



OVER STOWEY ANNUAL MEETING
OF THE PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council
held on May 21st 2018 in the Village Hall

*Please note that these minutes are draft until approved
at the June 18th 2018 Meeting*

Present:	Parish Councillor	R Curtis (Chairman)
		K Barrow
		M Cavill
		P Tully
		B Bartlett
		G Goddard
	District Councillor	J Pay
	Distict and County Councillor	M Caswell

1. To elect a chairman

It was proposed by Vice Chair Councillor Barrow that if Councillor Curtis was in agreement that Councillor Curtis should remain as the Chair of Over Stowey Parish Council

Councillor Curtis agreed that he would be willing to undertake the role for one more year

Proposed by Councillor Barrow
Seconded by Councillor Tully

2. To receive a statutory declaration of office from chairman:

Statutory declaration received by the Clerk

3. To elect a vice chairman:

Councillor Curtis proposed that Councillor Barrow continue as the Vice Chair

Proposed by Councillor Curtis
Seconded by Councillor Tully

4. To receive a statutory declaration of office from vice- chairman:

Statutory declaration received by the Clerk

5. To permit any unsigned declarations of office to be signed at a later specified date:

Not required

6. To receive any apologies for non-attendance:

As per the Annual Parish Meeting

7. To agree the following representatives for the following groups:

The group representatives will remain the same

- **Representative for the Village Hall and Recreational Ground Committee** - Councillor Tully and Barrow
- **Forestry** - Councillor Bartlett
- **Footpaths** - Councillor Cavill
- **Planning** - Councillors Peaster and Tully
- **Finance Reviews** – Councillor Goddard

8. To receive and approve the Annual Governance and Accountability Return - Section 1 The Annual Governance Statement:

The Clerk communicated the details of the Governance Statement to the Parish Council and this was approved and agreed by all present:

Proposed by Councillor Barrow
Seconded by Councillor Tully

9. To receive and approve the Annual Governance and Accountability Return - Section 2 The Accounting Statements:

The Accounting Statements were circulated and after reviewing were agreed and approved by all present

Proposed by Councillor Bartlett
Proposed by Councillor Tully

10. To agree that Over Stowey Parish Council wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 as the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2018:

After reviewing the income and expenditure, all members agreed to the exemption certification

Proposed by Councillor Goddard
Seconded by Councillor Curtis

11. Matters arising from the last meeting:

- Update on trees over-hanging the road at Rocks Bridge:

Following additional information being provided it has been ascertained that the area where the trees are over-hanging is an area of 'no-man's land'

As such the Parish Council will undertake any remedial work that is necessary

- Discussion on the potential transfer of Stowey Woods to Over Stowey Parish Council:

The councillors have deliberated long and hard over this over the last few months and have decided that, whilst the Parish Council fully support the ideas and principles behind this very worthy project, it was agreed by all members present at the meeting on Monday 21st May 2018 that the Parish Council and the Chair would be unable to undertake the roles and responsibilities as required under the licensing agreement.

The Parish Council appreciate the work that has already been undertaken and wish the group well in their venture.

If in the future, any funds are necessary and a request for a donation is made, Over Stowey Parish Council would carefully consider any such requests.

- Update on General Data Protection Regulations (GDPR) and actions undertaken/to be taken:

The Clerk has been undertaking work to ensure the Parish Council is compliant and will have attended GDPR training before the June 2018 meeting.

12. Correspondence

- Email from SARI – Stand Against Racism and Inequality:

The Clerk will word a paragraph to support the grant application

13. Items for discussion

- Agree annual insurance renewal – Zurich 3 years:

The Clerk has compared various policies and recommended that the above policy would be the best option.

All members present agreed with this

- Update on bridle paths following the clearing of the timber by EuroForest:

Councillor Goddard reported that she had ridden some of the bridle paths and on the whole, they are much better in many cases than before

Councillor Bartlett backed this up and it was suggested by Councillor Goddard that a letter should be sent to EuroForest communicating this

The Clerk will undertake this on behalf of the Parish Council

- Footpath to be cleared as overgrown and becoming dangerous to walkers and runners:

The Clerk will contact Glenn Martin to arrange for the footpath BW26/13 to be cleared

It was also reported that Councillor Bartlett is liaising with Glenn Martin with regard to issues around barbed wire that needs to be cleared and he also suggested that the footpath at Rocks Bridge would benefit from a stile

The Clerk will contact Glenn Martin with regard to the issues.

- Decision on where the defibrillator will be placed:

Councillor Tully measured up the area suggested and this has been agreed. The Clerk will contact the electricians to arrange for quotes to be given

Further discussion on how the code should be obtained is needed to ensure the defibrillator is easily accessible if/when required

14. Matters Arising for the Agenda for the June 18th 2018 meeting

- Follow up to issues regarding footpaths
- Confirmation of additional work required to comply with GDPR

15. Planning:

- Application no. 40/18/00002 – site visit to be made 22nd May

Clerk to communicate outcome to the planning department upon receipt of details

- Application no. 40/18/00003 – Councillor Goddard left the room whilst the application was discussed

After reviewing the amendments, all members present had no objections to the application

The Clerk will communicate this to the planning department



- Application no. 40/18/00004 – Councillor Barrow left the room whilst the application was discussed

The councillors reviewing the application then required clarification on the amendment to the plans.

Councillor Barrow was recalled and explained that the only difference was that in the interior of the structure, the living area would be upstairs with the sleeping area on the ground floor

As this means no change to the exterior, all councillors present agreed there were no objections to the application

The Clerk will communicate this to the planning department

- Mrs. S Bristow attended the meeting to inform the Parish Council of an upcoming planning application.

Councillor Tully will arrange for a site visit prior to the next meeting in June and the Clerk will request an extension to responses if necessary

16. Financial Matters

- A. Clerks Wages - **£174.09**
- B. Insurance renewal - **£320.59 – for three years with Zurich**
- C. Internal Auditor fee - **£25.00**
- D. IOC (Information Commissioners Office) Certificate of Registration (GDPR) - **£35.00**
- E. Suspension Files/Folders (GDPR) - **£13.99**
£10.00
- F. Website – annual renewal plus SSL (GDPR) - **£100.00**
- G. SALC – annual renewal 2018/2019 - **£97.03**

Proposed by Councillor Bartlett
Seconded by Councillor Tully



17. Date of Next Meeting – Monday 18th June 2018

Amanda McMurren
Clerk to Over Stowey Parish Council

To: Members of the Parish Council:

Cllr R Curtis, Cllr B Bartlett, Cllr D Peaster, Cllr K Barrow, Cllr M Cavill,
Cllr P Tully, Cllr Goddard

County/District Cllr M Caswell, District Cllr J Pay