

KINGSTON ST MARY PARISH COUNCIL
MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
HELD AT THE VILLAGE HALL ON MONDAY 11TH MAY 2015

Item Nr	Item	Action By
1.0	<p>All Councillors - Declaration of Acceptance of Office + Receipt of Member Code of Conduct (Localism Act 2011)</p> <p>The Declaration of Acceptance of Office was duly signed by each of the seven Parish Councillors and witnessed by the Parish Clerk. The Parish Clerk confirmed she would return a copy of the form to the respective Parish Councillor.</p> <p>It was agreed that Cllrs Anderson and Bradshaw could sign their Declaration of Acceptance of Office which would be witnessed by the Parish Clerk before the next meeting.</p> <p>The Model Code of Conduct for Parish and Town Councils had been distributed to each Parish Councillor; prior to the meeting.</p>	<p>Clerk</p> <p>Clerk</p>
2.0	<p>Register of Members' Interests</p> <p>Each Parish Councillor completed their respective form which was witnessed by the Parish Clerk.</p> <p>The Parish Clerk confirmed she would return a copy of the form to the respective Parish Councillor.</p> <p>The completed forms to be forwarded to Bruce Lang; TDBC Monitoring Officer.</p>	<p>Clerk</p> <p>Clerk</p>
3.0	<p>Granting Dispensation for Disclosable Pecuniary Interest</p> <p>Each Parish Councillor signed their respective Disclosable Pecuniary Interest form which was witnessed by the Parish Clerk.</p> <p>The Parish Clerk confirmed she would return a copy of the form to the respective Parish Councillor.</p>	<p>Clerk</p>
4.0	<p>Election of Chairman and Declaration of Office</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>	
5.0	<p>Attendance and Apologies</p> <p>In attendance: Cllr R Stokes (Chairman) 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) No Members of the Public attended the meeting</p> <p>Apologies received from: Cllr M Anderson Cllr N Bradshaw Cllr D Wedderkopp (SCC Councillor)</p>	
6.0	<p>Councillor's Declarations of Interest in Any Agenda Item</p> <p>Cllr Farnham - item 18.1 (Planning Application 20/15/0008).</p>	

7.0	<p>Police Update</p> <p>The Clerk advised that no update had been received.</p>	
8.0	<p>Election of Vice Chairman</p> <p>Members unanimously elected Cllr Townsend as Vice Chairman.</p>	
9.0	<p>Election of Committee Members and Representatives</p> <p>Resolved: Members elected the following:</p>	
9.1	<p>Planning Advisory Group Cllrs Stokes, Bradshaw, Clarke and Wilcox duly elected.</p>	
9.2	<p>Village Hall Cllrs Townsend and Wilcox duly elected.</p>	
9.3	<p>LinkUp Cllr Farnham duly elected.</p>	
9.4	<p>KSM Playing Field Management Committee Representative Cllrs Anderson duly elected.</p>	
9.5	<p>SALC It was agreed that Miss Roche should maintain contact with SALC and advise accordingly.</p>	
9.6	<p>Parochial Church Council Cllr Anderson duly elected.</p>	
10.0	<p>Members Responsible for Committee Papers and Other</p> <p>Resolved: Members elected the following:</p>	
10.1	<p>TDBC Papers The Members rota is to continue.</p>	
10.2	<p>Education Cllr Marsh duly elected.</p>	
10.3	<p>Quantocks Cllr Townsend duly elected.</p>	
10.4	<p>Police Cllr Clarke duly elected.</p>	
10.5	<p>Finance/Member Auditor Cllr Anderson duly elected.</p>	
11.0	<p>Members of the Public with Responsibilities</p> <p>Resolved: Members elected the following:</p>	
11.1	<p>Footpaths and Rights of Way Mr Peter Crea duly elected.</p>	

11.2	Tree Warden Cllr Wilcox duly elected.	
11.3	Internal Auditor Mr Tim Davison duly elected.	
12.0	Items from Members of the Public None received.	
13.0	SCC Update The Clerk advised that no report had been received.	
14.0	TDBC Update Cllr Stokes welcomed Cllr Caroline Tucker to the Parish Council. Cllr Townsend advised that due to the recent District Council elections, he had no report for the Parish Council.	
15.0	TDBC Papers The Clerk advised that she had nothing to report.	
16.0	Approval of Minutes of Previous Meeting dated 13 April 2015 Resolved: The Minutes were approved and signed as a true record.	
17.0	Matters Arising	
17.1	Kingston Watercourses: Maintenance The Clerk confirmed that one riparian owner could not undertake maintenance until the weather improves in Spring 2015 and for another, there are difficulties due to the construction of the drainage system which SCC is assisting with. Ongoing.	C/F
17.2	Kestercombe Lane Top Surface Dressing The Clerk advised that SCC Highways was in dispute with its contractor regarding the quality of surface dressing that was laid in summer 2013. Ongoing.	C/F
17.3	Yarford Roadworks The Clerk confirmed that the Yarford trash screen had still not been manufactured and that SCC Highways was trying to resolve the issue with Skanska. Ongoing.	C/F
17.4	Repainting Direction and Fingerpost Signs and Replacing Missing Posts on Village Green The Clerk advised that she had contacted the person who had discussed the signs with the Chairman and requested a quote. Ongoing. The Clerk advised that she had received a response from the company that she had written to and replacing each post would cost £80.00. Resolved: It was agreed to replace the two missing posts on the Village Green at a cost of £160.00 and to request that the finial tops of the remaining posts be removed at the same time.	C/F Clerk

17.5	<p>Purchase of New Parish Notice Board on the Grass Verge near the Primary School The Clerk advised that she had:</p> <ul style="list-style-type: none"> ❖ Received the quote for the new noticeboard from Ashley Gold - £1210 ❖ The School had confirmed that it had no objection to the location of the new noticeboard on the grass verge outside the School gate ❖ Contacted SCC Highways regarding installing a new noticeboard on the grass verge and that a legal consent/administration would cost £500 would be required <p>Resolved:</p> <ul style="list-style-type: none"> ❖ The Parish Council agreed to accept the quote from Ashley Gold ❖ The Parish Council requested that the Clerk to contact Cllr Wedderkopp to ascertain if the cost of the legal consent could be significantly reduced 	C/F Clerk
17.6	<p>Purchase New Dog Bin (Approximate Cost of New Bin + Installation by TDBC £315.00) The Clerk advised that she had instructed TDBC to install the dog bin (£335.00) on the public highway in Church Lane (near the Church) on the site identified. Ongoing.</p>	C/F
17.7	<p>Staplegrove Urban Extension The Vice-Chairman advised the Parish Council that he had recently attended a meeting along with the newly formed Residents of Staplegrove Action Group (ROSAG) and Whitemore Residents Action Group (WARG), to discuss the proposed development. He also advised that there was the possibility of forward funding for the proposed development's spine road, from central government and TDBC which the developers could payback over time. Also, anyone in Kingston St Mary who wished to receive e-mail updates regarding the proposed development should contact ROSAG or WARG. Ongoing.</p>	C/F
18.0	<p>Planning</p>	
18.1	<p>Applications</p>	
18.1.1	<p>20/15/0008 Conversion of Garage to Ancillary Accommodation at 19 Sawyers Leigh, Kingston St Mary Resolved: The Parish Council had no objection to the Planning Application.</p>	Clerk
18.1.2	<p>20/15/0009 Notification to Fell One Cherry Tree within Kingston St Mary Conservation Area at The Cheery Orchard, Lodes Lane, Kingston St Mary Resolved: The Parish Council had no objection to the Planning Application.</p>	Clerk
18.2	<p>Granted None.</p>	
19.0	<p>Standing Orders and Procedures - Review</p>	
19.1	<p>Standing Orders May 2015 The Standing Orders were reviewed and it was agreed that no revision was required. The Chairman signed the Standing Orders. Item closed.</p>	
19.2	<p>Internal Audit Procedure The Internal Audit Procedure was reviewed and it was agreed that no revision was required. Item closed.</p>	
19.3	<p>Model Publication Scheme The Model Publication Scheme was reviewed and it was agreed that no revision was required. Item closed.</p>	

20.0	Financial	
20.1	<p>Review and Sign Off 2014/2015 Accounts and Sign Off Annual Return 2014/2015 The Parish Council reviewed the Accounts including expenditure versus budget and approved these. Resolved: Cllr Stokes and the Parish Clerk signed off the Accounts and the Annual Return. Item closed.</p>	
20.2	<p>Internal Audit Review 2015 The Parish Council was advised by Cllr Anderson that the internal audit had been undertaken and the Accounts were in order. Item closed.</p>	
20.3	<p>Financial Regulations 2015 The Financial Regulations were reviewed and it was agreed that no revision was required. Item closed.</p>	
20.4	<p>Financial Risk Assessment 2015 The Financial Risk Assessment was reviewed and it was agreed that these could be signed by Cllr Stokes and the Parish Clerk. Item closed.</p>	
20.5	<p>Resolution to Amend Bank Mandate (Councillors and Parish Clerk) Resolved: It was agreed to amend the Bank Mandate to include the three new Parish Councillors and forward the signed Mandate to the bank.</p>	Clerk
20.6	<p>Payments ❖ SALC £238.16 (Affiliation Fee 2015/2016) Resolved: The Parish Council agreed to pay the above.</p>	Clerk
20.7	<p>Receipts ❖ Precept + Grant 2015/2016 £5,809.00 The Parish Council noted receipt of the above.</p>	
21.0	<p>Correspondence</p> <ul style="list-style-type: none"> ❖ TDBC: Notice of Election of Parish Councillors for Kingston St Mary 7 May 2015 ❖ SCC: Environmental Maintenance Information 2015 <p>The Parish Council noted the above.</p>	
22.0	<p>Items for LinkUp</p> <ul style="list-style-type: none"> ❖ Planning Applications ❖ Dog Bin ❖ New Notice Board ❖ Grass Verges 	
23.0	<p>Matters for Next Meeting</p> <ul style="list-style-type: none"> ❖ Highway Obstructions 	
24.0	<p>Date of Next Meeting</p> <p>Monday 8 June 2015 at 7.30PM.</p> <p>The meeting closed at 9.05PM.</p>	

Signed:

Date: