

# KINGSTON SEYMOUR PARISH COUNCIL

Minutes of the Annual Meeting of the Kingston Seymour Parish Council held on  
**Thursday 12th May 2022 at 19.15**  
In the All Saints Parish Church, Kingston Seymour

Councillors Present:

Mike Sewell (MS) Chairman  
Paul Cox (PC)

Richard Barber (RB)  
Fred Malton (FM)

Zoe Bartlett (ZB)  
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 by those present. Declaration of Acceptance of office signed and witnessed.

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

FM stated that he wished to step down from this role and on behalf of the Council, MS gave his thanks for the work and support given during his tenure.

It was proposed by PC and seconded by IW that Richard Barber be elected as Vice Chairman. Supported unanimously by those present. Declaration of Acceptance of office signed and witnessed.

*ZB joined the meeting*

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**3. To receive apologies for absence**

Apologies had been received from District Councillor Steven Bridger

**4. To request completion of any requests for dispensation regarding any new disclosable pecuniary interests.**

There were no new requests for dispensation regarding new pecuniary interests.

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

These were adopted in September 2021 and had been issued to Councillors. The Council's review schedule will see these reviewed in September 2022 and it was agreed that the current version should continue until then.

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

These were adopted in November 2021 and had been issued to Councillors. The Council's review schedule will see these reviewed in November 2022 and it was agreed that the current version should continue until then.

**7. To appoint an Internal Auditor**

Chris Walton FCA, has been our Internal Auditor for many years and is willing to act for us again in 2023 for no fee and it was agreed that his services should be retained.

*Action: MS to write to Chris*

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## **8. 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) | Village Gates & Planters        |
| Bench (Village Green)          |                           |                                 |

## **9. To review the Council's Insurance Policy**

The clerk reminded Councillors that we had changed insurers in 2020 to Zurich and that for the forthcoming renewal, insured values had been increased by £2,195 for an increase in premium of only £6.19. As the change had been quite recent and service was good, the clerk had not sought alternative quotes.

After discussion, Councillors agreed that this represented good value and that the policy should be renewed.

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

## **10. 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.*

## **11. Financial**

### **11.1 Accounts for the year ending 31st March 2022 – to receive and approve**

The clerk described the elements of the accounts which had been approved as part of the audit and these were duly adopted and signed by the Chairman and clerk.

### **11.2 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.

### **11.3 Annual Return to External Auditor – completion and approval**

**11.3.1** 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 considered each of the Annual Governance Statements and were comfortable to certify this Council as Exempt (from further external audit). It was proposed by RB and seconded by IW 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.*

**11.3.2** The clerk stated that there is a requirement to provide a formal period of examination of the audited accounts and, for this year, the period has been set as Monday June 13th to Friday July 22nd, 2022.

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

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## **12. 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 2022/23.

|                                           |                                          |
|-------------------------------------------|------------------------------------------|
| <b>Planning Applications</b>              | <i>All available Councillors</i>         |
| <b>Finance &amp; Audit Supervision</b>    | Mike Sewell, Richard Barber, Steve Dixon |
| <b>Roads</b>                              | Richard Barber                           |
| <b>Footpaths</b>                          | Bryony Cole                              |
| <b>Community Resilience</b>               | Zoe Bartlett                             |
| <b>Schools Admissions &amp; Transport</b> | Mike Sewell                              |
| <b>Health</b>                             | Ian Wariner                              |
| <b>Trees &amp; Village Environment</b>    | Fred Malton, Richard Barber              |
| <b>Local Access Forum</b>                 | <i>As available</i>                      |
| <b>North Somerset Standards Committee</b> | Fred Malton                              |
| <b>IT &amp; Web Presence</b>              | Ian Wariner                              |
| <b>Airport &amp; PCAA</b>                 | Richard Barber                           |
| <b>Energy Initiatives &amp; Climate</b>   | Mike Sewell                              |
| <b>Kingston Seymour Trust</b>             | Paul Cox                                 |

## **13. 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 2022/23 (note for all meetings other parties can attend in place of nominated parties driven through availability)

|                                             |                                     |
|---------------------------------------------|-------------------------------------|
| <b>North Somerset Council meetings</b>      | Mike Sewell, Steve Dixon            |
| <b>Society of Local Council Clerks</b>      | Steve Dixon                         |
| <b>Avon Local Council Association</b>       | <i>As available</i>                 |
| <b>Parish Council Airport's Association</b> | Richard Barber                      |
| <b>Kingston Seymour Trust</b>               | Paul Cox                            |
| <b>Others</b>                               | <i>As per need and availability</i> |

There being no other business, the meeting closed at 20.00.

Steve Dixon,  
Clerk & Responsible Financial Officer,  
14th May 2022