**NORTON FITZWARREN PARISH COUNCIL**

**Minutes of the Annual Parish Council meeting held on Wednesday, 11th May, 2022 in the village hall.**

**Present:** Paula Knott, Mike Palmer, Adrian Jones, Dee Childs, Graham Withnell, Phil Bareham,

Tom Catherall. Clerk: Janet Gobey.

Also present: SWT Cllr. Ed Firmin and 4 members of the public.

The meeting started at 8.10pm immediately following the Annual Parish meeting.

**1.05.22 Election of Chairman**

Cllr. Paula Knott asked for nominations for Chairman and proposed Mike Palmer,

 there being no other nominations Mike Palmer agreed and took the Chair.

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

Cllr. Mike Palmer signed the Declaration and the Clerk countersigned.

**3.05.22 Election of Vice Chairman**

The Chairman asked for nominations for Vice Chair and nominated Paula Knott,

 no other nominations. Paula Knott agreed to be Vice Chair.

**4.05.22 Apologies and resolution for absent members to sign the Declaration of**

**Acceptance of Office**

Apologies Cllr. Nita Wyatt – on holiday. Resolved to allow Nita Wyatt to sign the

 Declaration at the next meeting.

**5.05.22 To co-opt candidate onto the Parish Council**

 One vacancy remains for the Parish Council, as yet no candidate has come forward.

 The Clerk will continue to advertise the vacancy.

**6.05.22 Declarations of Interest**

None declared.

**7.05.22 To approve the minutes of the meeting held on 6th April, 2022**

The minutes were approved and signed by the Chairman.

**8.05.22 To appoint representatives for: Playing Field Association, Play area inspections,**

 **Parish path footpath liaison, Tree Warden, Defibrillator monitoring.**

The following volunteered and were appointed:

Playing Field Association: Adrian Jones, Paula Knott, Tom Catherall

 Play area inspection: Mike Palmer

 Footpath Liaison: Phil Bareham

 Tree Warden: Janet Gobey

 Defibrillator monitoring: Graham Withnell

**9.05.22 Actions from last meeting –**  All covered by the agenda.

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**10.05.22 To consider request from police for yellow lines on the B3227 outside the old post**

 **Office.**

A vote taken following discussion – 4 in favour, 3 against, carried. The Clerk will inform

 The Police that the Parish Council will support installing yellow lines outside the old

 post office.

**11.05.22 Replacement bridges on footpath T18/9**

Both bridges have been removed and work has started in installing the concrete bases.

 A weekly progress report will be sought.

**12.05.22 Reports from SCC and SWT Councils**

SCC – no report

 SWT Council – Ed Firmin reported. The new ‘Fixy’ van will be attending events.

 Phase 2 of the Taunton Town Council proposal will commence in June and the new

 Council should be in place by June 2023.

**13.05.22 To consider quotes for insurance for 2022/23**

Discussed and agreed to continue with BHIB, Clerk will query large increase this year.

**14.05.22 Finance:**

 **Presentation of Parish Council Accounts and audit for 2021/22**

1. **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 Mike Palmer, seconded Dee Childs,

approved.

1. **To approve the accounts for the year ended 31st March 2022**

The Clerk presented detailed accounts for the year ended 31st March 2022 and

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

 Internal Auditor and recommendations will be implemented during 2022/23.

 Proposed to approve the accounts Phil Bareham, seconded Adrian Jones, carried.

1. **To approve regular direct debits and bank transfer payments for 2022/23:**

Website, parish maintenance (quoted annually), Clerk’s salary and HMRC payments.

Proposed Paula Knott, seconded Adrian Jones, carried.

1. **Invoices and payments for approval and any subsequently received:**

Benefice Office for All Saints Church, 50% of room rental renewal of decision

January 2023 - £630.00

Website- quarterly payment £54.00

Stephan Jennings to install willow arch £350.00

Alex Forster, strimming nature reserve £34.00

Alex Forster footpath cutting 226.70

R. Chiplin grass cutting £295.00

J. Larcombe for internal audit £168.90

Proposed to approve the above invoices Paula Knott, seconded Mike Palmer, carried

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**15.05.22 To consider adoption of 2022 Code of Conduct.**

It was agreed to adopt the 2022 version of the Code of Conduct which was circulated to

 Councillors prior to the meeting. Proposed Graham Withnell, seconded Dee Childs,

 carried.

**16.05.22 Planning:**

 **a) Applications received since issue of agenda –** none received.

 **b) Approvals and refusals –** None

**17.05.22 Correspondence**

Accident reported on the ‘Walker’ exercise equipment., discussed and will be reported

 to Council’s insurance provider.

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

Wednesday, 1st June, 2022 at 7.30pm in the village hall.

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