KINGSTON ST MARY PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

HELD AT THE VILLAGE HALL ON MONDAY 20th MAY 2019

Item Nr	Item	Action By
1.0	**Election of Chairman** Cllr Farnham was proposed and seconded and duly elected as Chairman of the newly formed Parish Council for the next 6 months. Term to end October 2019. Cllr Farnham duly signed the Declaration of Acceptance of Office which was witnessed by the Parish Clerk.	
2.0	**Co-option of new Members** A member of the public present at the meeting was proposed and seconded and duly co-opted by unanimous vote on to the Council. A Declaration of Acceptance of Office was signed by the new member and witnessed by the Clerk.	
3.0	**Declaration of Acceptance of Office** No resolution required.	
4.0	**Attendance and apologies for absence** In attendance: Cllr S Farnham (Chairman) Cllr N Townsend (Co-opted) Cllr P Townsend Cllr A Wilcox Mrs K Gibbins (Parish Clerk) Cllr R Williams (SCC Councillor) Two members of the public attended the meeting. No apologies received.	
5.0	**To appoint Members responsible for**	
5.1	**Planning** – Cllr Wilcox was proposed and seconded and duly elected as responsible member.	
5.2	**KSM Playing Field Committee** – Cllr Farnham was proposed and seconded and duly elected as responsible member. It was agreed Cllr Farnham would hand responsibility over to Cllr N Townsend after the Summer Fayre.	
5.3	**Finance/Auditor** – Cllr P Townsend was proposed and seconded and duly elected as responsible member.	
6.0	**To appoint Members responsible for outside bodies**	
6.1	**Quantock Hills Joint Advisory Committee** – The Council agreed not to appoint a responsible Member. The Clerk agreed to continue to receive agendas, minutes and any relevant documents and circulate to all Councillors.	Clerk
6.2	**NALC/SALC** – The Council agreed for the Clerk to continue to receive all correspondence from SALC/NALC and circulate any relevant notices to all Councillors.	
7.0	**Members of the public with responsibilities**	
7.1	**Footpaths and Rights of Way** – Cllr Farnham agreed to contact relevant member of public to seek agreement.	Cllr Farnham
7.2	**Tree Warden** – Cllr Wilcox agreed to continue with this area of responsibility as a member of the public.	
7.3	**Natural Environment –** Cllr Farnham agreed to contact relevant member of public to seek agreement.	Cllr Farnham
8.0	**Approval of Minutes of Ordinary Meeting held on 8th April 2019**	

	Resolved: The minutes were approved and signed as a true record.	
9.0	**Planning** No planning applications received.	
10.0	**Actions from the previous meeting** ❖ Taunton Area Cycling Campaign – The Council agreed to support the campaign. ❖ NALC – Clean Air Strategy – Consultation period over. Item closed. ❖ Longmead, Nailsbourne – The Clerk advised a new case officer had been appointed who had agreed to visit site and report back to Council. Clerk to monitor. Ongoing. ❖ Tetton Farm Oak Tree – The Clerk confirmed the maintenance work on the tree was to be carried out on Tuesday, 28th May. ❖ Salt bins – Clerk to chase SCC Highways in the autumn to ensure salt bin on Church Road, Kingston St Mary is replenished.	Cllr Farnham Clerk Clerk Clerk
11.0	**To review and adopt Code of Conduct** The Council considered and agreed to Adopt the Code of Conduct.	
12.0	**To review and adopt Standing Orders** The Council considered and agreed to adopt the Standing Orders.	
13.0	**To review and adopt Model Publication Scheme** The Council considered and agreed to adopt the Model Publication Scheme.	
14.0	**To review and adopt Internal Audit Procedure** The Council considered and agreed to adopt Internal Audit Procedure.	
15.0	**To review and adopt Financial Regulations** The Council considered and agreed to adopt the Financial Regulations.	
16.0	**To review and adopt Financial Risk Assessment** The Council considered and agreed to adopt the Financial Risk Assessment.	
17.0	**To confirm that agendas, minutes and other documents will be accepted by e-mail** The Council agreed to receive agendas, minutes and other documents by e-mail.	
18.0	**To consider and appoint an internal auditor** The Council considered and appointed Ms Jill Larcombe as internal auditor.	
19.0	**To consider Insurance documents and confirm Insurance provider** The Clerk advised the Council had entered into a 3 year agreement with its current insurance provider in December 2016. The Council agreed to review the insurance provision at the end of the 3 year term.	
20.0	**Financial Matters** **Receipts:** ❖ £6140.00 Precept 2019/20 **Resolved:** The Parish Council agreed to the above receipt. **Payments:** ❖ £839.32 Zurich Municipal – Insurance renewal annual premium ❖ £500.00 KSM Parochial Church Council – Burial ground annual grant 2018/19	

	❖ £51.00 HMRC – PAYE/NIC Payment ❖ £30.00 SALC – Clerks Training, Part 3 **Resolved:** The Parish Council agreed to make the above payments.	
21.0	**Resolution to amend Bank Mandate** The Council resolved to amend and update the Bank Mandate.	Clerk
22.0	**Items for the Next Agenda** ❖ Speed Indicator Device ❖ IT Security ❖ Councillor's Training ❖ Natural Environment	
23.0	**Items for LinkUp and KSM Website -** Cllr Farnham to submit. **Date of Next Meeting:** Monday 10th June. The meeting closed at 21:10.	

Signed:		Date:	