

**Parish of Withypool and Hawkridge**  
Notice of both the ANNUAL PARISH MEETING 2021  
Followed by  
Annual Meeting of the Parish Council 2021  
Tuesday 18<sup>th</sup> May 2021 – Withypool Village Hall – 7.30pm

**Present: Parish Councillor(s): A Howard, AH (Chair), K Branfield KB, A Collins AC, J Down JD, T Lloyd TL, P. Soltau PS, W Lock WL, SW&TDC S Pugsley SP, Somerset County Councillor F Nicholson FN, Clerk C Hornsby and 2 members of the public**

**Annual Meeting of the Parish Council began at 7.45pm:**

Business to be transacted:

**37/21 Election of Chairman** TL proposed and AC 2<sup>nd</sup> MR a Howard to re stand as Chair and all agreed. He was duly elected and signed the Declaration of Acceptance of Office.

**38/21 Election of vice Chairman and appointment of representatives**

Vice Chairman AH proposed and TL 2<sup>nd</sup> Mr K Branfield and all agreed, he was duly elected

Exmoor Panel rep – AH & AC

Consultative Forum rep – AC & WL and anyone else who wishes to attend

Henry Leigh Trust rep - KB

Withypool Village Hall rep - KB

Hawkridge Village Hall -rep - WL

**39/21 Apologies for Absence:** None

**40/21 Declarations of Notifiable Interests** none

**41/21 Approval of Minutes held on 09/03/21** Proposed by WL and 2<sup>nd</sup> by KB as a true and correct record and the chair duly signed them

**42/21 Matters Arising from these Minutes 09/03/21 -**

**43/21 Finance Report**

- Approval of Clerk's last pay and exp for May – postponed till after clerk has left in June
- Approval of Insurance quote £184.13 BHIB insurance CH to pay by card as they are not taking cheques- PC to reimburse CH. **AGREED** to be paid and reimburse clerk **Chq 528 £184.13 Mrs C Hornsby (total on cheque £214.13)**
- The clerk stated that as the laptop was shared between Exmoor and W&H PC, Exmoor will need to purchase their own laptop now that the clerk was leaving W&H. she explained that the original cost of the laptop was £563.99 with a ratio of ownership is 3:5 (based on hours the clerk worked for each PC) with W&H owning the greater share. Exmoor paid their 3/8ths of the laptop in Sept 2019 at a cost of £196.50. With depreciation it was suggested by the clerk that W&H PC pay £140.00 to Exmoor to help them purchase a new laptop. It was **AGREED** and Clerk will organise. **Chq No 529 £140 Exmoor PC**
- Taking into account the depreciation of the current parish council laptop I would ascertain that W&H would be prepared to pay Exmoor 66% of the original cost back to Exmoor so it would be £140.
- Start of 2021-22 tax year – before precept of £3500 Nat West account had £8001.69
- Report from Internal Auditor – (not read out in meeting) Thank you for inviting me to look over the accounts and minutes of Withypool/Hawkridge Parish Council for another year. As previously, the minutes and record keeping are thorough, clear and efficient, and my job has been an easy one. I am very happy to sign off against all criteria in the internal audit. I have hardly any comments to make, except that although all the invoices were very clearly annotated with the appropriate cheque numbers, the following could also have been included in the minutes: Cheque numbers 511, 518, 519, 526 with amounts and payees Lyn Fisher 5 May 2021
- Approval of gift vouchers for the Internal Auditor – £30 **AGREED**, clerk to organise **Chq no 528 £30 (total on cheque £214.13)**
- Presentation of 2020/21 accounts (previously circulated). AC proposed and AH 2<sup>nd</sup> that the accounts should be adopted and all **AGREED**
- Accounts and Bank Reconciliation was **AGREED** as correct and Chair and Clerk signed

**44/21 Audit - Certificate of Exemption: AGREED** as correct and Chair and Clerk signed

- Total annual gross income for the authority 2020/21 £4263
- Total annual gross expenditure for the authority 2020/21 £3442
- (Positive £821)

**45/21 Audit - Section 1:** Annual governance statement 2020/21 – AGREED and Chair and Clerk signed

**46/21 Audit - Section 2:** Accounting statements 2020/21 – AGREED and Chair and Clerk signed

**47/21 Code of Conduct, Standing Orders, GDPR & Aims and Objectives:** (Previously circulated) JO and KB proposed that the GDPR and Aims and objectives should be adopted for 2021 and the Code of Conduct and Standing orders remained as before. All AGREED

**48/21 Clerk Vacancy** - AH announced that interviews had been carried out for the position and that Rebecca Tomalin (RT) had been successful. The outgoing clerk, Charlotte Hornsby (CH), will ensure that a thorough hand over is performed but will be available for any support required. The CH had been thanked during the Annual Parish Report earlier in the evening and was also presented with a bouquet of flowers from the parish council. She said she was sorry to leave as she had enjoyed her 5 years as clerk but she felt she was leaving it in good hands with the new clerk. The CH suggested that RT should attend the SALC clerk training via Zoom during June and July priced at £90 and all AGREED that she should do this. RT's salary was discussed at the end of the meeting in private with only the councillors present and will be disclosed in the July minutes.

**49/21 District and County Councillors** – (i) SP & FN both commented on the recent poll set up by the Somerset West & Taunton District Council which will be asking residents to vote on a Unitary authority or a dual authority. It was stated by both that this was a waste of time and money it will not sway the Sec of State who will make the decision. (ii) SP talked about Broadband Open Reach voucher scheme which is being offered by BT to get broadband in the village. Local residents will be encouraged to sign up for a voucher and when they are pooled together will be better coverage for all. AH and PS are actively involved in this and will be attending a meeting about it on 19<sup>th</sup> May. A home usage voucher will be valued at £2500 and a business voucher (for anyone who is a company director and works from home) will be £3500. A public meeting to explain the details will be arranged. (iii) Exmoor National Park Authority planning training will be on Tuesday 25<sup>th</sup> May but will be recorded for those who are unable to attend. It will cover enforcement and discharge of conditions as well as general advice. (iv) Fn stated that the Exmoor Panel meeting on the 8<sup>th</sup> June (online or actual venue to be confirmed) will include an item on Highways and discussing the future of local arrangements and possible devolution of direction of services to towns and parishes. Because this will be better in person they are just finalising whether it will be possible to have that in a hall, or whether it will still be on Zoom. (v) The Consultative is on the 10<sup>th</sup> May 7pm on Teams.

**50/21 Highways** – WL lock Stated that he was unaware if the grid on the Somerset/ Devon border was clear as April had been dry. (ii) AC reported that the gate at the cattle at the top of the hill above the village hall was broken – clerk to report it on the Somerset County Council website. (iii) KB asked how the pc go about reporting over hanging hedges in roads. FN stated that it was the responsibility of the land owner and a polite request from the PC was the first place to start. If no joy comes from that, the Highways will get involved but they can only request the hedge to be cut back to the exact edge of the highways. AH to give details to Clerk for a letter. (iv) A vehicle that is parked on the bend is causing concerns over pushing traffic on to the wrong side of the road with limited visibility. Again, it was suggested a polite note/comment/conversation from the PC would be the place to start as the person may not realise the problem they have caused. AH to give details to clerk for a letter.

**51/21 Planning** none when agenda was published

**52/21 Parish Maintenance** – Dan Passmore was accepted to do the grass cutting in the village again at a cost of £600

**53/21 Parish Gardens: (i) Tender accepted for plot** the tender submitted by Sarah Russel was accepted. Clerk to email the tenancy agreement and ask if they are starting before September.

**54/21 Correspondence** – cutting of the verges from Highways had been sent to all Cllrs prior to the meeting

**55/21 Report from representatives of other groups**

- Exmoor Panel – 8<sup>th</sup> June – it will include an item on Highways and discussing the future of local arrangements and possible devolution of direction of services to towns and parishes. Because this will be better in person, they are finalising whether it will be possible to have that in a hall, or whether it will still be on Zoom.
- The Consultative is on the 10<sup>th</sup> June at 7pm and on Teams.
- Consultative Forum -
- Henry Leigh Trust – Next meeting in September – note it is not means tested

- Withypool Village Hall – meeting on the 24<sup>th</sup> May, they have decided to postpone the flower show due to the pandemic, however, they may do a celebration in the Autumn similar to the Harvest Home of a few years ago.
- Hawkridge Village Hall – a meeting is due in June to discuss issues since the hall has been closed. Hawkridge Revel will hope to continue but only providing they can get the money back if it is cancelled

**56/21 Date of next meeting**

Tuesday 13<sup>th</sup> July 2021 – Hawkridge Village Hall at 7.30pm - tbc

Future Meeting dates - tbc

Tuesday 14<sup>th</sup> September – Withypool Village Hall

Tuesday 9<sup>th</sup> November – Hawkridge Village Hall

Tuesday 11<sup>th</sup> January – Withypool Village Hall

Tuesday 8<sup>th</sup> March – Hawkridge Village Hall

Tuesday 10<sup>th</sup> May – Withypool Village Hall

Cllrs stayed on after the meeting to discuss the new clerks pay scale – this was not a public meeting.

Meeting closed at 8.50pm

Signed by

Chair.....Date.....