

Croscombe Parish Council

Clerk's Report to 07 Jun 24

The forms and supporting documents for the Annual Governance and Accountability Review (AGAR) were completed and posted on the website. They were:

- Certificate of Exemption
- Annual Internal Audit Report
- Annual Governance Statement
- Accounting Statements
- Bank reconciliation at 31 Mar 2024
- Explanation of variances
- Notice of Public Rights\\

The Notice of Public Rights was also posted on the notice boards.

The Certificate of Exemption was sent to the external auditor appointed by the government, PKF Littlejohn, notifying them that the council considers itself exempt from external audit because both income and expenditure for 2023-24 were less than £25,000.

The Standing Orders, Financial Regulations and Code of Conduct were updated to indicate they had been reviewed and approved in May 2024. The updated versions were loaded to the website. Other policies on the website, and the list of cemetery fees, will be reviewed in the course of 2024-25.

Following the Clerk's resignation, an advert was drafted and agreed for the recruitment of a new clerk. The advert was placed widely – on the Parish Council website and Facebook pages, on Croscombe social Facebook pages, on the notice boards, on the SALC website and, via Angela Cox of Somerset Council, sent directly to all the parish clerks in Somerset. At the time of writing a pack of information consisting of application form, job description, copy of the advert, draft contract and outline information document have been sent to two people expressing interest.

Following the resignation of Hilary Shergold and Mick Rogers from the council, Somerset Council's Democratic Services were informed and the statutory notices posted on the usual channels and notice boards inviting residents (at least ten required) to request a by-election. None was requested for the vacancy left by the former; confirmation from Democratic Services regarding the latter should be available by 13th June. Adverts were also posted on the usual channels for parishioners to come forward as candidates for cooption as councillors. At the time of writing, three people have received the information pack and returned a completed application form. The website was updated to reflect the changes in the composition of the council.

There were two interments in the cemetery in May – one burial and one interment of ashes.

The Council's insurance policy was renewed with Zurich Municipal.

The agreement with Philip Rabbitts to lease part of the field south of the cemetery was renewed. Mr Rabbitts was advised that there are several orchard events planned for the year and reiterated that if he is given at least a week's notice he will ensure that the field is clear of sheep and electric fencing on the appropriate days.

Materials were procured to move a dog litter bin from the east end of Fayreway nearer to the kissing gate into the field. Councillor Jackson managed to procure a mounting post without cost and spent several hours moving the bin.

Spare parts – pads and battery (Chargepak) – were procured for the Lifepak CR Plus defibrillator in the old phone box on Long Street, because the existing components were due to reach their expiry dates in mid-June. They were passed to Louise Tully, the defibrillator guardian.

Comments were applied at the Somerset Council Planning Portal in support of the two planning applications considered at the full council meeting of 7th May.