**NORTON FITZWARREN PARISH COUNCIL**

**Minutes of the Annual Parish Council Meeting held on Monday 9th May, 2016 in the village hall.**

**Present: Cllrs.** Ken Hayward, Paula Knott, Jean Adkins, Nita Wyatt, Mike Palmer, Adrian Jones,

Paula Clinchant, the Clerk Janet Gobey.

Also present: District Cllr. Andy Sully, PPLO Phil Bareham, Don Wyatt, Chairman, Village Hall

Committee and five members of the public.

The meeting started at 7.37pm.

 **1.05.16 Election of Chairman**

The Clerk requested nominations for Chairman,Mike Palmer nominated Ken

 Hayward, seconded Jean Adkins, Ken Hayward accepted the nomination and took

 the chair.

**2.05.16 To receive the Chairman’s Declaration of Acceptance of Office**

The Chairman and the Clerk signed the declaration.

**3.05.16 Apologies for absence**

Trevor Battle is away on holiday.

**4.05.16 Election of Vice Chair**

Nita Wyatt nominated Jean Adkins, seconded Mike Palmer. Jean Adkins

 declined the nomination and nominated Paula Knott, seconded Ken Hayward.

 Paula Knott accepted the nomination for Vice Chair.

**5.05.16 To appoint representatives for:**

Playing Field Association: appointed Adrian Jones and Paula Knott.

 Parish Path Liaison and Tree Warden: appointed Phil Bareham.

 Allotments: appointed Janet Gobey

 SALC: appointed the Clerk Janet Gobey.

 Village Hall: appointed Nita Wyatt

**6.05.16 Declarations of Interest**

Ken Hayward declared a personal and prejudicial interest in item 10, as a member

 of the Village Hall Committee.

 Nita Wyatt declared a personal interest in item 10 also as a member of the

 Village Hall Committee.

**7.05.16 To approve the minutes of the meeting held on 4th April, 2016.**

The minutes were approved and signed by the Chairman.

**8.05.16 Presentation of Parish Council Accounts and audit for 2015/16.**

The Clerk presented detailed accounts for the year ended 31st March, 2016 and

 reported on the Council’s finances, a copy of the accounts is filed with the

 minutes and available on Council’s website. The accounts have been inspected

 by the Internal Auditor, no concerns being raised.

 Proposed Adrian Jones that the accounts are accepted, seconded Jean Adkins

 and agreed unanimously. The accounts will shortly be submitted to the External

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 Auditor. The Chairman thanked the Clerk for the hard work carried out in

 preparing the accounts.

**9.05.16 Planning:**

 **(a) Applications received since issue of agenda: -** none received.

 **(b) Approvals and refusals:**

 25/16/0001 Single storey extension to Cross Keys Tavern – approved.

 25/16/0002 Change of use from D1 to B1 Industrial storage at unit E2B,

 Churchward Drive, Langford Mead – approved.

 25/16/0003 Erection of boundary wall at ‘Farthings’, Langford Lane – approved.

 7.58pm Cllr. Ken Hayward left the room having declared a personal and

 prejudicial interest in the next item. Vice Chair Paula Knott took the chair.

**10.05.16 To consider grant application from the Village Hall Committee for railings and**

 **a hand rail for the steps at the front.**

Don Wyatt, Chair of the Village Hall Committee was asked to give further details,

 and requested a contribution towards the cost of providing the rails. After

 discussion Jean Adkins proposed that Council pay the full amount of £2,451.04

 to install the railings, seconded Mike Palmer, carried. Nita Wyatt abstained from

 the decision.

 8.05pm Ken Hayward returned to the meeting and resumed the Chair.

**11.05.16 Update regarding warning signs for drivers on Pen Elm.**

It was agreed to request signs stating “Collision Site Ahead” as displayed on the

 A38 to Wellington. The Clerk will contact Highways.

**12.05.16 Connecting Devon and Somerset programme – to consider IT workshops in the**

 **Village.**

The Clerk will make further enquiries – agreed in principle to provide a venue for

 the workshops.

**13.05.16 To consider quotes for emptying dog bins.**

Proposed Paula Knott to accept the quote from Taunton Deane for 2016/17,

 seconded Mike Palmer, carried.

**14.05.16 Finance:**

 **(a) Income received (for notification only):**

Precept and Council Tax support grant £27,652.00

 Interest for one quarter, Scottish Widows Bank £38.12

 **(b) Invoices and payments for approval and any subsequently received:**

Heartstart Somerset for defibrillator and cabinet £2266.00

 Village Hall – rent for Youth Club, October 2015 to March 2016 £400.00

 TDBC – installation of litter bin at Hilly Park£396.00

 TDBC to cut down laurel hedge and maintenance to bank, Church Lane £384.00

 TDBC to empty dog bins for 2015/16 £658.94

 Website for one quarter £35.96

 PWLB loan repayment for six months £1350.07

 SALC subscription for 2016/17 £686.14

 AON Insurance for 2016/17 £732.43

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 M. King for weed control and litter picking in March and April 2016 £732.00

 Clerk’s salary and expenses £714.74

 HMRC £107.95

 Proposed Jean Adkins that the payments listed in (b) above are approved for

 payment, seconded Adrian Jones, carried.

**15.05.16 Correspondence**

As list provided to Councillors and filed with the minutes:

Over 60’s driving session, agreed in principle to provide a venue.

 No further discussion. Placed on the table for members to view if they wished.

**16.05.16 Date, time and place of next meeting.**

Monday, 6th June, 2016 at 7pm in the village hall.

 The meeting closed at 8.30pm.

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