

**LOPEN PARISH COUNCIL**

**MINUTES OF THE ANNUAL PARISH MEETING HELD ON**

**16<sup>TH</sup> May 2011 at 7.30 p.m.**

**IN THE SUNDAY SCHOOL ROOM**

**PRESENT:** Mr. P. Little (Outgoing Chairman)                      Mrs. E. King (Clerk)  
                 Mr. B. Davolls  
                 Miss N. Norman  
                 Mr. S. Crane  
                 Mrs. T. Sienkiewicz

Members of Public: 11

Apologies: None

**25/11 TO ELECT A CHAIRMAN OF THE PARISH COUNCIL**

Miss N. Norman proposed Mr. B. Davolls as Chairman, this was seconded by Mr. S. Crane and Mr. B. Davolls accepted this position.

Mr. P. Little handed over to Mr. B. Davolls.

Declarations of Acceptance Forms to be completed by the new Council.

Thanks were given to Mr. P. Little for all his hard work over the past 4 years.

**26/11 TO ELECT A VICE CHAIRMAN OF THE PARISH COUNCIL**

Mr. S. Crane proposed Miss N. Norman, this was seconded by Mr. B. Davolls and Miss N. Norman accepted this position.

**27/11 DECLARATIONS OF INTEREST: None**

**28/11 MINUTES OF LAST MEETING**

The Minutes of the Meeting held on 13<sup>th</sup> April 2011 were read and signed as a true copy.

**29/11 MATTERS ARISING:**

West Down Caravan Park – A family appears to be in permanent residence. The District Council's Enforcement Officer has made a formal request from the site owner for information regarding this. The District Council will then consider taking formal action.

Parish Council Vacancies – Co-opting new members must take place within 35 days of the election. There was a final appeal for new Council members,

but no-one stepped forward at the meeting. Vacancies for Parish Clerk and Internal Auditor remain unfilled and applicants are urgently sought.

**30/11 REVISED LOPEN PARISH COUNCIL MEETING FORMAT**

The Chairman reported that meetings would be conducted on a similar basis as previously but with some slight modifications. Firstly, on matters that require a decision, and following any initial briefing, public comment will be invited before, rather than subsequent to, any Councillor comments. This will enable the Councillors to modify their comments and/or opinions to reflect the public view. Secondly, a show of hands by the public in support or in objection to any proposal will not normally be invited.

**31/11 TO ANNOUNCE COUNCILLORS' SPECIFIC RESPONSIBILITIES**

Planning and Licensing – Mr. B. Davolls and Mrs. T. Sienkiewicz  
Public Footpaths and Lengthsman – Miss N. Norman  
Speedwatch, Highways and Drainage – Mr. S. Crane  
This list may be revised after further Councillors have been co-opted.

**32/11 LOPEN PARISH COUNCIL FINANCIAL REPORT – YEAR TO 31.03.11.**

Copies of the Financial Report were placed with the Minutes and these were Reported on by Mr. P. Little and Mrs. E. King.

**33/11 CONSIDER AND TAKE A DECISION ON COUNCILLOR AND CHAIRMAN TRAINING**

Somerset Association of Local Council (LPC is a member) run courses for the training of New Councillors and Chairman. The cost for five Councillors and one Chairman is approximately £125.00 in total. There are obvious benefits in having trained Councillors and it was agreed that the Councillors should have this training and report back. The training is to take place in June and if possible will include any co-opted Councillor.

**34/11 CONSIDER AND TAKE A DECISION ON THE VILLAGE PICNIC FOR 2011**

The Village Picnic has always been very successful and the general consensus in the village is that a picnic should be held this year. Mr. and Mrs. Canton have agreed that it can be held in their field and Mrs. Finlayson and her band of helpers are happy to organise it. The suggested date is 27<sup>th</sup> August. It was agreed that this should go ahead.

The Chairman raised, for discussion, the extent of LPC's responsibility in underwriting the event costs, to include refunds, should bad weather halt proceedings. It was decided that the previous year's budget would be reviewed by the Picnic sub-committee and a decision made as to the maximum underwriting for which LPC would be liable.

### **35/11 REVIEW LOPEN PARISH COUNCIL PRINTED MATTER**

In order to save costs and help the environment it was suggested that the amount of printed material available at meetings should be reduced. (i.e. Agenda, Minutes and Financial Report). Printed documents will be made available on the Lopen Web Site or by other electronic means. It is intended to make use of a projector and screen to display planning applications, drawings, etc at meetings. Those wanting paper documents for LPC meetings are invited to request these in advance from the Parish Clerk. Mostly there was agreement to this suggestion.

### **36/11 FUTURE MEETING DATES AND TIMES**

It was reported that four scheduled meetings would be held per year, on a Monday, during March, May, September and December, with extraordinary meetings as required. (see note below)

### **37/11 ANY OTHER BUSINESS**

Lopen Eye – it was noted that this was independent of the LPC, and agreed that Lopen village should be given priority on any space allocated.