

ALLER PARISH COUNCIL
Minutes of the Annual Meeting of the Parish Council
held on Monday 13th May 2024 at 7.30pm, Aller Village Hall

- 1. Election of Chair of the Parish Council:** Cllr Tucker was proposed by Cllr Perkins, seconded by Cllr Brown. No further nominations were made and Councillors voted unanimously in favour of the proposal. RESOLVED to elect Cllr Tucker as Chair.
- 2. Declaration of Acceptance of Office by the Chair Council:** Cllr Tucker duly read and signed his Declaration of Acceptance of Office, witnessed by the Clerk.
- 3. Election of Vice-Chair of the Parish Council:** Cllr Brown was proposed by Cllr Perkins, seconded by Cllr Sharratt. No further nominations were made and Councillors voted unanimously in favour of the proposal. RESOLVED to elect Cllr Brown as Vice-Chair.
- 4. Attendance and Apologies:**

Present: Cllrs Tucker, Brown, Perkins, Laird and Sharratt; Mrs Larsson (Clerk); Somerset Council Cllr Wilkins.

Apologies: Cllrs Dunton and Geary; Somerset Council Cllr Stanton.
- 5. Declarations of interest:** None.
- 6. Minutes of last Parish Council Meeting:** RESOLVED that the minutes of the Parish Council meeting held on the 11th March 2024 were an accurate record of the meeting, and duly signed by the Chair.
- 7. Review of Responsibilities and Committees:** Councillors agreed that creation of any specific committees was not felt to be necessary at this time. Councillors would continue with areas of individual responsibility as follows: Village aesthetics – Cllr Brown; Traffic Calming – Cllr Dunton; Staffing – Cllr Brown.
- 8. Review Standing Orders, Financial Regulations and Code of Conduct**

Standing Orders: A draft policy based on the latest NALC model document was circulated to councillors in advance of the meeting. Proposal for one amendment was made by Cllr Tucker, to remove the requirement for speakers to stand when addressing the council. Amendment agreed unanimously & the Council RESOLVED to adopt the updated standing orders.

Financial Regulations: As an updated model version of the regulations are imminently due to be released it was agreed to defer review until these were available.

Code of Conduct: RESOLVED to re-adopt the model Code of Conduct for Somerset Town and Parish Councils.
- 9. Review Council Policies:** The council noted the need to implement a number of policies, and the following list was agreed as those for priority, which will be drafted and added to upcoming agendas for approval.
 - a) Complaints, including Vexatious Complaints
 - b) Grievance & Disciplinary
 - c) Equality and Diversity
 - d) Information Data Protection
 - e) Freedom Of Information
 - f) Grant Policy
 - g) Social Media and Electronic Communication
 - h) Safeguarding (Rec)
 - i) H&S and Risk Assessment
- 10. Review Membership of Outside Bodies:** The council currently subscribes to membership of the Somerset Association of Local Councils and supports the Clerks membership of the Society of Local Council Clerks. Councillors agreed that both memberships provide invaluable resources to both the Clerk and Council. RESOLVED: To continue with subscription to both memberships.

- 11. Review the Asset Register:** RESOLVED: To approve the asset register at 31st March 2024. It was noted that it has been updated to include land assets not previously recorded.
- 12. Review Insurance Cover:** The council insurance cover was renewed in 2023 on a 3-year undertaking. The current levels of cover were reviewed and deemed to be sufficient.
- 13. Planning Applications:** There were no applications to consider.

14. Finance

- 14.1 Finance statement: RESOLVED to approve the financial reports. It was noted that bank statements were only available to April 5th (current a/c) and 19th (reserve a/c).
- 14.2 Payments: RESOLVED to approve the schedule of payments. A list of payments is annexed at the end of the minutes.
- 14.3 Internal Auditor Appointment: RESOLVED to appoint Paul Russell, Parish and Town Council Audit Service to carry out the internal audit for 2023/24.

15. Implementation of Dedicated Email Addresses:

The Council considered information relating to 3 potential providers for gov.uk email addresses for the Council. One of the options discussed was to include the transfer of the Councils website to the new gov.uk domain, which is currently hosted by Wix. The Clerk commented that based on experience using each of the providers, that she would recommend moving to Netwise, which Councillors supported. RESOLVED to progress implementation of dedicated gov.uk with Netwise and to also transfer the website hosting.

16. Playground Inspections and Training

Further to previous discussion, the Council reviewed the costs of providing formal training to become a qualified inspector. When considering the costs and potential issues arising in changes of councillors or availability in future, the Council agreed to further investigate external providers carrying out additional operational inspections. In the interim, Cllr Laird will carry out visual inspections to identify any immediate and obvious concerns.

17. Updates

- 17.1 Footpath Improvement Works:
Previously discussed work to instal a Bristol gate on the “coffin path” and kissing gate are on hold while further talks are underway with the landowner. SC Rights of Way have visited and are making improvements to the bridge.
It has been commented that the path to access the bin at the recreation field is very muddy and slippery, and the council might consider laying stone on the footway to improve this. Cost is estimate at approximately £300. Cllr Tucker suggested there may be funding available for this via the SALC well-being project.
- 17.2 Aller Troughs: Cllr Brown advised the troughs have been planted ready for summer. Watering volunteers will be needed and anyone who can help should get in touch.
- 17.3 Aller Information Sign: A first draft of the sign is expected early August.
- 17.4 Levels and Moors Local Community Network: An Active Travel working group is scheduled for 16th May. A Highways working group meeting has been held.
- 17.5 Highways: A meeting was held with Traffic Management in relation to the traffic calming project that has been ongoing. Locations for Speed Indicator Devices have been identified and Cllr Dunton had advised that there may be funding available from the Police, which she will investigate further.
- 17.6 Village Improvement Works: As reported in footpath improvements.
- 17.7 Aller Recreation Area: As reported at the Annual Parish Meeting.
- 17.8 Aller Village Hall: As reported at the Annual Parish Meeting
- 17.9 Aller burial board: One interment has taken place.

18. Actions from previous meeting:

- 18.1 Oath Defibrillator: The is now in place and thanks go to BSR Global who funded the equipment.

19. Correspondence

General communications received have been circulated to Councillors and posted on the Facebook page where appropriate. No significant items to note.

20. Any other urgent matters: None.

21. Summary of previous actions: None

22. Items for the next meeting: Annual Governance and Accountability Reports.

23. Date and time of upcoming Parish Council meetings –

Monday 10th June 2024

Monday 8th July 2024

Both to be held at Aller Village Hall, commencing at 7.30pm unless otherwise stated on the agenda.

The Chair closed the meeting at 9.47pm.

Signed

Dated

Initial

Annex 1. Payments Authorised

ALLER PARISH COUNCIL PAYMENTS (MAY 2024)

Voucher No	Date	Net	VAT	Total	Description	Supplier
9	04/04/2024	100	20	120	RECREATION GROUND AND PATH WORKS	BC SHORE STEEL
10	23/04/2024	795	159	954	HONDA HRX537 MOWER	PETER LOXSTON (LOXSTON GROUNDCARE LTD)
11	13/05/2024	970.74	0	970.74	INSURANCE	CLEAR COUNCILS
12	08/05/2024	376.32	0	376.32	Clerk Salary	K. LARSSON
13	04/06/2024	376.32	0	376.32	Clerk Salary	K. LARSSON
14	13/05/2024	62.85	0	62.85	ADMIN EXPENSES	K. LARSSON