



MINUTES OF HIGH HAM PARISH COUNCIL MEETING

HELD on ZOOM

ON TUESDAY 4th MAY 2021 AT 7.30PM

Present: David Vigar (Chairman), Chris Palmer, Amanda Chuter, John Vigar, Rob Webb, Andy Davidson, V Young (Clerk).

Approx: 5 parishioners

Meeting opened at 7.30pm.

1) Apologies Clare Paul (County Councillor), Gerard Tucker (District Councillor), Paul Brunsdon. There were no declarations of interest. It was confirmed that the meeting was quorum was present.

2) Election of Chairman for the year - The vice chair, chaired this item before standing down. Andy Davidson proposed that Dave Vigar be chairman for the forthcoming year. This was seconded by Rob Webb and carried unanimously. Dave Vigar indicated his willingness to accept the post and would duly sign the declaration of acceptance of office.

Dave Vigar chaired the remainder of the meeting.

3) Election of Vice-Chairman – Dave Vigar proposed Amanda Chuter as Vice-Chairman for the coming year. This was seconded by Rob Webb and carried unanimously. Amanda Chuter indicated her willingness to accept office and was duly elected.

4) Declarations of Interest on Agenda Items. - None

5) Confirmation of Representatives, Appointments and Policies as set at the April meeting.

The following appointments made at the April meeting were confirmed.

Planning Officer – Chris Palmer

Parish Lengthsman Liaison – Amanda Chuter

Village Hall Representative – Rob Webb

Tree Warden – Paul Brunsdon

Playing Field Committee Ratification (proposed Dave Vigar, seconded Andy Davidson -unanimously approved)4 – Paul Brunsdon, Rob Webb, Nancy Green, Charlotte Bean, Marianne Matthews, Peter Browne

Acknowledgement of CLT – It was noted that this was an entity in its own right. Amanda Chuter and Dave Vigar were board members.

High Ham Primary School Representative – Suggested that this should continue with Chris Palmer as the link via governors and Rob Webb as an additional contact.

Hext Almhouse Trust – Jane Vigar.

Footpath Officer – Amanda Chuter and Nick Fear

Appointment of Internal Auditor for the coming year – Mike Tottle

Millennium Wood Management Team ratification - Amanda Chuter, Dave Vigar, Roger Powell, Tim Horton and Paul Brunsdon.

Adoption of Code of Conduct, Standing Orders and Financial Regulations – These were to continue and would be reviewed if necessary and if there were any updated models by the Finance Working Party.

Finance Working Party – Dave Vigar (Chairman), Amanda Chuter (Vice-Chairman), Andy Davidson.

Environmental spokesperson – Rob Webb

Abatoir Liaison (HGV route) – Dave Vigar

Emergency Plan – Chris Palmer

SIDS (speed indicator devices) – Dave Vigar and Amanda Chuter

Highways – Andy Davidson

Cemetery – John Vigar



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6a Resolution to approve and sign Annual Statement of Governance for the year ending 31/3/2021

Amanda Chuter proposed, Chris Palmer seconded that the annual statement of governance be adopted. This was unanimously approved. Additionally should he be willing to do so it was proposed that Mike Tottle continue as internal auditor.

6b) Resolution to adopt the annual accounts for the year ending 31 March 2021 and resolution to agree annual return figures

Chris Palmer proposed and Amanda Chuter seconded that the annual accounts for the year ending 31 March 2021 be approved. This was unanimously approved.

6c Risk Assessment and statement of internal control

John Vigar proposed and Andy Davidson seconded that these should continue as they are. The finance group to review them when they could meet.

7) Approval of minutes of 23rd March 2021 - The minutes were unanimously approved.

8) Date of Next Meeting

The Date of the next meeting was provisionally set as Tuesday 25th May 2021 in/at the Village Hall at 7.30pm

The meeting closed at 19.50hrs.