

MONKSILVER PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH MEETING HELD IN THE EMN HALL AT 7:00 P.M. ON MONDAY 16th MAY 2022

Present: Cllrs. Mervyn Orchard-Lisle (Chair), Andrew Howe (Vice-chair), Dan Cotterill,
In attendance: Sue Westbury, David Vere Hodge, Tina Coggan, Carol Juffs (Clerk)

Apologies: Kate Adams, County Cllr. Christine Lawrence, County Cllr Marcus Kravis and District Cllr. Stephen Griffiths

ACTION

1. The minutes of the APM of 17th May 2021 were approved without amendment.
2. Matters Arising: The minutes of last year's meetings were still not on the parish website, which is undergoing a re-build. DVH/ECJ
3. The purpose of the meeting is to take questions and concerns from parishioners. There were no additional parishioners attending the meeting, therefore it was declared closed at 7.08 pm.

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD AT 7:09 P.M. ON MONDAY 16th MAY 2022

Present: Cllrs. Mervyn Orchard-Lisle (Chair), Andrew Howe (Vice-chair), Dan Cotterill. and County Cllr Marcus Kravis.

In attendance: Sue Westbury, David Vere Hodge, Tina Coggan, Carol Juffs (Clerk)

ACTION

1. Apologies were received from: Kate Adams, John Stace, County Cllr. Christine Lawrence, and District Cllr. Stephen Griffiths
2. No members of the Public were present.
3. **Election of Chair & Vice-Chair for 2022/23.**
Mervyn Orchard-Lisle was proposed by Dan Cotterill and seconded by Andrew Howe for the position of Chair, and Mervyn accepted the post.

Andrew Howe was proposed by Dan Cotterill and seconded by Mervyn Orchard-Lisle for the position of Vice-Chair, and Andrew accepted the position.

4. **Declaration of Acceptance of the office of the Chair & Vice Chair:** ECJ
Declarations of Acceptance of the position of Chair and Vice-Chair were completed. Forms were also completed by all the Councillors for their roles, as the Governance Department requires a renewed form each year for those elected to the Parish Council.
5. **Co-option of new Councillors:**
The co-option of Tina Coggan, Sue Westbury and John Stace (apologies received) took place, proposed by Andrew Howe and seconded by Dan Cotterill, with unanimous approval, and they were welcomed to Monksilver Parish Council for 2022/3.
The Chairman took the opportunity to thank David Vere Hodge for his period as Councillor, and his many contributions and hard work for the Parish Council over the years.
6. **Allocation of Councillors' areas of responsibility** were agreed as follows:
- Mervyn: Planning
 - Dan: Deer Management, Bridle paths and Footpaths
 - Kate: Flooding and defibrillator
 - Sue: Parish Newsletter and defibrillator.
 - Andrew: Drains and Troubleshooter regarding other village problems e.g. dog-fouling.
 - Tina: Neighbourhood Watch, Police liaison, and defibrillator
 - John: Highways
- David Vere Hodge will continue to liaise with Black Cat Computers re the Website until it is fully up and running, over the next three months. Carol will also liaise to assist the process.
7. **Register of Interests** – the forms were completed during the meeting and returned to the clerk to forward to Somerset Council. ECJ
8. **Adoption of New Code of Conduct – Local Governance Association Model**
The new LGA model of a Code of Conduct for Councillors was distributed prior to the meeting. Proposed by Andrew Howe and seconded by Sue Westbury it was unanimously agreed to adopt this model, and it will be added to the website when it is completed. ECJ
9. **Minutes of the Annual Parish Meeting May 2021**
These were proposed by Andrew Howe, seconded by Dan Cotterill and agreed and signed as a true record of the meeting by the Chairman

10. Matters Arising: None

11. **Annual Governance and Accountability Return 2021/2**

- a) The Chairman and Clerk signed the Certificate of Exemption at the meeting, as Monksilver Parish income and expenditure does not exceed the threshold of £25,000 for the year ended March 31st 2022. The PC is exempt from returning the AGAR to the external Auditors but must publish all the completed documents on the website before 1st July 2022. Only the certificate of Exemption is returned to PKF Littlejohn external auditors for Somerset.
- b) The Councillors reviewed the completed Internal Audit form completed by Sarah Watling who audited the accounts for 2021/2 on April 28th 2022 (previously circulated).
- c) The Chairman signed the completed and approved Annual Governance Statement 2021/22 on behalf of all the Councillors, agreeing points 1-8, with point 9 not applicable.
- d) The Councillors reviewed the Accounting Statement 2021/22 and the Chairman and Responsible Financial Officer signed this approved statement.
- e) The Clerk will complete the change of contact details when sending the Exemption Certificate.

ECJ

12. **Overview of the year:**

There was just one Planning Application – Court Hall which had been approved. The Flood gauge work is still being carried out.

A new defibrillator was purchased and the old one written off, as it no longer worked. It has been re-positioned indoors to prolong its efficiency.

In the Parish there remain some unresolved problems like the flooding in Birchanger Lane, since February 2021. Cllr Kravis made a note of the details and case reference number 59920, from when Cllr Lawrence previously reported it, and will try to follow this up with Highways Dept on our behalf. The upcoming NSPCC Charity walk may need to access this route, and the problem is the drain on the righthand side approaching uphill.

Also the Notley Arms extraction fan remains unresolved and the Chairman will follow this up with Exmoor National Park informing them that the Council will be taking this up with the Ombudsman to try and resolve this issue.

A Parish Newsletter was started and Issue 2 has recently been circulated by Sue Westbury.

The Council has recognized that the website has failed completely so steps are being taken to re-build it.

Somerset is working towards a Unitary Authority from April 2023, which has been discussed at the meetings over the year. Recent elections on May 5th appointed Councillors who will be in office over this transitional year.

The most important event over the last year was that the Council recruited a new Parish Clerk, Carol Juffs who joins us with experience from Nettlecombe Parish Council. Already it can be seen that the administration of the Parish Council has improved.

13. Any other business: None
14. The date of the next annual meeting will be May 15th 2022

MONKSILVER PARISH COUNCIL

Minutes of the Quarterly Parish Council Meeting held at 7:58 pm on Monday, 16th May 2022

Present: Cllrs. Mervyn Orchard-Lisle (Chair), Andrew Howe (Vice-chair), Dan Cotterill, Sue Westbury, Tina Coggan, and County Cllr Marcus Kravis. Carol Juffs (Clerk)

1. Apologies were received from: Kate Adams, John Stace, County Cllr. Christine Lawrence, and District Cllr. Stephen Griffiths
2. The Minutes of Meeting held 28th February 2022 were approved and signed by the Chairman.
3. Declarations of interest: none received
4. Matters arising: None.
5. **Somerset Councillors reports:**

Cllr Kravis in his new role as County Councillor explained that District Councillors i.e. Steve Griffiths remained in role until April 2023, at which time the unitary authority comes into being. We now have the benefit of two County Councillors and for example any Highways issue can now be effectively addressed by either of them.

He offered his personal congratulations to Councillor Christine Lawrence for her personal vote and return to office as Councillor for Somerset.

Somerset Council now has a group of 110 Lib-Dem Councillors – the largest group ever outside the House of Lords. The new Leader is now forming his Cabinet in preparation for Vesting day next April 2023.

The Council has been shortlisted in the regional awards of the Royal Institute for their Climate Positive Planning Guidance.

Concern over redundant electrical appliances that are being thrown away, as opposed to repair, and sent to landfill. Possibility to recycle rare Lithium metals within these items. The 'Everyone Active' scheme has grown to a membership of 5000 which is good news, delivering during the pandemic.

In the reorganisation there will be new opportunities for further involvement in local government. Area Panels will be replaced by Local Community Networks and Parish Councils can be better involved.

Andrew Howe asked Cllr Kravis to raise the issue of only one verge cut as opposed to two with the Highways Dept. In small country lanes overgrown verges are a hazard for visibility, damage to wing mirrors etc on vehicles, hazards for pedestrians. Last year the one cut of four feet was carried out in May/June, which could be improved with a second cut higher up on the same day. This was addressed with Cllr Lawrence last year but was not carried out.

The Chairman asked for a brief explanation as to what difference a new Lib-Dem Council might be from other previous Councils. Cllr Kravis was swift to point out that many things had been followed through that might have been outstanding for some time. A younger, more dynamic group capable of delivering and trusted to manage the budgets.

7. Flooding issues and updates

Although Kate was unable to attend the meeting she had reported to the Chairman that everything was pressing along but slowly. With new technology becoming available, an Environment Agency engineer will probably come to Monksilver and have a look at the site where a flood gauge is proposed to be.

West Somerset Flood Group have asked for a Parish contribution of £5 towards the upkeep of their website which was unanimously agreed.

8. Highways & Footpaths report

Nothing to report

9. Website update.

Regrettably David Sykes, Black Cat computers, was unwell and could not give his power point presentation. Carol read through his presentation giving the Councillors three options a) the original site b) the Edward Martin development, and c) a newly created Black Cat website.

It was agreed that David Sykes should return to the next meeting in order to answer specific questions the committee raised. There was uncertainty as to what the annual retainer maintenance quotation covered (£70/month or £840/annum). The Councillors asked that clarification was sought ready for the next meeting as these were figures outside the Council's budget. Until this presentation takes place, it is stressed that the Council cannot be committed to this or any contract with Black Cat.

It transpired that David Vere Hodge had funded the new project to take the good ideas from the Edward Martin site and develop a new fully operational site to our specification. He wished his financial contribution for the new website to be his parting gift for the

Parish and the Councillors thanked him for his generosity. David stated that Black Cat had not yet completed the work that had been funded up-front by him because Edward Martin had taken so long to hand over the relevant information. DVH
ECJ

It was agreed that David Vere Hodge and Carol Juffs together would liaise with David Sykes over the next few months to ensure we remained compliant with uploading the financial documents for the time being. At the next meeting the Councillors can review the presentation with David Sykes and agree the preferred way forward.

An invoice from Black Cat was presented for £70, and this covered the loading onto the website of the papers already uploaded plus the papers about to be passed to Black Cat. A cheque for £70 to David Sykes was approved and signed.

10. Deer Management Group:

There was nothing to report.

11. Neighbourhood Watch:

Nothing to report

12. Finance:

- a) Financial Spreadsheet with Bank reconciliation was circulated and agreed
- b) Approval of cheque payments:
 - EMN Hall 2021 hire charge in arrears - £20 (most meetings were on Zoom)
 - Please note £40 cheque to EMN Hall at previous meeting has been cancelled,
 - David Sykes/Black Cat Computers – document uploads to date £70
 - Zurich Insurance annual premium from June 2022-3 - £112 (no increase)
 - West Somerset Flood Group – annual contribution to their website - £5
 - Jubilee Picnic contribution, Mrs Lucy Devitt - £100 (See AOB below)
- c) Financial reporting to Councillors in future – it was agreed to reduce the volume of spreadsheets for simplicity of understanding. At each meeting there will be a single spreadsheet updating the expenditure to date and a bank reconciliation to latest statement received.
- d) Monksilver has now been registered with HMRC as an Employer, in order to begin employing the salaried clerk from June 1st 2022.

13. Asset & Risk Registers

There are 4 assets – laptop, scanner, telephone box and the defibrillator. The original defibrillator cannot be repaired and has been scrapped. The new replacement has been re-sited indoors as an improvement.

14. Training Courses available for Councillors

A variety of courses are available from SALC and the details were circulated prior to the meeting. At present there are no Councillors wanting to take up the courses, but they are invited to contact the clerk if they wish to book a place.

15. Churchyard update re Dog Fouling

Tina had recently met volunteers with mowers and strimmers in the Churchyard and they reported there was not a problem. Hopefully adding the laminated notices to the churchyard gates at either end, immediately after the February meeting, has addressed the issue.

16. Village Defibrillator update

Nicky, Anita and Zoe have joined the rota, totalling 6 along with Kate, Sue and Tina. The new defibrillator is securely housed in a special bracket inside the laundry room at the coach house of the Notley Arms. Many thanks to Caroline and Simon for allowing this, and to Ian Scott for installing it. The defibrillator will be checked once a month, so twice a year duty for each person.

The green official notices need to be obtained to display around the village notice boards directing to its location –Tina has this in hand.

TC

As the defib pads only have a life expectancy of 3 years, there is an ongoing need for fundraising, so there will be another Christmas wreath-making workshop this year at the EMN Hall on Sunday, 4th December.

17. Waste and Recycling

There have been several occasions when the recycling has not been collected recently. It was recommended to ring the Council dept and follow this up when it happens.

18. Climate Change

The Council offers a grant to install Electric charging points but Monksilver has not really got an appropriate place to site one, so this has not been pursued.

19. Area Panel Meetings

The area Panels have been devolved and will be replaced by Local Community Network meetings as we move towards the Unitary Authority in 2023.

20. Matters outside Monksilver:

There were none to report.

21. Any Other Business

Jubilee Picnic on Sunday June 5th – the Parish Council has been asked to contribute £100 towards the Jubilee Picnic being held by the Parishes of Elworthy, Monksilver and Nettlecombe at the EMN Hall to celebrate Her Majesty's Platinum Jubilee. This was unanimously approved. The Chairmen of Monksilver and Nettlecombe have been asked to propose the toast and call the raffle on the day.

The Chairman will write to David Vere Hodge and thank him for all his hard work and contributions over the years,

22. Dates of Next Meetings

Monday 22nd Augst 2022
Monday 28th November 2022
Monday 27th February 2023
Monday 15th May 2023

There being no further business the meeting was declared closed at 21.55pm.