

**BICKNOLLER PARISH COUNCIL – THURSDAY 19 MAY 2011**

A meeting of the Council was held in the Village Hall Committee Room at 7 p.m.

PRESENT: Mr D Venner (Chairman), Mr M Andersen, Mr J Grellier, Mrs C Lighton,  
Mrs N Russell and Mrs C Skinner

IN ATTENDANCE: Mrs M ter Braak (Clerk), Mr A. Trollope-Bellew (County Councillor),  
Mr S. Dowding (District Councillor)

PARISH FORUM - no forum was held.

REPORT FROM COUNTY AND DISTRICT COUNCILLORS: Mr. Trollope-Bellew and Mr. Dowding reported on current matters of interest.

1. **APOLOGIES FOR ABSENCE:** were received from Chris Warren.
2. **ELECTION OF CHAIRMAN & VICE-CHAIRMAN:** Councillor Venner was unanimously elected Chairman and Councillor Andersen was unanimously elected Vice-Chairman.
3. **DECLARATIONS OF ACCEPTANCE OF OFFICE/REGISTER OF INTERESTS:** all Councillors present signed their Declaration of Acceptance of Office forms. The Clerk will arrange for Chris Warren to sign his form as soon as possible and also for all the Register of Interest forms to be completed, signed and sent to West Somerset Council.
4. **DECLARATIONS OF INTEREST:** none were made.
5. **AREA & JOB RESPONSIBILITIES:** the following Job Responsibilities were agreed:

Environment	Chris Skinner
Footpaths	Carolyn Lighton
Planning	Chris Warren
Police Liaison/Neighbourhood Watch	John Grellier
Quantock Hills & Farming	Desmond Venner
Roads	Mike Andersen
Young People	Nicky Russell

The Clerk will circulate a suggested list of Area Responsibilities for approval at the July meeting.

6. **MINUTES OF MEETING HELD ON 17 MARCH 2011:** the minutes were unanimously approved and signed by the Chairman.
  - 6.1. Matters Arising
    - Roads: repairs to road surfaces at Chilcombe Lane, Dashwoods Lane and Halsway. Councillor Andersen has had a site meeting with Highways about these repairs and is awaiting their decision.
    - Sign at Chilcombe Lane/Trendle Lane - it is hoped that a new sign will be in place this month.
    - Woolston Notice Board: having checked past copies of minutes, the Clerk confirmed that the Parish Council is the owner of the notice board at Woolston.
7. **CHAIRMAN'S REPORT:** the Chairman welcomed the new Councillors and asked them to make sure that they had read the Standing Orders.
8. **PLANNING**
  - 8.1. Applications: 3/01/11/002 - Mr C Warren, Upcott Farm. Display of non-illuminated advertisement/direction sign. A site meeting had been held and observations made to the District Council regarding the size of the proposed sign.
  - 8.2. Decisions: 3/01/11/001 - Mr & Mrs M Andersen, 15 Church Lane. Single storey rear extension. **[Granted]**
9. **AUDIT FOR YEAR ENDING 31 MARCH 2011**
  - 9.1. Statement of Accounts: the Annual Return for the year ended 31 March 2011 was approved by the Council and the Statement of Accounts was signed by the Chairman and the Clerk.

- 9.2. Annual Governance Statement: the 9 assertions which comprise the Annual Governance Statement were discussed and the Council confirmed the response given to each. The Statement was approved by the Council and signed by the Chairman and the Clerk.
- 9.3. Annual Report by Internal Auditor: Frank Robinson, the Internal Auditor, had reviewed the audit documents and had completed his section of the Annual Report, providing explanations where necessary for the External Auditor. It was agreed that the Clerk will purchase a small gift for Mr Robinson to thank him for his work on the internal audit.
- 10. FINANCE:** it was agreed that the new cheque signatories will be Councillor Venner and Councillor Russell. Until the change of signatory process has been finalised with Santander, Councillor Andersen and the Clerk are at present the only two existing signatories. It was resolved that the Clerk will sign cheques only until such time as the new signatories are in place.
- 10.1. Authorisation of expenditure -  
the following cheques were authorised:
- |             |  |         |
|-------------|--|---------|
| chq.no. 212 | Broker Network Ltd. (insurance policy renewal) | £289.38 |
| chq.no. 213 | Mrs M ter Braak (expenses)                     | £48.97  |
- 10.2. Grants & donations: it was agreed to give a grant of £300 to Bicknoller Village Hall towards upkeep of the playground.
- 10.3. Review of asset list: the list was agreed by the Councillors and signed by the Chairman.
- 10.4. Insurance policy renewal 2011-2012: this had been dealt with under 10.1.
- 10.5. Review of Clerk's salary: the Clerk is at present being paid at the lowest rate (£8.344/hour) for part-time clerks. It was agreed that, due to her experience and number of years' service (9), this rate should be increased to £9.253/hour with immediate effect.
- 11. PARISH WEBSITE:** the current website manager (Barry West of Site on Line) has kindly agreed to hand over the domain name and management of the website to James Cooper of JPC Design. JPC Design will charge £30 p.a. for hosting the website (versus £75 charged by Site on Line). The Clerk will confirm with JPC Design whether there are any other annual charges - i.e. for technical assistance.
- 12. BICKNOLLER PARISH TOP FIVE PRIORITIES:** these were agreed as follows -
- Finance towards new Village Hall
  - Improvement to our play areas and equipment
  - Outdoor youth recreational facilities
  - Bus shelter
  - Community orchard project
- The Clerk will advise the District Council accordingly.
- 13. COUNCILLOR TRAINING EVENTS:** Councillors Skinner and Lighton will attend the training session on 12 July at Oake Village Hall. The cost will be £25 each, to be paid by the Parish Council.
- 14. ITEMS OF REPORT AND MATTERS FOR THE NEXT MEETING:** arrangements for the Annual Parish Conference were agreed. Councillor Grellier reported a broken stile on footpath WL 1/27. Councillor Lighton will contact the Rights of Way officer concerned.
- 15. DATES OF NEXT MEETINGS**
- |                         |                  |  |
|-------------------------|------------------|--|
| <b>Thursday 26 May</b>  | <b>7.30 p.m.</b> | <b>ANNUAL PARISH CONFERENCE</b><br>Parish Council - Planning (provisional)<br><b>Parish Council - Full</b> |
| Thursday 16 June        | 7 p.m.           |  |
| <b>Thursday 21 July</b> | <b>7 p.m.</b>    |  |