

# Great Elm Parish Council

(Website: [greatelmparishcouncil.webs.com](http://greatelmparishcouncil.webs.com))

## Minutes of the Great Elm Parish Council Meeting held in the Village Hall on Thursday 7<sup>th</sup> June 2018 at 7:00pm

**Present:** Edmund Thompson Chairman  
 Ric Swann Vice Chairman  
 Jim Duffus Council Member  
 Gerry Peachey Council Member  
 Kevin Whitmarsh Council Member

### BI-MONTHLY MEETING OF THE COUNCIL

1. **Apologies:** None
2. **Public Participation:** none
3. **Declarations of Interest:** RC noted his interest in item 6.1, the applicant being one of his clients. ET noted interest under item 6.2, the second decision of the reported decisions being his property.
4. **Minutes of Previous Meeting:** Agreed as correct and signed by the Chairman.
5. **Actions from the previous meeting**
  - 5.1 Improvements to duck pond area: JD suggested restoration of bench should go ahead as separate issue to the repair of the erosion of the gradient between the road and bank at the Duck Pond. Agreed.
  - 5.2 Grass outside Village Hall – damage by vehicles: JD reported successful repair had been effected. JD thanked for his work in doing this.
6. **Planning matters**
  - 6.1 New Planning applications  
**2018/1071/CLE** Certificate of Lawful Use: The use of the site adheres to use set out in existing planning permission - Hapsford Stables, Elm Lane  
  
 It was noted that this a notification.
  - 6.2 Mendip decisions  
**2018/706/FUL** Amendment to new shared use path as part of the National Cycle Network – Land at Elm Lane to Hapsford Hill - Approved  
**2018/0603/CLP** Construction of rear and side extensions – The Bungalow, Court Farm, Buckland Lane - Approved
7. **Highways/footpaths:**
  - 7.1 Reduction of speed limit between Hapsford and Mells. RS and ET yet to investigate possibility of parking spaces in village centre as a means to ‘narrow’ the actual through carriageway and thereby ‘calm’ traffic speeds through the village.
8. **Financial report and matters:**
  - 8.1 Accounts

HMRC PAYE Periods 1-3	£25.80
SALC Affiliation fee	£44.60
Zurich Municipal (paid between meetings to ensure	

continuous of cover)

£206.08

*Agreed*

8.2 *Receipts – Precept £1,848*

8.3 Clerk’s salary increase: NALC have announced the Clerk’s salary increases for 2018/2019. Clerk is on LC1 Pt 20. Current rate £9.999/hr raising to £10.301/hr. This equates to a rise of £15.70/annum. Salary to be back dated to April.

8.4 Internal audit: The accounts have been internally audited for free and the c/f total for 2018/2019 is £6020.90.

8.5 External audit exemption: As the Parish Council’s turnover is below £25k the council can declare itself exempt from intermediate review. The Exemption Certificate was then signed by the chair. Due to postponement of the date of the meeting the Clerk had sought an extension from 9<sup>th</sup> June to 26<sup>th</sup> June for the return of the required documents to the External Auditors.

8.6 Approval of Section 1 – Annual Governance Statement 2017/2018: The Chair signed and dated Section 1. Countersigned by the Clerk.

8.7 Approval of Section 2 – Accounting Statements 2017/2018: The Chair signed and dated Section 2. Countersigned by the Clerk.

**9. Correspondence: None**

**10. Clerk’s matters:**

10.1 Clerk’s resignation: The Clerk has informed the council that she will definitely be standing down on 31 December 2018 due to her full time position expanding in the coming months. If someone comes forward prior to this date, the Clerk would be happy to induct and stand down.

10.2 General Data Protection Regulations – Privacy Notice: Clerk had attended SALC GDPR training on 22 May 2018. A Privacy Notice for the website had been circulated prior to the meeting for amendment/approval.

**11. Items for next agenda / Items for Report: (no decision is made on these items at this meeting)**  
Future of GEPC.

**Meeting closed at 7.45pm**

***Date of next Meeting – Monday 23<sup>rd</sup> July 2018 starting at 7.30pm***

**Signed by E Thompson  
(Chairman)** .....

**Date** .....