

# KINGSTON SEYMOUR PARISH COUNCIL

Minutes of the Annual Meeting of the Kingston Seymour Parish Council held on  
**Monday 13th May 2019 at 19.30**  
In the Foyer of Kingston Seymour Village Hall

Councillors Present:

Mike Sewell (MS) Chairman  
Bryony Cole (BC)

Richard Barber (RB)  
Paul Cox (PC)

Zoe Bartlett (ZB)  
Ian Wariner (IW)

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 PC and seconded by IW that Michael Sewell be re-elected as Chairman. Supported unanimously. Declaration of Acceptance signed by MS and witnessed.

**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 IW that Fred Malton be elected as Vice Chairman. Supported unanimously. In the absence of FM, the Clerk will obtain the Declaration of Acceptance on a separate occasion  
*Action: Clerk to witness FM's Declaration of Acceptance and signature.*

**3. To receive apologies for absence**

Apologies had been received from Councillor Fred Malton. Apologies had also been received from District Councillors Steven Bridger and Wendy Griggs and from NSC Liaison Officer, Carolyn Hills.

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

Councillor Barber, Bartlett, Cole, Cox, Sewell & Wariner all signed and had witnessed, their declarations of acceptance of office. In the absence of FM, the Clerk will obtain the Declaration of Acceptance on a separate occasion.

*Action: Clerk to witness FM's Declaration of Acceptance and signature.*

**5. To request completion of declarations of interest from all members by 3rd June 2019 and to receive any written requests for dispensation regarding any new disclosable pecuniary interests.**

Forms issued to all Councillors except FM. There were no written requests for dispensations.

*Action: Clerk to request FM's declaration directly*

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

These were adopted in September 2018 and had been issued to the new Councillors. It was agreed that these could be reviewed in September 2019 and the current version should be re-approved. Proposed by PC, seconded by RB and agreed unanimously.

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

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

These were adopted in November 2018 and had been issued to the new Councillors. It was agreed that these could be reviewed in November 2019 and that the current version should be re-approved. Proposed by IW, seconded by BC and agreed unanimously.

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

**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 BC that Chris be appointed. Supported unanimously.

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## **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)		

The gates, posts and planters on the Lampley Road had not been previously included as we had gifted the gates and posts to North Somerset Council as the Parish' contribution to the overall work undertaken there in 2016. It was felt that they should now be included on our list – to maintain visibility – but not to include them as an insurance liability.

The value placed on the War Memorial was discussed and it was felt that if it did fall over or was knocked over, that it's insurance value would be insufficient to rebuild it as would be the expectation. It was recommended that the Clerk enquire of the War Memorials Trust as to the appropriate insurable value for the memorial and to enquire as to the additional premium that any higher figure might attract.

*Action: Clerk to write to the War Memorials Trust and then check with our insurers regarding the impact of an increased value and report back in July.*

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

The insurance renewal proposal and alternatives were reviewed, and the clerk confirmed that the items covered, and values were appropriate – with the possible exception of the War Memorial (see item 9)

Our insurance broker has recommended continuing with AXA at a cost of £387 (other – disregarded - quotes were for £715 and £768) and this was 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 31.03.19 – to receive and approve**

### **- 12.2 Audit and Transparency Code Requirements**

### **- 12.3 Annual Return to External Auditor – completion and approval**

- 12.1 It was proposed by IW and seconded by MS that the formal accounts for the year ending 31<sup>st</sup> March 2019 were accepted and approved. Supported unanimously and formally signed.

- 12.2 The clerk reported that the Internal Audit has been completed. The Transparency Code funding – originally received in the 2016-17 financial year had now been fully spent on the items we requested it for and that it would not feature in this year's finances.

The statutory public examination period for the accounts (30 working days) will be set by the clerk within the next few days. It must include the first working week of July.

*Action: Clerk to set the period and formally notify the external auditors.*

-12.3 The clerk reported that under the financial regulations introduced last year, 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 and the Accounting Statements. It was

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proposed by RB and seconded by IW that this Council had fully discharged its responsibilities in these areas. Supported unanimously and all attestations were signed

*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**

It was agreed that the following responsibilities would be in place for 2019/20

<b>Planning Applications</b>	All available Councillors
<b>Finance &amp; Audit Supervision</b>	Mike Sewell, Richard Barber, Steve Dixon
<b>Roads</b>	Fred Malton
<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</b>	Fred Malton
<b>Local Access Forum</b>	All available Councillors
<b>North Somerset Standards Committee</b>	Fred Malton
<b>Information Technology &amp; Website</b>	Ian Wariner
<b>Airport &amp; PCAA</b>	Richard Barber
<b>Energy Initiatives</b>	Mike Sewell
<b>Kingston Seymour Trust</b>	Paul Cox

## **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 2018/19

<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>	All available Councillors
<b>Parish Council Airport's Association</b>	Richard Barber
<b>Kingston Seymour Trust</b>	Paul Cox
<b>Others</b>	As per need and availability

There being no other business, the meeting closed at 21.00.

Steve Dixon,  
Clerk & Responsible Financial Officer,  
22nd May 2019