

ANNUAL MEETING OF WITHYPOOL AND HAWKRIDGE PARISH COUNCIL

Draft Minutes

Tuesday 9th May 2023 7.30pm at Withypool Village Hall

Present: Parish Councillors: A Howard – AH (Chair), T Lloyd - TL, A Collins – AC, A Morrissey – AM, P Soltau - PS, J Soltau – JS, **SCC Cllr** F Nicholson (for part of meeting) – FN, **SCC Cllr** S Pugsley (for part of meeting) – SP; **Clerk** R Tomalin; **Public:** Two

Abbreviations: ENPA – Exmoor National Park; SW&T - Somerset West and Taunton District Council; SCC – Somerset County Council;

For any Road defects – please go to the SCC Road Defect Website -

<https://www.somerset.gov.uk/roads-and-transport/report-a-problem-on-the-road/>

46/23 Questions from the public: a member of the public explained the history of the drainage issue in Hawkridge, giving a time line of events, along with actions taken and agreed with Highways.

FN joined the meeting at 7.43pm.

The Annual Meeting of the Parish Council started at 7.45pm.

47/23 Election of Chair – TL proposed and AC 2nd the appointment of Mr A Howard as Chair and all agreed. He was duly elected and signed the Declaration of Acceptance of Office. AH noted this would be his last year as Chair.

48/23 Election of Vice Chair and appointment of representatives

Vice Chairman - AH proposed and PS 2nd Mr T Lloyd and all agreed
Exmoor LCN rep – JS
Consultative Forum rep – Cllrs will take turns
Henry Leigh Trust – Clerk will email Lyn Fisher for an update.
Withypool Village Hall rep - AM
Hawkridge Village Hall rep – WL

49/23 Apologies of Absence: Cllr W Lock, Cllr S Pugsley will be late as attending other meetings

50/23 Declarations of notifiable interests: TL is a neighbour & AM & AC share land borders with the proposed planning application site

51/23 Approval of the Minutes of the previous meeting on 14/03/2023: Proposed by JS and 2nd by AC and all Approved. Chair then signed the minutes.

52/23 Matters arising from the Minutes of 14/03/2023: repair to Tarr Steps still waiting for approval from the EA.

53/23 Finance Report: (i) Approval of Invoices: Clerks Pay and Exp Mar-May 23 **R Tomalin £349.33 Chq 572** PAYE due to **HMRC £80.00 Chq 571** – all AGREED. Clerk to ask for explanation of increase to Insurance invoice from BHIB (ii) Councillor Training: Cllrs AM & PS expressed interest in planning training which will be arranged by ENPA once the new Parish Representatives have been elected

(iii) Bank Mandate: current authorised signatories were reviewed – all agreed no changes required

(iv) Online Banking with Natwest: Clerk explained no new applications were being accepted at the present time due to high demand

(v) Presentation of 2022/23 – the Clerk presented the accounts for 2022/23 (previously circulated) and noted these are available for inspection by the public. The Cllrs agreed the parish land should

be revalued, Mark Saunders to be contacted (vi) Bank Reconciliation – the closing bank balance at the end of the financial year (31 Mar 2023) was £10,424.28 – this includes cleared Chqs 564/65/66 (raised at the March meeting). Chq 555 Life Saver Technology (defib check) £35, Chq 567 Exmoor News £100 & Chq 568 Clerks Pay & Expenses £349.33 have not yet cleared. In the Reserve account the balance has increased from £10.67 to £10.74. The balance of the Current Account as at 9 May 23 is £13,594.95 which includes receipt of precept £3,500, receipt of the rent for Plot C £120 and payment of Chqs 567 & 568 noted above. Chq 555 has expired, Cllrs AGREED to issue a replacement **Chq 569 Life Saver Technology £35**

(vii) Internal Audit: Lyn Fisher (LF) has audited the 2022/23 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 Withypool & Hawkridge Parish Council. The minutes, accounts and record keeping are extremely thorough, transparent and well organised. I am very happy to sign off against the control objectives in the internal audit." Clerk explained that LF would like a donation to be made to the British Red Cross – all Cllrs agreed to donate **£50 to the British Red Cross Chq 570**

(viii) Approval and Signature of 2022/23 accounts and bank reconciliation – JS proposed and TL 2nd and all Cllrs agreed that the accounts and bank reconciliation should be adopted. Chair and Clerk signed (ix) Website Upgrade – Clerk explained that the cost of the website would be increasing and that it would not be developed further. Cllrs agreed to upgrade to the new version, Clerk to arrange.

54/23 Audit Certificate of Exemption: JS proposed, TL 2nd and all **AGREED** as correct and Chair and Clerk signed

- Total annual gross income for the authority 2022/23 £4,105
- Total annual gross expenditure for the authority 2022/23 £3,395

55/23 Audit – Section 1: Annual Governance statement 2022/23 - TL proposed, AC 2nd and all **AGREED** and Chair and Clerk signed

56/22 Audit – Section 2: Accounting statements 2022/23 – AM proposed, AC 2nd and all **AGREED** and Chair signed

57/23 Code of Conduct, Standing Orders, GDPR, Financial Regulations & Aims & Objectives: The Cllrs reviewed the policies and agreed minor amendments to the Aims & Objectives and Financial Regulations. A Risk Management Policy and Freedom of Information Policy and Schedule of Charges are to be discussed at the July meeting.

58/23 Report by the County Councillors: (i) ENPA Parish Representative Elections – Hustings will take place on 31 May. Cllrs agreed to meet on 6th June at 7pm to complete the ballot paper (ii) ENPA Public Rights of Way changes – ENPA has historically maintained more than it needed to, due to budget constraints this would now be split between ENPA and the landowner (iii) Proposed Changes to ENPA Meeting Schedule/Governance – proposal to reduce the number of meetings and make the Planning Committee smaller in order to save money. PCs should be consulted in the coming months (iv) ENPA Partnership Plan Review & Survey – Clerk to recirculate.

SP joined the meeting at 9.01pm

Kate Brown from Highways is following up the signage & Sat Nav directions to Tarr Steps. FN/SP to chase up plans for repairing the damage to Portford Bridge.

FN left the meeting at 9.08pm

59/23 Planning: (i) 6/40/23/004 GREAT BRADLEY HOUSE, WITHYPOOL, MINEHEAD, TA24 7RS Proposed change of use and conversion of existing agricultural barn to a holiday let. The Cllrs

discussed the application and voted: 4 Support, 2 No Objections. The PC will support the application.

60/23 Broadband Scheme: No response received from Openreach. Matt Barrow attended the Exmoor Panel meeting and explained the government are changing the voucher scheme.

61/23 Highways: (i) Update on Tarr Steps traffic – see minute **58/23** above (ii) Bus Shelter for School Children – Clerk updated the Cllrs on planning requirements from ENPA and information from SALC. Cllrs agreed that the current arrangements for the children (negotiated after the request for a bus shelter was raised) were probably safer than them all walking to a shelter in the middle of the village. This will be removed from the agenda but some groundwork has been done should current arrangements change (iii) Drainage in Hawkridge – no official response received, but being progressed

62/23 Village Parking: Cllrs discussed the parking proposal in the field (owned by Holmbush) near Barle House which had been raised some time ago. Planning permission will probably be needed, but the PC could ask for pre-application advice. Highways may have concerns about access. It is also a flood plain. Temporary permission for 28 days could be requested which would allow for weekend or summer holiday parking, but arrangements will need to be made to open and close the gates.

One member of the public left the meeting at 9.28pm

63/23 Parish Gardens: Tender policy & process to be discussed at July meeting

64/23 Parish Maintenance: (i) Withypool Noticeboard – no response received to the noticeboard tender. Clerk noted that an aluminium rather than recycled plastic noticeboard would be more cost effective. Clerk to send round some examples (ii) Defib Pads – Clerk noted these will need renewing soon

65/23 Chairman's Notices: None

66/23 Correspondence: (i) West Somerset Flood Meeting 24 May Winsford – PS volunteered to attend, Clerk to recirculate email (ii) ASP Rural Crime Survey – Clerk reminded Cllrs of the survey. (iii) Food Waste Fly Tipping – Chair noted some residents had reported finding their food waste dumped in odd places. Cllrs had received no other reports, Chair to post on FB. Problems with recycling & rubbish should be reported to Somerset Waste

67/23 Report from representatives of other groups:

- Withypool Village Hall – no meeting
- Hawkridge Village Hall – no update
- Henry Leigh Trust – next deadline for applications 31 August.
- Exmoor LCN – first meeting Thursday 8th June
- Consultative & Parish Forum – June meeting (confirmed as 22nd June post PC meeting)

68/23 Parish Community including the social media page update, events by other groups not listed in **67/23**: Parishioners enjoyed the recent Coronation celebrations in Withypool & Hawkridge

69/23 Items for July 2023 agenda: Parish Garden Tender Policy, Risk Management Policy, Freedom of Information Policy

70/23 Date and time of next meeting: the meeting will take place on 11th July at 7.30pm at Hawkridge Village Hall.

There being no further business the Chair closed the meeting at 9.42pm.

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