**NORTON FITZWARREN PARISH COUNCIL**

**Minutes of the Annual meeting of the Parish Council held virtually on Wednesday, 5th May, 2021.**

**Present:** Paula Knott, Mike Palmer, Jonathan Lalgee, Nita Wyatt, Graham Withnell, Adrian Jones,

Phil Bareham and Jamie Clutson. Clerk: Janet Gobey.

Also present: District Cllrs. Ed Firmin and SCC Cllr. Mike Rigby and 2 members of the public.

The meeting started at 7.30pm immediately following the Annual Parish meeting.

**1.05.21 Election of Chairman**

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

Paula Knott. No other nominations were received, Paula Knott accepted and took

the Chair.

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

Deferred until the Clerk can meet with the Chairman.

**3.05.21 Apologies** – none all present.

**4.05.21 Declarations of Interest** – none declared at this time.

**5.05.21 Election of Vice Chairman**

Paula Knott nominated Mike Palmer as Vice Chairman, no other nominations received.

Mike Palmer accepted.

**6.05.21 To approve the minutes of the meeting held on 7th April, 2021**

The minutes were approved and will be signed by the Chairman at a later date.

**7.05.21 To appoint representatives for:**

Playing Field Association – appointed: Adrian Jones, Paula Knott and Jamie Clutson

PPLO (Footpath liaison) – appointed Phil Bareham

Tree Warden – appointed Janet Gobey and Phil Bareham

Allotment site – appointed Paula Knott and Janet Gobey

Planning Team – appointed Graham Withnell, Nita Wyatt and Jonathan Lalgee

Play area inspections – appointed Mike Palmer

Defibrillator – appointed Graham Withnell

**8.05.21 Actions from last meeting.**

Continuing concerns raised regarding the lack of details from the police reports.

**9.05.21 Update from meeting to progress the new playing field.**

Meetings are being held with SWT to progress, the next meeting will be held on the

12th May. The transfer of the field is with the Solicitors and is very close to completion.

A masterplan will be drawn up which needs to be agreed with the Parish Council and

Playing Field Association. Steve Hughes and Kate Marks, SWT Council offered to attend

-1-

the meeting with the Playing Field Association.

**10.05.21 Update for bridges on footpath T18/9.**

Update from Ewan Tweedie ROW, SCC stated that design works continue for both

bridges. The ground investigation is being included in the works package so as not to

cause further delay. The work will be put out to tender at the end of May.

**11.05.21 Reports from SCC and SWT Councils**

SCC Cllr. Mike Rigby reported that he is requesting provision for sport in the

S106 Agreement, but unfortunately costs to the developers have increased due to

provision having to be made for phosphate removal and extra set aside for education as

the schools in Cotford St. Luke and Norton Fitzwarren are at capacity.

Concerns were raised that the funds for the parish would subsequently be reduced.

Cllr. Rigby will chase Highways regarding the Parish Council’s dropped kerbs project.

District Cllr. Ed Firmin reported that electric charging points are being installed in

Taunton. District Councillors are liaising with the developers of Ford Farm for

provision for the parish. No further issues have arisen regarding the Zipp scooters.

**12.05.21 To consider quotes for insurance for 2021/22.**

Two quotes were considered, the quote for BHIB was approved for a 3 year deal.

Proposed Mike Palmer, seconded Nita Wyatt, carried.

**13.05.21 Presentation of Parish Council accounts and audit for 2020/21**

**(a) To consider and approve the Annual Governance Statement.**

Council having considered the Annual Governance Statement agreed it had complied

with the required internal controls. Proposed Paula Knott that the Governance

Statement is approved, seconded Nita Wyatt, carried.

**(b) To approve the accounts for the year ended 31st March 2020.**

The Clerk presented detailed accounts for the year ended 31st March 2020 and

reported on the Council’s finances. The accounts have been audited by the

Internal Auditor and the report circulated to Councillors. The report was considered and

the recommendations will be implemented during 2020/21. Proposed to approve the

accounts Mike Palmer, seconded Jonathan Lalgee, carried.

**14.05.21 Finance:**

**(a) To approve the regular direct debit and bank transfer payments for 2021/22:**

Regular payments are: Quarterly website fee, HMRC monthly payments, Clerk’s

salary and expenses and payments to parish maintenance contractors who have

quoted for and been awarded a contract for 2021/22. Proposed to approve Paula Knott,

seconded Nita Wyatt, carried.

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

Alex Forster for fencing at the allotments £805.00 (as quoted).

R. Ashburner for flags for Somerset Day £180.00

J. Larcombe for Internal Audit £168.90

BHIB Ltd. Insuranc e for 2021/22 £7188.88

Proposed to approve payments Mike Palmer, seconded Phil Bareham, carried.

-2-

**15.05.21 Planning:**

**(a) Applications received since issue of agenda:**

25/21/0010/T Management works to 2 Beech trees, 42-47 Marshall Court

Discussed but no issues raised.

**(b) Approvals and refusals –** none

**16.05.21 Correspondence**

Electronically circulated, the email regarding funding for the Benefice Office in the

village hall for All Saints and St. Johns Church was discussed. Andrew Ritchie,

Churchwarden was present. To be placed on the agenda for the next meeting. A

grant application will be submitted by the Churchwardens.

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

The Government has instructed all Councils to return to face to face meetings from

the 8th May, 2021. The next meeting will be on Wednesday, 2nd June, 2021 at 7.30pm at

the village hall but due to social distancing regulations, the meeting will be held outside.

The meeting closed at 8.45pm.

-3-