (previously circulated) and noted these are available for inspection (v) Bank Reconciliation – the closing bank balance at the end of the financial year 31 Mar 2024 was £9,274.87 – as reported at the March meeting. The balance as at 5 June 2024 is £13,497.77 which includes receipt of precept £4,500 less cheques cleared Chq 315 £173.50 Clerks Pay & Expenses Jan–Mar 24 & Chq 316 £103.60 HMRC PAYE Jan-Mar 24.

(vi) Report from Internal Auditor - Lyn Fisher (LF) has audited the 2023/24 accounts and completed the Annual Internal Audit Report for the Annual Governance & Accountability Return (AGAR). LF's report reads as follows: "Thank you for inviting me to look over the accounts and minutes of Exmoor

Parish Council. The minutes, accounts and record keeping are again meticulously kept - extremely thorough, transparent and well organised. I think they are exemplary. I am very happy to sign off against the control objectives in the internal audit.” (vii) Clerk explained that LF would like a donation to be made to the British Red Cross again – all Cllrs agreed to donate **£50** to the **British Red Cross Chq 323**.

(viii) Approval and Signature of 2023/24 accounts and bank reconciliation – TG proposed and JW 2<sup>nd</sup> and all Cllrs agreed that the accounts and bank reconciliation were a true and correct record and should be adopted. EPC authorised the Chair and the Clerk to sign.

**50/24 Audit - Certificate of Exemption:** EPC authorised the Chair and the Clerk to sign the document

- Total annual gross income for the authority 2023/24 £3828;
- Total annual gross expenditure for the authority 2023/24 £2966

**51/24 Section 1 of Audit:** Annual governance statement 2023/24 – EPC authorised the Chair and the Clerk to sign the document

**52/24 Section 2 of Audit:** Accounting statements 2023/24 – EPC authorised the Chair and the Clerk to sign the document

**53/24 Code of Conduct, Standing Orders, GDPR, Financial Regulations & Aims and Objectives:** (Previously circulated) The Cllrs reviewed the policies and agreed no amendments were necessary

**54/24 Highways:** Clerk has received a request from Withypool & Hawkridge Parish Council to write to the landowners as the hedges on the Sandyway road between the Landacre turning and Withypool Common are very overgrown. This is in the Exmoor Parish, Cllrs agreed Clerk may make contact. Clerk will also report issues raised by Cllrs.

**55/24 Village parking** Updates on parking in the village – no further updates on parking at the sawmill, although Cllrs agreed there had been less issues so far this year

**56/24 Parish Maintenance** – the Simonsbath Festival sign is covered by grass. It may be appropriate to have a weedkiller session soon.

**57/24 Correspondence** – all correspondence has been circulated to Cllrs.

**58/24 Report from Simonsbath & Exmoor Heritage Trust** – The Bothy now has an active phone line and wifi, it is hoped WRC will be connected soon. WRC has been hired for a month in October/November for a large event, expecting 80-100 attendees. The second stage of the National Lottery funding will be available in September, new chairs are on the list.

**59/24 Report from other groups including Exmoor LCN, Exmoor Consultative Forum, Henry Leigh Trust** – the AGM is being held tonight for the Exmoor LCN – terms of reference and the Annual Report have been circulated. The Consultative Forum is being replaced by the Exmoor National Park Forum which will be held twice a year. The first meeting is on 15<sup>th</sup> July. The next deadline for Henry Leigh Trust applications is 31<sup>st</sup> August

**60/24 Chairman’s Notices** – none

**61/24 Items for next Agenda** – Confirm Representatives under 42/24, discuss changing meeting day/time

**62/24 Date and time of next meeting:** 25<sup>th</sup> July 2024 - TG apologises in advance

There being no further business the Chair closed the meeting at 8.45pm.

Signed.....Date.....