

KINGSTON SEYMOUR PARISH COUNCIL

Minutes of the Annual Meeting of the Kingston Seymour Parish Council held on
Monday 11th May 2026 at 19.30

In the Kingston Seymour Village Hall, Ham Lane, Kingston Seymour

Councillors Present:

Mike Sewell (MS) Chair
Paul Cox (PC)
Fred Malton (FM)

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

Zoe Bartlett (ZB)
Susie Humphries (SH)

In attendance:

Steve Dixon (SD) Clerk & RFO

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

It was proposed by RB and seconded by PC 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 MS 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 District Councillors Bridger and Griggs

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 2025. The Council's review schedule will see these reviewed again in September 2026 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 2026. The Council's review schedule will see these reviewed again in January 2027 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 2027 for no fee. It was proposed by SH, seconded by ZB and supported unanimously 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	Former BT Red Phone Box	Filing cabinet, Flipchart stand
Bus Shelter, Post Box surround	Defibrillator & Bleed Kit	PC, Printer, Projector, Safe
Notice board	Bollards (Village Centre)	Village Gates & Planters
Bench (Village Green)		

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A thorough review of the assets and their insurance values was undertaken 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.

Zurich had offered a “package” type policy for a reduced premium, but the cover afforded for the War Memorial - our most significant asset – was only £32k and this figure could not be increased in this new type of policy. We currently cover the War Memorial for £73k and the clerk had prepared an analysis of how the premium had tracked alongside the insured values over the last three years.

The clerk recommended that we stay with our existing insurer on the existing policy and accept the inflation linked increases in cover (e.g. War Memorial to be £76.6k), and at an overall premium of £568. It was proposed by SH, seconded by AG and supported unanimously that we stay with our current policy..

Action: Clerk to ensure that the premium is paid before the renewal due date of the 1st June 2026

10. To agree the council's IT Policy

The clerk had worked with AG to create a policy that reflects the current IT position of the council. It was proposed by RB, seconded by ZB and supported unanimously that this policy be implemented. As with any policy, it can be updated should the IT environment change.

Action: Clerk to publish this policy on the website

11. To review and decide on amendments as necessary to any other Council Policies required outside of the annual review cycle.

A rolling schedule for review of Council Policies is in place and will be followed throughout the year with amendments made as necessary.

The clerk advised that the Electronic Communication policy was drawn up before the council moved to a “gov.uk” domain and it therefore needed refreshing for that reason. It was proposed by FM, seconded by RB that the updated version be adopted.

Action: Clerk to publish the updated policy on the website.

12. Financial

12.1 Accounts for the year ending 31st March 2026 – 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 £14,285 and payments of £11,924 over the financial year and ended the period (to 31st March 2026) with financial assets of £12,783. Of these funds, £7,248 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 the transparency code legislation. The documents were duly signed by the Chairman and clerk.

Action: Clerk to post the summary accounts on the website

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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 would be met by publication of information on our website including that of the annual summary accounts, responsibilities and governance statement.

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 formal period of public examination. This formal period – which must include the first 10 working days in July - will start on Wednesday 3th June and end on Tuesday 14th July 2026.

Action: Clerk to ensure that the notice for this period is posted on Tuesday 2nd June as is required by the auditors.

12.3 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.

13. 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 2026/27.

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

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14. 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 2026/27 (note: for all meetings, other parties can attend in place of nominated parties driven through availability)

North Somerset Council meetings	<i>All available Councillors</i>
Society of Local Council Clerks	Clerk
Avon Local Council Association	<i>All available Councillors</i>
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,
12th May 2026