

**STOKE ST. MICHAEL PARISH COUNCIL**  
**Minutes from the Annual Parish Council meeting held on 13<sup>th</sup> June 2019**

**Present:** Cllr Holder (Chair), Cllrs. Hambly, McEntee and Wolf

**Also in attendance:** Vickie Watts (Acting Clerk). There were no members of the public present.

**1 Apologies for Absence**

Cllr Taylor and District Cllr Townsend had sent apologies which were accepted by the Chair.

**2 Declarations of Interest**

There were none.

**3 Public session**

No points were raised.

**4 Planning application 2019/1156/FUL**

3 Moonshill Barns, Frog Lane, Stoke St Michael, Shepton Mallet, BA3 5HL.

Erection of a storage building for tractors and ground care equipment.

To consider the Parish Council view for submission to the planning authority.

Councillors had considered the plans prior to discussion. It was proposed that the application be supported as it was appropriate for the size of the land.

**PROPOSED:** Cllr Wolf

**SECONDED:** Cllr McEntee

**UNANIMOUSLY AGREED**

**ACTION:** Cllr Holder to notify the Planning Office

**5 Review and agree the end of year accounts for 2018/19**

The Clerk had prepared the year end accounts which had been circulated to all Councillors ahead of the meeting. After discussion it was agreed that the accounts were accurate and were therefore signed by the Chair, Cllr Holder.

**PROPOSED:** Cllr Holder

**SECONDED:** Cllr Wolf

**UNANIMOUSLY AGREED**

**6 Internal Auditors Report and Recommendations – To consider the internal Auditor report dated the 28<sup>th</sup> May 2019**

The report had been circulated to all Councillors ahead of the meeting. It was agreed that the Parish Council would address the points raised by Mr Mason.

**PROPOSED:** Cllr Wolf

**SECONDED:** Cllr Holder

**UNANIMOUSLY AGREED**

**7 To Discuss and Review the Financial Risk Assessment**

A draft risk assessment had been sent to each Councillor prior to the meeting. Councillors reviewed the information within the document and amended elements to ensure that it was bespoke for Stoke St Michael Parish Council. It was agreed that the Clerk would make the proposed amendments and circulate ahead of the next meeting (04/07/19) when it can be reviewed and adopted.

**ACTION:** Clerk to amend and email to all Councillors.

Cllr Holder to list as an agenda item for the 4<sup>th</sup> July 2019

## 8 Review of Asset Register

Cllr Hambly had circulated an amended asset register which now allocated the assets between the Parish Council and the Community Playing Field. The registers were discussed and it was agreed that the Pavilion should feature on both registers. For the Parish Council it was to highlight that the Council is the Custodian Trustee and on the Community Playing Field register it would will show that the committee are the Managing Trustee and therefore responsible for the ongoing maintenance. Cllr Hambly will update the register to include the proposed amendments and circulate to all Councillors ahead of the meeting on the 4<sup>th</sup> July 2019 when it will be reviewed and adopted.

**ACTION:** Cllr Hambly will update the register. Revision to be included on the next agenda for formal adoption of the revised copy.

## 9 Annual Governance and Accountability Review 2018/19 as follows:

### 9a Consider and approve AGAR Section 1 – Annual Governance Statement

The Clerk read out Section 1 of the Annual Governance Statement 2018/19 and asked Councillors to answer the 9 questions listed, the answers of which were recorded by the Clerk.

The Chairman, Cllr Holder and the Clerk then signed and dated the annual governance statement.

### 9b Consider and approve AGAR Section 2 – Accounting Statement

The temporary Responsible Financial Officer had completed the Accounting Statements 2018/19 and had signed and dated the statement on the 10/05/19. The document had then been circulated to all Councillors prior to the meeting. It was unanimously agreed that the statement was correct and was therefore signed and dated by the Chairman, Cllr Holder.

### 9c Consider and approve the dates of the period for the Exercise of Public Rights

It was agreed that the dates for the period for exercise of public rights would take place as recommended by PKF Littlejohn LLP as commencing on Monday the 17<sup>th</sup> June and end on the 26<sup>th</sup> July 2019.

### 9d Consider and approve the Bank Reconciliation

The year-end bank reconciliation was agreed by Cllr Taylor at the previous meeting and found to be accurate and will be sent to the External Auditor as required.

### 9e Consider and approve the Explanations of Variances

A copy of the explanation of variances had been prepared by the Clerk and will be sent to the External Auditor as required.

## 10 To consider any applications /expressions of interest received for co-option to the Parish Council

The Chairman, Cllr Holder confirmed that he had spoken with Kim Gibson who had confirmed in writing to say that she wished to be co-opted back on to the Parish Council with immediate effect.

It was proposed by Cllr Holder and seconded by Cllr McEntee that Kim Gibson should be co-opted onto the Council.

**PROPOSED:** Cllr Holder

**SECONDED:** Cllr McEntee

**UNANIMOUSLY AGREED**

**ACTION:** The Clerk to ensure that Cllr Kim Gibson completes the register of interest and acceptance of office forms so that she can attend and participate fully in the next meeting to be held on the 4<sup>th</sup> July 2019.

## 11 Next Parish Council Meeting – 4<sup>th</sup> July 2019 at 19.30 hrs in the War Memorial Hall

An extraordinary meeting will take place prior to the usual Parish Council meeting to address the statutory recommendation raised by PFK Littlejohn LLP dated 14/01/19.

**The meeting concluded at 20.35hrs**