

# BICKNOLLER PARISH COUNCIL

**Minutes, Annual Parish Council Meeting of Bicknoller Parish Council**  
**Wednesday 10<sup>th</sup> May 2023, commencing at 7pm at the Village Hall**  
(in the format to be presented to the next meeting for approval)

**PRESENT:**

Councillors C Warren, M Andersen, M Rawle, D Leggetter

**IN ATTENDANCE:**

C Morrison-Jones (Parish Clerk)  
SC Cllrs C Lawrence & M Kravis

**PARISH FORUM:**

No parishioners present

**REPORT FROM SC CLLR C LAWRENCE:**

The Somerset Council plan is now available  
0300 123 222 is the new telephone number for Somerset Council. Use this number for anything concerning the Council and you will get directed to the service that you require.

**REPORT FROM SC CLLR M KRAVIS:**

SWP is in top 30 in the country for recycling

*SC Cllrs C Lawrence & M Kravis left the meeting at this point*

**1. ELECTION OF CHAIRMAN**

RESOLUTION: to suspend Standing Order 5(f) and that Councillor Chris Warren be elected as Chairman for the 2023/24 municipal year

Cllr Warren signed his Acceptance of Office form.

**2. ELECTION OF A VICE-CHAIRMAN**

RESOLUTION: that Cllr Michael Andersen be elected as Vice Chair

Cllr Andersen signed his Acceptance of Office form.

**3. APOLOGIES FOR ABSENCE**

Apologies of Absence received from Cllr Harrison

**4. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None

**5. MINUTES OF THE MEETINGS HELD ON 8<sup>th</sup> MARCH 2023**

RESOLUTION: Councillors resolved to approve the minutes of the above meetings as a true record, and they were signed by the Chairman

**6. MATTERS ARISING NOT COVERED BY THE BELOW AGENDA ITEMS**

- i) Cllrs offered their congratulations and appreciation to the village for the Coronation celebrations. They went very well and were well attended.
- ii) C Warren – to investigate the whereabouts of the PC strimmer etc as listed on the asset list

**7. COUNCILLOR CO-OPTION**

There are still two vacancies on the parish council to be filled by co-option

**8. CHAIRMAN'S REPORT**

C Warren echoed the thanks to all those who organised the Coronation celebrations in the village

## 9. REPORTS FROM COUNCILLORS

### 9.1. Environment (DL)

Time to consider which area of the moor needs to be flailed this year. D Leggetter to consult with Woolston residents as to which areas are required to be cut back and report back next meeting

### 9.2. Police Liaison & Neighbourhood Watch (AH)

Report circulated by A Harrison prior to the meeting

### 9.3. Rights of Way (CW)

The previously noted issues with the stile (footpath - Chilcombe Lane to the church) have been reported to Rights of Way.

### 9.4. Roads (MA)

- Residents of Culverhayes have reported issues with the road surface and drains as a result of lack of regular maintenance. Details to be forwarded to Highways.
- Overhanging branched on A358 (report number 660488) still not being actioned.
- Low stone wall at bottom of church lane separating lane from stream (report number 671053). Classified non urgent, planned maintenance

### 9.5. Community Resilience (MA)

Nothing to report

### 9.6. Quantock Hills & Farming (MR)

- Quarry – M Rawle met with the SC contractor at the quarry SC budget doesn't run to 'joining up' the fencing round the quarry. What is done is good work but needs finishing to keep animals/people safe
- It is a bad 'tick' year so far. Sheep and foals being badly effected (some having to be euthanised). Take care and check yourself and dogs after walking

## 10. COUNCILLORS ROLES AND RESPONSIBILITIES FOR THE MUNICIPAL YEAR

RESOLUTION: that roles and responsibilities for the year be allocated as follows:

Environment - Cllr D Leggetter

Police Liaison & Neighbourhood Watch – Cllr A Harrison

Rights of Way – Cllr C Warren

Roads – Cllr M Andersen

Defibrillator – Cllr M Andersen

Quantock Hills & Farming – Cllr M Rawle

## 11. PLANNING

11.1. To note the following decisions of Somerset West & Taunton Council:

- Applications 3/01/22/008 & 9  
Erection of 4 No. stand alone accommodation pods and replacement of pavilion  
Halsway Manor, Hill Lane Halsway, Bicknoller, TA4 4BD  
Granted 22<sup>nd</sup> and 24<sup>th</sup> March 2023

11.2. General Planning Update

None

## 12. FINANCE

12.1. End of year Bank Reconciliation, 31.3.23

RESOLUTION: to approve the bank reconciliation, dated 31.3.23, of £10,811.81.

Of this amount, £1,896.67 is held in earmarked reserves.

12.2. Consider insurance renewal

Last year councillors had entered into a three year long term agreement with Zurich Municipal.

RESOLUTION: to renew the insurance this year with Zurich at a cost of £326.47

12.3. Approve annual pay increase, April 2023

RESOLUTION: to approve the clerk's rise in pay scale to point 15

12.4. Annual SLCC membership

RESOLUTION: to pay for the relevant proportion of the clerk's annual SLCC Membership

12.5. Income received

Somerset County Precept £7,600

12.6. Payments to authorise		
C Morrison-Jones	£540.18	Salary, expenses & reimbursements, March & April 2023
Bicknoller Village Hall	£42.50	April & May room hire
JPC design	£20.39	Domain name renewal
Mrs K Smith	£20.00	Internal Audit
SLCC	£31.79	Membership renewal
Zurich	£326.47	Insurance
Cllr A Harrison	£47.25	Reimbursement, refreshments APM
Mrs M Pumphry	£205.80	Reimbursement, coronation celebrations

**13. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN**

- 13.1. To receive and consider the Internal Auditors report  
Mrs K Smith, had carried out the internal audit and found the internal audit control arrangements to be satisfactory. Accordingly, the Internal Auditor had signed-off Page 4 of the Annual Return without qualification, a copy of which had been circulated to Councillors
- 13.2. Annual Return – approve Section 1, the Annual Governance Statement  
RESOLUTION: Members agreed that replies to Questions 1 to 8 all be “Yes” and Question 9 be “N/A”  
The page was then signed by the Chairman and the clerk.
- 13.3. Annual Return – approve Section 2, the Accounting Statement  
The Council considered the information prepared and signed by the Clerk that had been previously circulated.  
RESOLUTION: The statement was approved by councillors and signed by the Chairman.
- 13.4. Annual Return - confirm that the Council wishes to certify itself as exempt from the limited assurance review  
RESOLUTION: that the PC wished to certify itself as exempt from the limited assurance review as it had an income / expenditure of less than £25,000 for 22/23.  
The document was signed by the Chairman and the clerk
- 13.5. Dates of the Period for the Exercise of Public Rights  
RESOLUTION: that the dates for the Period of the Exercise of Public rights would be those advised by the external auditors PKF Littlejohn; commencing on Monday 5th June 2023 and ending on 14th July 2023

**14. PC PROJECT**

Councillors considered that it should be something to enhance the wellbeing of the older village residents. Ideas for next meeting

**15. CHAIR’S AWARD FOR SERVICE TO THE COMMUNITY 2023**

RESOLUTION: to nominate Mrs C Darke if she has not been previously nominated.

**16. BICKWATCH COMMUNITY TRANSPORT**

A Harrison had previously circulated his report to councillors

**17. MEETING DATES FOR 23/24**

RESOLUTION: to hold the Parish Council meetings for 23/24 on the following dates  
Meetings to be held on a Wednesday in the Village Hall (Committee Room), commencing at 7pm  
12th July, 13th September, 8th November 2023 and 10th January, 13th March, 8th May 2024

**18. ITEMS OF REPORT AND MATTERS FOR THE NEXT MEETING**

None

There being no further business, the meeting closed at 20.36