**NORTON FITZWARREN PARISH COUNCIL**

**Minutes of the Annual meeting of the Parish Council held on Wednesday 8th May, 2019 in the village hall.**

**Present:** Paula Knott, Mike Palmer, Phil Bareham, Graham Withnell, Adrian Jones. Clerk: Janet Gobey

Also present: Edward Firmin, District Councillor, and 7 members of the public.

The meeting started at 7.50pm immediately following the Annual Parish meeting.

**1.05.19 Election of Chairman**

Nominations for Chairman were requested by the Clerk, Mike Palmer nominated

 Paula Knott, seconded Adrian Jones. No other nominations were received, Paula Knott

 accepted and took the chair.

**2.05.19 To receive Chairman’s Declaration of Acceptance of Office**

Paula Knott and the Clerk signed the Declaration.

**3.05.19 Apologies for absence**

Nita Wyatt and Jean Adkins

**4.05.19 To consider co-option to fill vacancies**

Maureen Palmer and Jonathan Lalgee have applied and gave details to Council

 why they would like to serve on the Parish Council.

 Council agreed to vote on both candidates together as there were two vacancies

 and agreed unanimously to accept both candidates.

**5.05.19 Declaration of Acceptance of Office**

Maureen Palmer and Jonathan Lalgee signed their Declarations of Acceptance of Office

 which was countersigned by the Clerk and joined members at the table.

**6.05.19 Declarations of Interest**

Graham Withnell, Mike Palmer and Maureen Palmer declared a personal interest in

 item no. 11 as being members of the ‘Friends of the Village Hall.

**7.05.19 Election of Vice Chairman**

Graham Withnell nominated Mike Palmer, seconded by Paula Knott, no other

 nominations. Mike Palmer accepted the role of Vice Chairman.

**8.05.19 To appoint representatives:**

The following were appointed:

Playing Field Association: Adrian Jones and Paula Knott

 Footpath Liaison and Tree Warden: Phil Bareham and Janet Gobey

 SALC: Janet Gobey

 Allotments: Paula Knott and Janet Gobey

 Monitor for Defibrillator: Graham Withnell

 Play area inspections: Mike Palmer

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**9.05.19 To approve the minutes of the meeting held on 3rd April, 2019 and the special**

 **meeting held on the 4th February, 2019.**

The minutes were approved and signed by the Chair.

**10.05.19 Actions from last meeting**

Anti-social behaviour by the village hall which has been addressed in part by the

 removal of the youth shelter from the recreation ground.

**11.05.19 Update regarding youth shelter and to consider replacement options.**

The youth shelter has been demolished, it was found on examination to breach

 health and safety regulations on several counts and was no longer fit for purpose.

 Discussion took place as to what could replace it. It was agreed to monitor the

 situation and that there was a need for a survey to assess what provision for youth

there should be.

**12.05.19 To consider measures to combat litter on footpath T18/7 and by Halse Water.**

Proposed Paula Knott that two signs are purchased to encourage walkers to take

 their litter home. To be positioned at the start of the walk by Manor Gardens and by

 the first pond, seconded Mike Palmer, carried.

**13.05.19 To consider quotes for purchase of benches for the nature reserve.**

Several quotes were obtained by the Clerk for various types of bench. Following

 discussion it was proposed by Paula Knott to purchase one wooden bench which

 could be fixed deep into the ground for security reasons, seconded Mike Palmer,

 agreed unanimously.

**14.05.19 Planning: (a)**

25/19/001/A Illuminated and non-illuminated signs, Coop shop, Norton Fitzwarren.

 Agreed no comment required by Council.

 **(b) Applications received since issue of agenda**

 25/19/0007 Management work to one Oak Tree, Langford Mead – no comment

 required.

 **(c) Approvals and refusals**

25/19/0003 & 25/19/0007 Conversion of agricultural building to accommodation,

 Giffords Barton, Langford Lane. Applications approved.

**15.05.19 Presentation of Parish Council accounts and audit for 2018/19.**

 **(a) To consider and approve the Annual Governance Statement for 2018/19.**

Council agreed it has complied with all the regulations. Proposed Paula Knott that

 the Governance Statement is approved, seconded Mike Palmer, carried.

 **(b) To approve the accounts for the year ending 2018/19**

The Clerk presented detailed accounts for the year ended 31st March 2019 and

 reported on the Council’s finances. The accounts are due to be submitted to the

 internal auditor shortly. The approved Governance Statement and Accounting

 Statement will be displayed on the Parish Council’s website. Proposed Paula Knott

 to approve the accounts, seconded Mike Palmer, carried.

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**16.05.19 Finance:**

 **(a) To approve regular direct debit payments for 2019/20.**

The regular payments are:

 The Clerk’s salary and expenses paid monthly

 HMRC payments of PAYE paid monthly

 Quarterly payments for Parish Council’s website.

 Proposed Mike Palmer to approve the regular direct debits , seconded Adrian Jones

 carried.

 The regular bank payments were authorised and signed by two signatories on a

 separate sheet to be filed with the invoices.

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

Parish Council’s insurance (2nd year of a 3 year fixed deal) £699.87.

 Graham Withnell - refund for purchase of pads for defibrillator £30.00

 Clerk’s salary and expenses £801.50

 HMRC one month £104.93

 SW & T Council part payment for purchase of Hill Fort £2,000.00

 Proposed Paula Knott to approve payments, seconded Mike Palmer, carried.

 The Clerk advised that part 1 £16,250.00 (50%) of the precept has been received.

**17.05.19 Correspondence**

As list circulated to members, various items were discussed but no further action

 required.

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

Wednesday, 5th June, 2019 at 7.30pm in the village hall.

 Signed: …………………………………………..Chairman Dated: ………………………….

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