

# PAWLETT PARISH COUNCIL

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Minutes, The Annual Meeting of Pawlett Parish Council  
Held virtually on Zoom on Tuesday 4<sup>th</sup> May 2021, commencing at 7.11pm

(in the format to be presented to the next meeting for approval)

## **Present:**

Cllrs W Barnard (Chair), J Kingman, A Warner, A Baker  
C Morrison-Jones (clerk)  
6 x members of the public.

## **Public speaking:**

- item 7b.
- pothole, between 11& 12 Main Road – already reported
- ivy on wall of the Green
- The Link magazine

### **1. To Appoint a Chair for the Municipal Year 2021/22**

It was proposed by AW, seconded by JK, and voted, that Cllr Will Barnard be elected as the Chair of the Parish Council for the next municipal year, which he duly accepted. The Chair signed the declaration of acceptance of office form

### **2. To receive any apologies for absence and disclosures of interest**

No apologies received  
Cllr JK declared an interest in planning item 12a

### **3. To Appoint a Vice Chair for the Municipal Year 2021/22**

It was proposed (AW), seconded (WB), and voted, that Cllr Andrew Warner be elected as the Vice-Chair of the Parish Council for the next municipal year, which he duly accepted. The Vice-Chair signed the declaration of acceptance of office form

### **4. County and District Councillor Reports**

SCC Cllr M Healey: - report sent prior to meeting and circulated

### **5. Minutes of the Parish Council Meeting held on 12<sup>th</sup> April 2021 to be presented and signed.**

The minutes were approved by Members for signature by the Chairman as a true and accurate record of the previous meeting. The minutes will be signed when the Parish Council next meet in person.

### **6. Casual Vacancies on the Parish Council**

SDC have confirmed that they have received no call for election and so there are now two vacancies on the council to be filled by co-option. Some local expression of interest has been received by the clerk; any parishioners interested in joining the parish council are asked to contact either the clerk or the Chairman for more information.

**7. Matters Arising from the minutes:**

**a) New website**

The clerk reported that she had had further engagement with the developers and had been assured that the new site was on schedule to be live before the current WIX hosting renewal falls due in mid-June

**b) Parking Old Main Road / Manor Road corner**

PCSO Piers has confirmed that the mini noted at the previous meeting is registered to a local resident and there are no parking restrictions in the area for them to enforce

**c) Any other matters arising not covered by agenda items below.**

None

**8. Somerset Governance Consultations**

The clerk reported that she had sent the PPC response. There is proposed to be a referendum by the Stronger Somerset consortium in June, although it is not currently a factor that will be taken into consideration by the Secretary of State when coming to the conclusion of the consultation process.

*Cllr A Baker joined the meeting at this point*

**9. Roads, Footpaths and River Bank:**

**a) Barrier work and surfacing on The Drain**

WB reported that currently no reasonable quotes have been achieved but there is a trip hazard there that needs solving. Greenways have provided a revised quote, but it is still very high.

JK offered to ask Stretcholt builders to quote for the work required and councillors resolved to delegate authority to JK to authorise work up to the sum of £1000

**b) Any other matters concerning Highways, Footpaths or River Banks**

i) Pot hole in Main Road as per public speaking

**10. Minor Parish maintenance issues**

**a) Grit bin installation; consider purchase of grit**

The two grit bins have been installed (opposite the old Post Office and opposite Manor Park). Highways only refill grit bins at the beginning of winter. Councillors considered if the PC should purchase some small bags to half fill in the interim? (the one by the old Post Office appears to have some in already). WB to check bin by Manor Park and buy grit if necessary

**b) Ivy on Boundary Wall**

Greenways have removed the ivy from a portion of the boundary wall and have been requested to return and complete the removal from the rest of the wall as per the original job description and quote

AB questioned if it is the wrong time of year to be removing ivy as it contains nesting birds. WB offered to contact Natural England to see if allowed-maybe need to be surveyed for nesting birds. JK suggested that surely it is ethical to leave until nesting birds have left but WB noted that the PC doesn't want to lose the opportunity for Greenways to finish the job quoted for

**c) Historic finger posts**

A quote for each post has been received but is dependent on clear access to the post in Pawlett (hedge needs clearing). WB to pursue this with property owner and report back

**d) Any other issues to report**

None

**11. Play area and outdoor gym:**

**a) Any matters to report**

None. The gym has now been re-opened.

**b) Repainting equipment**

Ongoing. AW to survey which pieces need doing

**c) New pieces of play equipment**

WB has started grant applications with Virador credits

Ball park figures so far – approx. £35,000k for skate park (single structure with integrated ramps). £15-20k for pick up sticks type climbing frame on Green.

If funding id approved by Virador, the PC has to fund 10% with virador funding the remaining 90%

*JK- left meeting at this point as declared interest*

**12. Planning:**

**a) Community assets in regard to the potential development off A38**

Nothing further to report

*JK re-joined meeting*

*WB left meeting as declared interest*

*AW took the chair in WB absence*

**b) Planning Applications to consider:**

**i) 41/21/00005**

The House, Keward Farm, River Road, Pawlett, TA6 4SE

Change of use of land to residential and erection of a green house and tool shed.

RESOLVED: no objection

*WB re-joined meeting and re-took the chair*

**ii) 41/21/00006**

12 Manor Road, Pawlett, TA6 4SN

Erection of a single storey extension to the side (North) elevation on site of existing conservatory to be demolished.

RESOLVED: no objection

**c) Any potential planning breaches in the parish**

**i)** Travellers are on White House Lane, tethering their horses across the EA track.

Causing AW no annoyance (he is their nearest neighbour). WB has spoken with them and they are intending to move on soon. Little to complain about

**ii)** There is a large amount of advertising at the new Budgens at Dunball which appears to be contrary to permissions granted (this is not in Pawlett parish so not for PPC to interfere in matters in Puriton parish).

**d) Any other planning related matters notified to Clerk in advance of the meeting**

AW referred back to previously considered application on Quantock Rise and has personally contacted the LPA regarding the discrepancies on the plans submitted which were later drawn to his attention after the meeting by the neighbour. AW apologised for highlighting his position as vice chair in his letter to LPA which expressed a personal opinion.

*1 member of public left at this point*

**13. Consider Insurance renewal**

PPC is in the last year of a 3 year long term agreement with brokers Came and Co, with this year's premium being £546.59. Councillors resolved to renew the policy for 2021/22.

**14. Financial Matters.****a) i) Payments to approve**pay online

C Morrison-Jones	£539.95	salary - April 2021 - & reimbursements
HMRC	£5.20	PAYE
Green energy	£10.30	April 2021, electricity on the Green
SLCC	£144.00	membership renewal
Came & Co	£546.59	insurance renewal
K Smith	£30.00	Internal auditor

pay by direct debit

NEST	£6.49	pension contributions
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**ii) Amounts received**

14.4.21	NatWest	£100	compensation
20.4.21	SDC	£9,000	1st half of precept
20.4.21	SDC	£4,094.47	CIL payment (ref 41/19/00011)

**b) Any other financial matters notified to the Clerk**

The clerk reported that NatWest had issued a debit card to a councillor who was a named signatory on the PC account. Upon querying with NatWest who had authorised the issue of this card, NatWest reported that it had arisen due to an internal processing error by themselves and confirmed that the card had been cancelled. £100 compensation has been awarded by NatWest to the PC to cover the clerk's time in resolving this issue.

*2 members of public left at this point*

**15. Consider Internal Auditor's Report**

The Internal Auditor, Mrs K Smith, had carried out the internal audit and found the internal audit control arrangements to be satisfactory. Accordingly, the Internal Auditor had signed-off Page 4 of the Annual Return without qualification.

**16. Annual Return – approve Section 1, the Annual Governance Statement**

Members agreed that replies to questions 1 to 8 be Yes, question 9 n/a. The page was then signed by the Chair of the meeting and will be returned to the clerk to obtain her physical signature before submission to the external auditors

**17. Annual Return – approve Section 2, the Accounting Statement**

The Council considered the information prepared and signed by the Clerk that had been previously circulated. The statement was approved, and signed by the Chair of the meeting

**18. Annual Return - confirm that the Council wishes to certify itself as exempt from the limited assurance review**

It was agreed by councillors that the PC wished to certify itself as exempt from the limited assurance review as it had an income / expenditure of less than £25,000. The document was signed by the Chair of the meeting and will be returned to the clerk to obtain her physical signature before submission to the external auditors

**19. Consider the renewal of the powers previously delegated to the clerk on 21.3.20 to enable the Parish Council to continue to function during the ongoing Coronavirus pandemic**

Councillors RESOLVED that:

(a) Should the council be unable to meet for whatever reason, the Clerk be given delegated authority to progress all ongoing matters and projects and authorise all regular payments and incur expenditure in line with the council's agreed budget.

(b) Any decisions taken under resolution (a) above will be taken, whenever possible, in consultation with the Chairman and Vice Chairman of the council. A record of all decisions and expenditure incurred under delegated authority will be kept and reported to members when the council next meets.

(c) The authority to decide the council's response to planning applications be delegated to the Clerk, in consultation with the Chairman and Vice-Chairman of the council. Whenever possible, members of the council will be informed of applications out for consultation and will be invited to submit comments to the Clerk.

(d) The provisions outlined in resolutions (a-c) above will override any requirements to the contrary in the council's standing orders, financial regulations or terms of reference.

(e) Should the Clerk be unable to perform their duties, a nominated councillor will assume the role of Proper Officer and RFO in an unpaid capacity.

(f) The Clerk, in consultation with the Chairman and Vice-Chairman, may incur expenditure from the project earmarked reserve where such expenditure will help the community's efforts to support those in need of assistance or prevent social isolation.

(g) Should government allow councils to meet virtually (online), the council will take all reasonable steps to facilitate this.

These delegated powers to be reviewed at the 2022 Annual Parish Council meeting

## **20. Date and time of the next Parish Council meeting**

It was noted that the current legislation that give the power to hold virtual Parish Council meetings expires on 7<sup>th</sup> May but, at present, no suitable venue is available to allow a physical meeting to take place abiding by socially distancing guidelines. The next meeting date will be set once a legal method of holding a safe and Covid compliant meeting becomes available.

There being no further business, the meeting closed at 20.21