

**MINUTES OF THE ANNUAL MEETING OF SHEPTON MONTAGUE PARISH
COUNCIL HELD via ZOOM on TUESDAY 4TH MAY 2021 AT 7.40pm**

Draft minutes for approval at the next meeting

Present: Paul Williams, Julia Hunter, Oliver Dowding, John Sykes, Margaret Bowden (Clerk) and 1 member of the Parish.

1. **Apologies for absence:** were received from Robin Bastable (District Councillor)
2. **Election of Chair:** JH proposed Paul Williams. This was seconded and carried unanimously. The new Chairman signed the declaration of acceptance of office and other councillors signed their acceptance of office as Council members.
3. **Approve the minutes of the last meeting:** The minutes of the last Parish Council annual meeting held on 4.8.20 were approved as a correct record.
4. **Matters Arising:** None.
5. **Annual Governance and Accountability Return 2020-21 – Exemption**
The Certificate of Exemption was duly completed and signed by the Chair.
6. **Risk Assessment and approval of Annual Governance Statement**
 - 6.1 **Internal Audit:** Council considered the report of the Internal Audit which had been recently carried out by Jeanne Anwyll.
 - 6.2 **Annual Governance Statement:** Council completed the Annual Governance Statement for 2020-201 and this was signed and dated by the Chair.
7. **Finance:**

Approval of Accounting Statement: Members approved the accounting statement for 2020-21 and this was duly signed by the Chair.

Cheque Signatories: As the former clerk had been one of the two bank signatories a replacement was required. It was agreed that Oliver Dowding be added as the second signatory (along with Paul Williams), that Jay Bunyan, Richard Ellis and Andrew Wiley be removed as signatories and that the contact details and address of Margaret Bowden, current clerk, be added. The Chair duly signed the forms which will be passed to OD to add his details and take to the bank to be actioned. The clerk reported that the cheque for Jay's salary had been returned by her Executors and needs re-issuing. The clerk has the other two outstanding cheques and all have to await the confirmation of OD as second signatory.
8. **Bench in bus shelter and noticeboard:** JS reported that the bench in the bus shelter appeared broken at one end but in fact it has a folding leg and the condition is not too bad. It is now operational but has woodworm. A new bench top is required on top of the old one. JS will let PW know the dimensions as PW may have a suitable piece of timber that can be used rather than buying one. The noticeboard needs new Perspex in the front and is very wobbly and suffering from condensation/water penetration. JS offered to make a new double door

which would be easier to manage when putting items on the board. JS/PW/OD to meet at the noticeboard and make a repair plan.

The issue of whether the noticeboard is a Community Board (for general use) or a Parish Board (for use only by the Parish/Parish Council) was raised by Sarah Maude who has kindly taken on the task of keeping it up to date by removing old notices etc. PW said that it is a Parish/Council board but that it is acceptable for services/products/events of local interest to be displayed if there is room.

9 **Correspondence:** The clerk reported that the Parish Council insurance was due for renewal on 1st June at a similar premium to last year. Members agreed the policy be renewed when OD is confirmed as second cheque signatory.

10 **a.o.b.**

- JH had received an email from Steve Fereday concerning the outstanding matter of the tyre pile. PW reported that he had since updated Steve.
- PW reported that a dog had been killed in the village and reminded dog walkers to keep dogs on leads where necessary, particularly near livestock.
- Bags of chicken poo (?) have been dumped by the dog waste bin. PW offered to help spread this on the land to get rid of it.
- PW advised the meeting that he and JH are participating in the pilot 'Blue Bag' recycling project. Blue bags are to be used for various plastics e.g. yoghurt pots etc.. When the scheme is rolled out to everyone 'wheelie bins' will be emptied only every 3 weeks instead of fortnightly.
- JS gave an update on the fingerpost project. A quote for new parts was received some time ago. It was agreed he should order the 2 required finials and 1 finger as these may take months to arrive.
- Footpaths project: OD said he will carry out in fits and starts over the summer. It may be possible to obtain funding for some kissing gates via Eve Wynn (Rights of Way Area Warden at County).

11 Open discussion

There being no further business the meeting closed at 8.15pm.

Chairman _____ Date _____