

MONKSILVER PARISH COUNCIL

Draft Minutes of the Annual Parish Council meeting held on Monday 15th May 2023 at 7.10 p.m. at the EMN Hall

Present: Cllrs. Mervyn Orchard-Lisle (chair), Andrew Howe (vice-chair), Christopher Hill, Kate Adams, John Stace, Sue Westbury. Somerset Cllrs. Marcus Kravis and Christine Lawrence. In attendance: Mary Jacobs, (clerk).

1. **Apologies:** Dan Cotterill
2. **Open for comments:** No members of the public were present and no written representation had been received.
3. **Clerk:** Mary Jacobs was appointed as clerk.
4. **Election of Chair & Vice-Chair for 2023-24.**

Mervyn Orchard-Lisle was proposed by John Stace and seconded by Andrew Howe for the position of chair. Mervyn accepted on the understanding that this would be the final year. He will spend time travelling this year so that there may be times when the vice-chair will need to take over as chair.

Andrew Howe was proposed by Kate Adams and seconded by John Stace for the position of vice-chair and Andrew accepted the position.
5. **Declarations of Acceptance of the office of Chair & Vice Chair and Co-opted Councillor** were confirmed. **Clerk's note:** (Under the order made by Secretary of State S1.2012 No.1465 these declarations need to be confirmed in writing within 12 weeks and will therefore be presented for signature at the 14th August 2023 meeting.)
6. **Co-option of new Councillor (one vacancy):**

A vacancy for a new councillor had been advertised since 17th March, but with no response. Happily the co-option of Christopher Hill took place. Proposed by Mervyn Orchard-Lisle, seconded by John Stace. Unanimous agreement.
7. **Allocation of Parish Councillors' areas of responsibility**
 - Mervyn: Planning
 - Dan: Deer Management, Bridle paths and Footpaths
 - Kate: Flooding and Defibrillator
 - Sue: Parish Newsletter and Defibrillator
 - Andrew: Drains and Trouble-shooter regarding other village problems e.g. dog-fouling

- John: Highways, (**clerk's note** – subsequent to the meeting John has agreed to also be responsible for Neighbourhood Watch and Police liaison.
- Christopher: Highways, Website

8. Register of interests (updates requested by Somerset Council)

Mary was asked to obtain the forms from Somerset Council.

9. Minutes of the Annual Parish Council Meeting of 16th May 2022

These were proposed, seconded and agreed as a true record of the meeting.

10. Matters arising:

Website update and further development will be discussed as a separate item under Quarterly meeting item 14.

11. Annual Governance and Accountability Return 2022/23 Part 2, including approval of the following by the council

The completion of the forms was delayed due to the vacancy of the clerk. Mary **was** handed the files at the end of the meeting and was asked to complete,

- Certificate of Exemption
- Internal Audit
- Section 1 – Accounting Statement
- Notice of Contact details

12. Overview of the year:

13. Any other business: None

14. The date of the next annual meeting will be 13 May 2024.