

KINGSTON SEYMOUR PARISH COUNCIL

Minutes of the Annual Meeting of the Kingston Seymour Parish Council held on
Wednesday 7th May 2025 at 19.30
In the All Saints' Church, Ham Lane, Kingston Seymour

Councillors Present:

Mike Sewell (MS) Chair
Paul Cox (PC)

Richard Barber (RB) Vice Chair
Andy Gillam (AG)

Zoe Bartlett (ZB)
Susie Humphries (SH)

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 RB 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

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

3. To receive apologies for absence

Apologies had been received from Councillor Fred Malton and District Councillor Steve 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

The current version was adopted in September 2024. The Council's review schedule will see these reviewed again in September 2025 and it was agreed that the current version should continue until then.

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

The current version was adopted in January 2025. The Council's review schedule will see these reviewed again in January 2026 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 over a decade and is willing to act for us again in 2026 for no fee. It was agreed that his services should be retained. The clerk expressed his gratitude to Mr Walton for the support he had received.

8. To review the Council's Asset Register

The Council's non-financial assets are:

War memorial & railings

Bus Shelter, Post Box surround

Notice board

Bench (Village Green)

Former BT Red Phone Box

Defibrillator & Bleed Kit

Bollards (Village Centre)

Filing cabinet, Flipchart stand

PC, Printer, Projector, Safe

Village Gates & Planters

The Bleed Kit had been added during this financial year.

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A thorough review of the assets and their insurance values had been carried out in 2024 with both our internal auditor and with our insurance company. Given the information received, councillors had decided in July 2024 that there was no need to reassess the values expressed and this view prevails.

9. To review the Council's Insurance Policy

The clerk stated that our insurers – Zurich – had provided good service since we moved to them in 2020. However, the clerk had obtained an alternative quote from a company recommended by his professional body to ensure we were receiving value. The alternative quote had been for £813 whilst the renewal quote from Zurich was £472. The clerk recommended that we stay with our existing insurer, and this was agreed by all councillors present.

Action: Clerk to ensure that the premium is paid before the renewal date of the 1st June 2025.

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.

11. Financial

11.1 Accounts for the year ending 31st March 2025 – to receive and approve.

The clerk described the elements of the accounts which had been approved as part of the audit. The council had income of £12,825 and payments of £12,618 over the financial year and ended the period (to 31st March 2025) with financial assets of £10,422. Of these funds, £6,189 is “ring fenced” to fund future work that may become necessary on the War Memorial.

The accounts also detail the grants made during the year and show a record of all cheques over £100 to satisfy the requirements of legislation. It was proposed by RB, seconded by ZB and supported unanimously that the accounts be adopted. The documents were duly 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 would be met by publication of information on our website including that of the annual summary accounts.

The clerk explained that after the Internal Audit came the review that councillors would shortly undertake, then the submission of an information pack to the external auditors and a period of public examination. This formal period – which must include the first 10 days in July - will start on Wednesday 4th June and end on Wednesday 16th July this year.

11.3 Annual Return to External Auditor – completion and approval

The clerk reported that under the financial regulations that govern the Parish Council, the external audit tasks were simplified for very small Councils (defined as less than £25k annual income) such as ours. The costs of further audit would be avoided if councillors were satisfied that certain criteria were being met.

Councillors considered each of the Annual Governance Statements and were comfortable to certify this Council as Exempt (from further external audit). It was universally agreed that this Council had fully discharged its responsibilities in these areas and that the “Certificate of Exemption” (from further audit) should be signed. The Chairman and Clerk signed the relevant documents.

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

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

The arrangements put in place last year were discussed and it was agreed that the following responsibilities would remain in place for 2025/2026. An additional responsibility – to address Coastal Resilience – was added to the portfolio.

Planning Applications	<i>All available Councillors</i>
Finance & Audit Supervision	<i>All available Councillors</i>
Coastal Resilience	<i>All available Councillors</i>
Roads	Richard Barber
Footpaths	Andy Gillam
Community Resilience	Zoe Bartlett
Schools Admissions & Transport	Michael Sewell
Health	<i>All available Councillors</i>
Trees & Village Environment	Richard Barber
Local Access Forum	<i>All available Councillors</i>
North Somerset Standards Committee	Fred Malton
IT & Web Presence	Susie Humphries
Airport & PCAA	Richard Barber
Energy Initiatives & Climate	Michael Sewell & Susie Humphries
Kingston Seymour Trust	Paul Cox

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

It was further agreed that the following responsibilities would remain in place for 2025/26 (note: for all meetings, other parties can attend in place of nominated parties driven through availability)

North Somerset Council meetings	Michael Sewell and others as applicable
Society of Local Council Clerks	Clerk
Avon Local Council Association	Michael Sewell and others as applicable
Parish Council Airport's Association	Richard Barber
Kingston Seymour Trust	Paul Cox
Others	<i>As per need and availability</i>

There being no other business, the meeting closed at 20.05.

Steve Dixon,
Clerk & Responsible Financial Officer,
8th May 2025