

MINUTES POUGHILL ANNUAL PARISH COUNCIL MEETING

Held

in the Village Hall at 7:30pm on Thursday 20th May 2021 following the Annual Parish Meeting

Attendees: Karen Wellerd (Chair), Julian Wild, Paul Mapp, James Clark, Wendy Baldwin (Clerk)

Members of the public: Mr & Mrs Rogers

Agenda Items

1. **Election of Chair and signing of Declaration of Office** – The Chair asked if there was anyone who would like to stand for the position of Chair, no one came forward and she confirmed she was happy to continue in the role, J Wild proposed K Wellerd remain in post, seconded by P Mapp which was carried. Declaration was signed and witnessed by the Clerk.
2. **Election of Vice Chair and signing of Declaration of Office** – There was a brief discussion on the necessity of a Vice Chair, no one stood for the role, however, all agreed to be of support in the absence of the Chair.
3. **Democratic Period** - Public Questions – none
4. **Apologies** – Cllr. P Colthorpe, Cllr. M Squires
5. **Declaration of Interests** – K Wellerd for item 7.3, reimbursement of funds to K Wellerd.
6. **Minutes of Previous Meeting** held on 18th March 2021 (Chair)
 - 6.1 Approval of Minutes from previous meeting – These were agreed as a true record of the meeting. This was proposed by the Chair and seconded by Cllr. Wild. All in favour.
 - 6.2 Update on actions from previous meeting –
 - Update on Instant Access Savings account for reserve funds – The Chair explained the transfer of £1000 as agreed was completed by her due to the clerk still awaiting access.
 - Footpaths at The Cleave - post Covid action to speak with residents. The Chair explained some background on the footpath issue and that she had contacted the residents of The Cleave, however, she was waiting for a response.
7. **Finance**
 - 7.1 Notification of the current financial position (RFO)
 - Transfer of £1000 to Instant Access Savings Account – As above.
 - 7.2 Notification of payments in the period:
 - Hedgerow Print Ltd £73.00
 - W Baldwin March & April £80.40, £114.47
 - HMRC March & April £20.00, £28.60
 - A Cheriton April & May £45.00, £45.00
 - DALC £55.78
 - 7.3 Approval of payments
 - Internal Auditor payment £50 – The Chair proposed the payment be approved, seconded by Cllr. Clark which was carried.
 - Reimbursement of tree plaque funds to K Wellerd £13 – The payment was proposed by Cllr. Wild, seconded by Cllr. Mapp which was carried.
 - 7.4 Recommendations from Finance & Risk Working Group
 - 7.4.1 To discuss a proposal to give funds raised in donations for logs from the Churchyard Ash Tree to the Poughill Recreation Ground Trust. The Chair explained the financial position of the Trust and proposed the donations received (ongoing) should be donated in order to assist the Trust in its annual overheads, seconded by Cllr. Mapp which was carried.

- 7.4.2 To discuss and agree whether the Parish Council should make an annual contribution to the running costs for the Poughill Recreation Ground, and if so, how much. Following on from some discussion above and also whether the Village Hall may also wish to share some of the funding, it was decided this be carried over to the next meeting once this has been raised with the Village Hall Committee.
- 7.4.3 AGAR – The documents had already been circulated to the Cllrs. prior to the meeting, the Chair and Clerk/RFO explained the documents and requirements.
- To approve the final end of year accounts for the period ended 31st March 2021
- To approve and sign the Annual governance statement 2020/21 in section 1 of the Annual Return for the year to 31st March 2021.
- To approve the accounting statements 2020/21 in section 2 of the Annual Return for the year to 31st March 2021 finally the Annual Audit and comments from the Internal Auditor. The Chair and Clerk/RFO explained that not all invoices were accounted for, the reasons for the variances recorded and the comments from the auditor were discussed. The Chair proposed the above be approved, seconded by Cllr. Wild which was carried.

8. Governance

- 8.1 To confirm membership of the Governance Working Group – the members were confirmed as the Chair and Cllr. Clark. **ACTION:** Clerk to check if Cllr. P Colthorpe would like to remain in the group.
- 8.2 To confirm membership of the Finance & Risk Working Group – the members were confirmed as the Chair and the Clerk.
- 8.3 To confirm membership of the Assets & Amenities Working Group – the members were confirmed as the Chair, Cllr. Wild and Cllr. Mapp
- 8.4 To confirm membership of the Planning Committee – the members were confirmed as Cllr. Clark, the Chair, Cllr. Wild and Cllr. Mapp.
- 8.5 To nominate Alison Mapp as a Trustee of the Poughill Recreation Ground Trust for a period of 4 years – proposed by the Chair with permission of Mrs Mapp, seconded by Cllr. Wild, which was carried.
- 8.6 To nominate Paul Mapp as a member of the Poughill Village Hall Trust Committee for a period of 1 year – proposed by the Chair with permission of Paul Mapp, seconded by Cllr. Clark which was carried.
- 8.7 To nominate Wendy Hopson and Hilary Partridge as Trustees of the Pyncombe Poughill Educational Foundation for a period of 4 years – proposed by the Chair with permission from Wendy Hopson and Hilary Partridge, seconded by Cllr. Wild which was carried.

9. Assets and Amenities

9.1 Recommendations from AAWG

- 9.1.1 Update on removal of Churchyard Ash tree – the tree had been successfully removed, however, more plugs for the trunk were required increasing the price slightly. There is a requirement for part of the Church wall to be repointed following the removal of the tree, Cllr. Mapp and Cllr. Wild will complete these works over the next few months. There was some discussion about another Ash tree in between the Churchyard and St Michaels House which also had the disease. It was advised this tree be removed as soon as possible. **ACTION:** Chair to obtain a quote and will discuss its removal and cost implications with the residents of St Michaels House.

10. Planning (Clerk)

10.1 Update on the Planning tracker

10.1.1 New applications - none

10.1.2 Determined applications

- Village Hall replacement porch – approved 15th April 2021 – works due to start next week and hopefully commence by the end of June.

11. District Councillor/County Councillor Report – none present to report.

12. Correspondence

- General correspondence emailed to Cllrs. Nothing raised for discussion.

13. Chair's Report (Chair) as per APM

Next meeting – **15th July 2021**

The Chair closed the meeting at 8.15pm

Future dates for the diary

Parish Council meetings: 16th September 2021, 18th November 2021