

MINUTES OF THE ISLE ABBOTTS ANNUAL MEETING OF THE PARISH COUNCIL HELD ON  
TUESDAY 14<sup>TH</sup> MAY 2024 AT 7.30pm IN THE VILLAGE HALL

PRESENT: Cllrs Lockley, Westworth, Vaun Davis and Hillman, Somerset Council Cllr Roundell-Greene, the Clerk, and 5 members of the public.

- 24/30 ELECTION OF CHAIR OF THE PARISH COUNCIL: Cllr Lockley was proposed by Cllr Vaun Davis, Seconded by Cllr Richards. There were no further nominations and Councillors voted unanimously in favour of the proposal. RESOLVED: To elect Cllr Lockley as Chair.
- 24/31 DECLARATION OF ACCEPTANCE OF OFFICE BY THE CHAIR: Cllr Lockley duly read and signed her Declaration of Acceptance of Office, witnessed by the Clerk.
- 24/32 ELECTION OF VICE-CHAIR OF THE PARISH COUNCIL: Cllr Richards was proposed by Cllr Lockley, Seconded by Cllr Westworth. There were no further nominations and Councillors voted unanimously in favour of the proposal. RESOLVED: To elect Cllr Richards as Vice-Chair.
- 24/33 APOLOGIES FOR ABSENCE: Cllr Richards.
- 24/34 DECLARATIONS OF INTEREST: None.
- 24/35 MINUTES: Minutes of the Parish Council Meeting held on Wednesday 13<sup>th</sup> March 2024 were approved as a correct record and duly signed by the Chair.
- 24/36 REVIEW STANDING ORDERS, FINANCIAL REGULATIONS AND CODE OF CONDUCT:  
Standing Orders: RESOLVED to adopt the standing orders based on the latest NALC model document.  
Financial Regulations: As an updated model version of the regulations are imminently due to be released it was agreed to defer review until these were available.  
Code of Conduct: RESOLVED to readopt the existing model Code of Conduct for Somerset Town and Parish Councils with no changes.
- 24/37 REVIEW AREAS OF RESPONSIBILITY  
RESOLVED to continue with previously agreed areas of responsibility of follows:  
Local Community Networks – Cllr Vaun Davis  
Roads – Cllr Lockley  
Footpaths – Cllr Richards  
Flooding – Cllr Westworth  
Website/Village Comms – Cllr Hillman
- 24/38 REPRESENTATION ON OUTSIDE BODIES  
RESOLVED to continue with previous appointments as follows:  
Village Hall – Cllr Hillman
- 24/39 MEMBERSHIP OF OUTSIDE BODIES  
RESOLVED to continue membership of the Somerset Association of Local Councils and Society of Local Council Clerks.
- 24/40 FINANCE.
- a. REVIEW ASSET REGISTER AT 31.3.24  
It was highlighted by the Clerk that there had not previously been an asset register and noted that the figure in the previous AGAR was based on an insurance value for the bus shelter. The Clerk advised that the value should have been original cost, but as this was unknown a note of explanation will be added to the newly drawn up asset register. The Clerk had also identified purchases of a defibrillator and cabinet which has not been included in the assets which have now been added, as well as the more recent laptop purchase. RESOLVED to agree the asset register as correct at 31.3.24.
- b. REVIEW AND APPROVE FINANCIAL RISK REGISTER  
The Clerk noted the absence of any risk assessment being in place previously and had circulated a draft to the council in advance of the meeting. RESOLVED to adopt the Financial Risk Assessment.
- c. FINANCIAL STATEMENT TO 31.3.24  
RESOLVED to approve the financial statement to the year ending 31.3.24.

d. PAYMENTS

RESOLVED to approve the list of payments and recurring payments which are annexed at the end of the minutes, and to organise a standing order for payment of the Clerks salary each month.

e. BANK MANDATE UPDATES AND ONLINE BANKING:

RESOLVED to remove all previous signatories who are no longer councillors/officers from the bank mandates and progress new online banking applications for remaining signatories.

24/41 PLANNING APPLICATIONS:

There were no applications considered.

Details of planning applications in the parish can now be found on the Isle Abbotts website:

<https://www.isle-abbotts.org.uk/planning> This links directly to the Somerset Council planning portal.

24/42 COUNCILLOR REPORTS / UPDATES

- a. LOCAL COMMUNITY NETWORKS (LCN) (LVD): Cllr Vaun Davis reported that there had been a Highways working group meeting at Langport which focused on the Highway Steward role. The main Levels & Moors meeting had mainly given updates on the Active Travel and Health & Wellbeing working groups.
- b. ROADS (LL): Cllr Lockley asked that residents continued to report issues on the roads direct to Somerset Council so they can assess and repair as quickly as possible.  
<https://www.somerset.gov.uk/roads-travel-and-parking/report-a-problem-on-the-road/>
- c. FOOTPATHS (AR): Cllr Richards updated that 1 path has been cleared in Curry Mallet which can now be accessed from Bode Lane to Iberry Lane, fingerposts have been reinstated in many places and that a new bridge a Waldrons has been installed. He also advised that new gates will be installed at Stemalong/Ball Lane and Ottermans Lane once the weather permits. Any issues on footpaths/rights of way should be reported using the Explore Somerset interactive map which also shows any existing open issues. <https://roam.somerset.gov.uk/roam/map>
- d. FLOODING(TW). Cllr Westworth advised that he has undertaken clearing of ditches at his property and will be liaising with others in the vicinity to do the same.
- e. VILLAGE HALL (AH): Cllr Hillman had reported at the Parish Meeting regarding the hall, commenting that the WiFi is working well and the pop up pub is generating good revenue. The hall has an upcoming project looking at installation of solar panels.

24/43 REPORT AND CORRESPONDENCE:

The Council are aware of issues of discharge of sewage into the Fivehead River in recent months and Cllr Lockley will be getting in touch with the Environment Agency.

24/44 ITEMS FOR NEXT AGENDA: Annual Governance and Accountability Report

24/45 DATE OF UPCOMING MEETINGS

- a. Additional Ordinary Meeting – TBC (June 2024)
- b. Ordinary Parish Council Meeting – Wednesday 10<sup>th</sup> July 2024 in the Village Hall.

There being no further business the Chair closed the meeting at 8.46pm.

Signed.....

Date.....

ANNEX. 1 - PAYMENTS

Isle Abbotts Parish Council

Payments - May			
Invoice date	Payee	Description	Amount
16/04/2024	Isle Abbotts Village H	Hall hire - 6 meetings	£ 120.00
30/04/2024	K Larsson	Salary (M1)	£ 175.00
08/05/2024	K Larsson	Admin Expenses	£ 37.65
31/05/2024	K Larsson	Salary (M2)	£ 175.00

Regular Payments 2024-25			
Frequency	Payee	Description	Amount
Annually	St Marys PCC	Grass Cutting Grant	£ 250.00
Monthly	K Larsson / HMRC	Monthly Salary / PAYE*	£ 175.00