

Shepton Montague Parish Council

Clerk: Joseph Leach | 1a Harewell Walk, Wells, Somerset, BA5 2EZ
sheptonmontagueparishclerk@gmail.com

Minutes of the Annual General Meeting of Shepton Montague Parish Council, held in Shepton Montague Village Hall on Monday 13th May 2024

1. Apologies for absence

Cllr J Sykes, Zoe Young (The Newt), Cllr Tom Power (Somerset Council)

2. Election of Chair

Cllr Paul Williams proposed Cllr John Sykes.

Cllr Julia Hunter seconded the proposal.

All agreed. Due to being absent, Cllr Williams continued to chair the meeting. Cllr Sykes confirmed before the meeting that he was willing to take on the position.

Resolution: Cllr John Sykes is elected Chairman of the Council for the year 2024/25

3. Election of Vice-Chair

Cllr Alison Willasey-Wilsey proposed Cllr Paul Williams.

Cllr Julia Hunter seconded the proposal, which Cllr Williams accepted.

All agreed.

Resolution: Cllr Paul Williams is elected Vice-Chairman of the Council for the year 2024/25

4. Approve the minutes of the last annual meeting (16.5.23) and last meeting (13.2.24)

Resolution: The minutes of the meeting dated 16.05.23 and 13.02.24 were signed as a true and accurate record.

5. Matters Arising

No Matters Arising from the AGM. The matter of Shepton Montague Emergency Planning should be included on the next agenda.

Resolution: Clerk to add Emergency Planning to agenda for the next meeting.

6. Co-option to Parish Council to fill vacancy

The Clerk informed the council that no petition for an election to replace Richard Ellis had come forward, and so it was up to the council to choose a new member to co-opt at the next meeting. A brief discussion around the potential for amalgamation of nearby parish councils took place.

Resolution: To find and co-opt a new member of the council at the next meeting of the council.

Action: Parish Clerk to enquire with relevant authorities around potential of combining parish councils.

Signed Chairman: Date:/...../.....

7. Annual Governance and Accountability Return 2023/2024 - Exemption

Former Clerk, Margaret Bowden, presented the AGAR exemption notice as part of her handover from leaving her role.

Resolution: Adopted and signed.

8. Risk Assessment and approval of Annual Governance Statement

8.1. Internal Audit

The Internal Audit was carried out by Jeanne Anwyll and considered by the council.

8.2. Annual Governance Statement

The Vice-Chairman went through the Annual Governance Statement with the council, which was completed and signed.

Resolution: That the Annual Governance Statement be agreed.

9. Finance:

8.1 Approval of Accounting Statement for 2023/2024

The Accounting Statement was approved by the Council.

8.2 Approval of Insurance renewal

This was deferred due to not having the insurance renewal to hand.

8.3 Approval of refund to clerk of cost for DBS Check

The council agreed to reimburse the Clerk £18.50 for the cost of the DBS check.

10. Noticeboard repairs

It was noted that the noticeboards require some refurbishment, and that this could be carried out by a village steward.

11. Flooding matters

As Cllr Sykes was absent, there was no report to include at the meeting.

12. Footpaths

The Council noted that footpaths were not acted upon last year, with none of the budget spent. A new footpath representative from the council will be required after the resignation of Richard Ellis.

13. Reports:

13.1 Report from Somerset Councillor Lucy Trimmell

Cllr Trimmell updated the council on financial matters at Somerset Council, including how parishes are taking on more responsibilities from Somerset Council as money tightens. There were concerns around the gullies and drains budget which could affect the parish. The process is currently on hold whilst issues are resolved. Cllr Trimmell also informed the council that Somerset Council is currently undergoing a restructure of senior management in order to make the council more financially responsible. The road improvement budget means that individuals can report potholes in their area via the Somerset website, to identify where they are and potentially get them fixed. There is also grant funding available for a community speedwatch. Cllr Hunter

Signed Chairman: Date:/...../.....

mentioned that the previous plans for a community speedwatch were put on hold due to a lack of an official organiser. Cllr Trimmell said she would find out the next steps to help get this going. Cllr Williams enquired about there being any redundancies at Somerset Council, to which Cllr Trimmell confirmed that presently no redundancies had been made.

13.2 Report from Somerset Councillor Tom Power

Apologies were received from Cllr Lucy Trimmell on Cllr Power's behalf.

13.3 Report from Paul Rawson – Somerset Newt

Zoe Young, on behalf of Paul Rawson, sent an email apologizing that she could not attend, but invited any questions from the council to be sent to her from this meeting.

14. Correspondence:

None Received.

15. A.O.B.

The Clerk informed the Council that it was mandatory for Parish Council's to be provided with a laptop to carry out the duties of the role for security purposes, and ease of transfer in the event of changing Parish Clerks in the future. The Council agreed that one should be provided. The clerk would find either a used or refurbished one for less than £200.00, since it didn't need to be of a high spec to do the work required. The council agreed on the budget.

Resolution: That the council purchase and provide a laptop for the clerk for under £200.00.

Action: The clerk to purchase a new council laptop.

16. Open discussion

With no other business, the meeting closed at 20:15.