

**KINGSTON ST MARY PARISH COUNCIL**  
**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING**  
**HELD AT THE VILLAGE HALL ON MONDAY 8 MAY 2017**

Item Nr	Item	Action By
1.0	<p><b>Election of Chairman</b></p> <p>Members unanimously elected Cllr Stokes, as Chairman. Cllr Stokes duly signed the Declaration of Office which was witnessed by Miss Roche (Parish Clerk).</p>	
2.0	<p><b>Attendance and Apologies</b></p> <p>In attendance:            Cllr R Stokes (Chairman)            Cllr M Anderson            Cllr N Bradshaw            Cllr J Clarke            Cllr S Farnham            Cllr J Marsh            Cllr K Taylor            Cllr N Townsend (PC and TDBC Councillor)            Cllr A Wilcox            Miss C Roche (Parish Clerk)            Cllr R Williams (SCC Councillor)            No Members of the Public attended the meeting.</p> <p>Apologies received from PCSO T Wearmouth (Avon and Somerset Police).</p>	
3.0	<p><b>Councillors Declarations of Interest in Any Agenda Item</b></p> <p>None.</p>	
4.0	<p><b>Election of Vice Chairman</b></p> <p>Members elected Cllr Bradshaw and Cllr Farnham, as joint Vice Chairs.</p>	
5.0	<p><b>Police Update</b></p> <p>The Clerk advised that she had received a report from the Police, prior to the meeting which she read out.</p>	
6.0	<p><b>Election of Committee Members and Representatives</b></p> <p><b>Resolved:</b>            Members elected the following:</p>	
6.1	<p><b>Planning Advisory Group</b>            Cllrs Stokes, Bradshaw, Clarke and Wilcox duly elected.</p>	
6.2	<p><b>Village Hall</b>            Cllrs Anderson and Wilcox duly elected.</p>	
6.3	<p><b>LinkUp</b>            Cllr Farnham duly elected.</p>	
6.4	<p><b>KSM Playing Field Management Committee Representative</b>            Cllrs Townsend duly elected.</p> <p>It was agreed that the Playing Field Management Committee needed to gather information regarding dog walking on the Playing Field, so that the Dog Warden can advise owners accordingly. Cllr Townsend to advise Playing Field Committee accordingly.</p>	<p>Cllr            Townsend</p>

6.5	<p><b>SALC</b> It was agreed that Miss Roche should maintain contact with SALC and advise accordingly.</p>	
7.0	<p><b>Members Responsible for Committee Papers and Other</b></p> <p><b>Resolved:</b> Members elected the following:</p>	
7.1	<p><b>Education</b> It was agreed that this was no longer required.</p>	
7.2	<p><b>Quantocks</b> Cllrs Bradshaw and Townsend duly elected.</p>	
7.3	<p><b>Finance/Member Auditor</b> Cllr Anderson duly elected.</p>	
8.0	<p><b>Members of the Public with Responsibilities</b></p> <p><b>Resolved:</b> Members elected the following:</p>	
8.1	<p><b>Footpaths and Rights of Way</b> Mr Peter Crea duly elected.</p>	
8.2	<p><b>Tree Warden</b> Cllr Wilcox duly elected.</p>	
8.3	<p><b>Internal Auditor</b> Mr Tim Davison duly elected.</p>	
9.0	<p><b>SCC Councillor Update</b></p> <p>The Chairman welcomed Cllr Williams to the meeting and congratulated him on being elected.</p> <p>Cllr Williams advised the Parish Council that a handover will be taking place between Cllr D Wedderkopp and himself, soon. Also, Cllr Fothergill had been elected Leader of SCC and Cllr Hall as Deputy Leader of SCC.</p>	
10.0	<p><b>TDBC Councillor Update</b></p> <p>Cllr Townsend advised that:</p> <ul style="list-style-type: none"> <li>❖ A user friendly new website had recently been launched</li> <li>❖ Improvements to the website will be taking place after the merger of Taunton Deane and West Somerset councils in May 2019</li> <li>❖ District Council divisional boundaries will also be changing to better reflect the communities Councillors serve. At present, 84 Councillors represent both Taunton Deane and West Somerset - these will be reduced to 58 Councillors serving approximately 2000 adults each</li> </ul>	
11.0	<p><b>Approval of Minutes of Previous Meeting dated 10 April 2017</b></p> <p><b>Resolved:</b> The Minutes were amended, approved and signed as a true record.</p>	

<b>12.0</b>	<b>Matters Arising</b>	
<b>12.1</b>	<b>Repainting Direction and Fingerpost Signs</b> The Parish Clerk advised that AGS Services will undertake the work when weather permits. Ongoing.	C/F
<b>12.2</b>	<b>Kingston Watercourses: Maintenance</b> Previously Cllr Bradshaw has advised that a Silt Management Plan would be beneficial for Lodes Lane and offered to contact someone who could undertake this survey. Ongoing.  Also, SCC Flood Water Management Team were still in dialog with a riparian owner regarding the management of the watercourse on his land. It was acknowledged that this issue had been ongoing since June 2014. Cllr Williams offered to discuss this issue with SCC Flood Water Management Team, so that the issue can be concluded. Ongoing.	C/F  Cllr Williams
<b>12.3</b>	<b>Kestercombe Lane Top Surface Dressing</b> Cllr Townsend advised that a gully pipe had not been connected correctly and therefore, surface water did not drain away as it should. Patchworking the road surface had been completed. SCC Highways would be connecting this pipe and thereafter, the highway would be surface dressed. Ongoing.	C/F
<b>12.4</b>	<b>North Taunton Urban Development - Outline Planning Application 34/16/0014</b> The Chairman advised the Parish Council of the following: ❖ The viability of the proposed development was being reviewed ❖ The promoters and TDBC were not in agreement regarding the grounding of power lines	C/F
<b>12.5</b>	<b>Church Lane Highway Issue</b> The Clerk advised that the road markings had been repainted. Item closed.	
<b>13.0</b>	<b>Planning</b>	
<b>13.1</b>	<b>Applications</b> None received.	
<b>13.2</b>	<b>Granted</b> ❖ <b>20/17/0006 Internal Alterations at Hollydene, Kingston Road, Kingston St Mary</b> The Parish Council noted the above.	
<b>14.0</b>	<b>Standing Orders and Procedures - Review</b>	
<b>14.1</b>	<b>Standing Orders 11 May 2015</b> The Standing Orders were reviewed and it was agreed that no revision was required. Item closed.	
<b>14.2</b>	<b>Internal Audit Procedure 11 May 2015</b> The Internal Audit Procedure was reviewed and it was agreed that no revision was required. Item closed.	
<b>14.3</b>	<b>Model Publication Scheme 11 May 2015</b> The Model Publication Scheme was reviewed and it was agreed that no revision was required. Item closed.	
<b>15.0</b>	<b>Financial Matters</b>	
<b>15.1</b>	<b>Internal Audit Report as at 31 March 2017</b> Cllr Anderson advised the Parish Council that the Accounts were in good order and he had signed these off. Item closed.	

15.2	<p><b>Internal Audit Review 2017</b> The Internal Audit Review took place and was signed by the Chairman and Parish Clerk. Item closed.</p>	
15.3	<p><b>Review Annual Governance Statement 2016/2017</b> The Annual Governance Statement was reviewed and found to be in good order. Item closed.</p>	
15.4	<p><b>Consider Accounting Statement 2016/2017</b> The Accounting Statement was considered and found to be in good order. Item closed.</p>	
15.5	<p><b>Resolution to Approve Annual Governance Statement 2016/2017 (Annual Return - Section 1)</b> <b>Resolved:</b> The Annual Governance Statement 2016/2017 was approved by the Parish Council and signed by the Chairman and Parish Clerk. Item closed.</p>	
15.6	<p><b>Resolution to Approve Accounting Statement 2016/2017 (Annual Return - Section 2)</b> <b>Resolved:</b> The Accounting Statement 2016/2017 was approved by the Parish Council and signed by the Chairman and Parish Clerk. Item closed.</p>	
15.7	<p><b>Financial Regulations 11 May 2015 - Review</b> The Financial Regulations were reviewed and it was agreed that no revision was required. Item closed.</p>	
15.8	<p><b>Financial Risk Assessment 2017 - Review</b> The Financial Risk Assessment was reviewed and it was agreed that these could be signed by the Chairman and the Parish Clerk. Item closed.</p>	
15.9	<p><b>Payments</b> ❖ Information Commissioner £35.00 (Data Protection Licence 2017/2018) ❖ Payroll Specialists £216.00 (PAYE Real Time 2017/2018 £180.00 + VAT) ❖ Mr Tim Davison £105.00 (Internal Audit 2016/2017) ❖ SCC £186.50 (Replacement Stile with Kissing Gate T15/42) <b>Resolved:</b> The Parish Council agreed to pay the above.</p>	Clerk
15.10	<p><b>Receipts</b> ❖ HMRC £36.00 (VAT Reclaim 2016/2017) ❖ TDBC Precept 2017/2018 £8061.00 The Parish Council noted receipt of the above.</p>	
16.0	<p><b>Correspondence</b>  ❖ SCC Highways: Temporary Road Closure of Nailsbourne Road on 24 May 2017 ❖ A letter had been received from Kingston, Ontario asking if its namesake in Somerset would mark Canada's 150<sup>th</sup> birthday on 1<sup>st</sup> July 2017. The Chairman had suggested a Canadian national flag should be flown from the church tower on that day and he undertook to obtain a flag. He had already spoken to the Rector, the Rev Dr Mary Styles and a Church Warden who thought it was an excellent idea. He would also write a letter of best wishes to the citizens of Kingston, Ontario from the parish The Parish Council noted the above.</p>	
17.0	<p><b>Matters for Next Meeting</b>  None</p>	

<b>18.0</b>	<b>Items for LinkUp</b> <ul style="list-style-type: none"><li>❖ North Taunton Development</li><li>❖ Canada Day</li><li>❖ Fly Tipping</li><li>❖ Elections</li><li>❖ Date of next Parish Council meeting</li></ul>	
<b>19.0</b>	<b>Date of Next Meeting</b> Monday 12 June 2017 at 7.30PM.  The meeting closed at 9.00PM.	

Signed:

Date:

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