

KINGSTON SEYMOUR PARISH COUNCIL

Minutes of the Annual Meeting of the Kingston Seymour Parish Council held on

Thursday 6th May 2021 at 19.30

On the Zoom Video Communication System

Councillors Present:

Mike Sewell (MS) Chairman

Richard Barber (RB)

Zoe Bartlett (ZB)

Paul Cox (PC)

Ian Wariner (IW)

In attendance:

Steve Dixon (SD) Clerk & RFO

Wendy Griggs, District Councillor

1. To elect the Chairman of the Council and receive the Chairman's Declaration of Acceptance of Office

It was proposed by PC and seconded by IW that Michael Sewell be re-elected as Chairman. Supported unanimously. Declaration of Acceptance to be signed by MS and witnessed by the Clerk at the first available opportunity.

Action: Clerk to witness the signature of MS on the Declaration and counter-sign the declaration

2. To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office

It was proposed by PC and seconded by RB that Fred Malton be re-elected as Vice Chairman. Supported unanimously. Declaration of Acceptance to be signed by FM and witnessed by the Clerk at the first available opportunity.

Action: Clerk to witness the signature of FM on the Declaration and counter-sign the declaration

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3. To receive apologies for absence

Apologies had been received from District Councillor Steven Bridger

4. To receive verbal declarations of acceptance from all Councillors.

Councillor Barber, Bartlett, Cox, Sewell & Wariner had all accepted their office in 2019 and all declared their desire to continue. Councillors Cole and Malton will be asked to confirm their continuance.

Action: Clerk to confirm that Councillors Cole and Malton wish to continue service.

5. To request completion of declarations of interest from all members by 20th May 2021 and to receive any written requests for dispensation regarding any new disclosable pecuniary interests.

There were no changes to the declarations of interest held. There were no new requests for dispensation regarding new pecuniary interests.

6. To re-approve the Standing Orders for Kingston Seymour Parish Council

These were adopted in September 2020 and had been issued to Councillors. It was agreed that these could be reviewed in September 2021 and the current version should be re-approved. Proposed by PC, seconded by IW and supported unanimously.

Action: Clerk to schedule a review in the September 2021 meeting.

7. To re-approve the Financial Regulations for Kingston Seymour Parish Council

These were adopted in November 2020 and had been issued to Councillors. It was agreed that these could be reviewed in November 2021 and that the current version should be re-approved. Proposed by PC, seconded by IW and supported unanimously.

Action: Clerk to schedule a review in the November 2021 meeting.

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8. To appoint an Internal Auditor

Chris Walton FCA, has been our Internal Auditor for some years and is willing to act for us again for no fee. It was proposed by IW and seconded by PC that Chris be re-appointed. Supported unanimously.

9. To review the Council's Asset Register

The Council's non-financial assets are:

War memorial & railings	Former BT Red Phone Box	Filing cabinet, Flipchart stand
Bus Shelter, Post Box surround	Defibrillator	PC, Printer, Projector, Safe
Notice board	Bollards (Village Centre)	
Bench (Village Green)		

Action: Clerk to include the gates, posts and planters on the Lampley Road in future asset registers to maintain visibility. They are not to be included as an insured risk.

10. To review the Council's Insurance Policy

The insurance renewal proposal was presented and the clerk confirmed that the items covered, and values were appropriate. Continuation with Zurich was recommended and agreed.

Action: Clerk to ensure that policy is renewed by the due date.

11. To review and decide on amendments as necessary to any Council Policies.

A rolling schedule for review of Council Policies is in place and will be followed throughout the year with amendments made as necessary. As part of this, the Complaints policy will be reviewed in July.

Action: Clerk to schedule a review of Complaints in July and others as per the schedule.

12. Financial

- 12.1 Accounts for the year ending 31.03.21 – to receive and approve

It was proposed by RB seconded by PC that the formal accounts for the year ending 31st March 2021 were accepted and approved. Supported unanimously and to be formally signed.

- 12.2 Audit and Transparency Code Requirements

The clerk reported that the Internal Audit has been completed and that all requirements of the Transparency Code were met by publication of information on our website.

- 12.3 Annual Return to External Auditor – completion and approval

-12.3.1 The clerk reported that under the financial regulations that govern the Parish Council, the external audit tasks were simplified for very small Council (defined as less than £25k annual income) such as ours.

Councillors were comfortable to certify this Council as Exempt (from further external audit) and considered each of the Annual Governance Statements. It was proposed by ZB and seconded by RB that this Council had fully discharged its responsibilities in these areas. Supported unanimously. *Action: Chairman and clerk to complete the documentation and send it to the auditor in the necessary timescale.*

-12.3.2 The clerk described the formal accounting statement for the Council, and it was proposed by ZB, seconded by RB and supported unanimously that this statement was approved.

Action: Chairman and clerk to complete the documentation and send it to the auditor in the necessary timescale.

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The clerk stated that the statutory public examination period for the accounts (30 working days) will be between Monday 7th June and Friday 16th July 2021.

Action: Clerk to formally notify the external auditors and publish the necessary documents at the appropriate time

13. To appoint members, including the Chairman to serve and lead the Council's representation for activities

It was agreed that the following responsibilities would be in place for 2021/22. Certain roles need to be checked with the proposed incumbents.

Planning Applications	All available Councillors
Finance & Audit Supervision	Mike Sewell, Richard Barber, Steve Dixon
Roads	Fred Malton (tbc)
Footpaths	Bryony Cole (tbc)
Community Resilience	Zoe Bartlett
Schools Admissions & Transport	Mike Sewell
Health	Ian Wariner
Trees	Fred Malton (tbc)
Village Environment	Richard Barber
Local Access Forum	All available Councillors
North Somerset Standards Committee	Fred Malton (tbc)
IT & Web Presence	Ian Wariner
Airport & PCAA	Richard Barber
Energy Initiatives	Mike Sewell
Kingston Seymour Trust	Paul Cox

Action: Clerk to check provisional allocations with FM and BC

14. To appoint members, including the Chairman, to attend meetings on behalf of the Council

It was agreed that the following responsibilities would be in place for 2021/22.

North Somerset Council meetings	Mike Sewell, Steve Dixon
Society of Local Council Clerks	Steve Dixon
Avon Local Council Association	All available Councillors
Parish Council Airport's Association	Richard Barber
Kingston Seymour Trust	Paul Cox
Others	As per need and availability

There being no other business, the meeting closed at 20.20.

Steve Dixon,
Clerk & Responsible Financial Officer,
7th May 2021