

Draft minutes of the meeting of Rodney Stoke Parish Council held in the Draycott Memorial Hall, Latches Lane, Draycott on Thursday 19th July 2018 at 7pm.

Present: Cllr Sealey (Chairman) and Cllrs Dollins, Haskins, Hatherall, Hele Kergozou, James, Marsh, and Ward. Also present were District Cllr Wyke and the Parish Clerk.

228.1 Apologies for absence Cllrs Gladman and Dudden

228.2 Declarations of Interest: None

228.3 Public Participation: None

228.4 Minutes of the Annual Parish Council meeting held on 17th May 2018, having been previously circulated, were taken as read, proposed as a true record by Cllr Ward and seconded by Cllr Hatherall. Agreed.

228.5 Vacancy for a Councillor: The Council are actively promoting the vacancy.

228.6 Matters arising from the minutes: No matters were raised

228.7 Roads Report: The following matters have been reported to County Highways for investigation: The Trees on New Road need cutting back; drains on Moor Lane are blocked; the pavement alongside 14 Barnetts Well is damaged; the manhole cover at the top of Cross Farm Road is loose; the verges along Brookbank are damaged; the paint on the triangle at the Bottom of Bay Lane needs refurbishment; fly tipping on Brookbank and New Road.

The Council is to investigate whether the new Highways Engineer has been recruited and chase outstanding matters. A loose kerb stone on New Road is to be reported. The gravel on the shoulders above Vicarage Lane has been washed away creating a steep edge to the road and this will be reported. The resurfacing of the A371 is to be investigated. Cllr Wyke has investigated the yellow and red markings that have recently appeared on the roads and awaits a response.

The visibility Splay at top of Stoke Street, Rodney Stoke, has been added to the cutting schedule: parking on the visibility Splay was discussed Resolution: To request bollards be placed to maintain visibility.

Fly tipping of tyres on New Road was reported. Resolution: Report

Parking at the top of The Street, Draycott, was reported as causing a hazard to visibility. The history of the site was reviewed. Solutions were discussed. Resolution: To request that the bollards be extended across the space to improve road safety. **Action** Clerk

228.8 Planning Report: Having been circulated the report was taken as read. A copy is held in the Minute book. A new application was noted: 2018/1662.

228.9 County Council Report: No report had been received.

228.10 District Council Report: District Cllr Wyke gave a report, including the following items: A senior planning officer has left the District Council; There is now a robust enforcement team actively pursuing outstanding matters in the Parish; Economic development is being looked at in the area; Grants for private sector housing renewals; Use of the Moorland site; Hinkley Community fund; Section 106 monies; Community Offenders.

228.11 The Rev Cobley Playing Field Report:

Play Area Equipment: Chairman Sealey reviewed previous discussions regarding refurbishing the play area equipment including: that the swings and seesaw need replacing; previous consultation in the Parish indicated that a Witches hat style piece was the next choice for new equipment; there is a relatively new see saw type piece of equipment in the area; that a Witches Hat could be placed instead of the old See Saw next to the swings; the safety and suitability of the space; that the surface in this area needs replacing and enlarging; that the swings frame could be refurbished; that a flexible variety of swing seating should be considered. Resolution: To obtain itemised quotes for the Witches Hat and swings refurbishment with a cost for replacing the surface under the swings and Witches Hat and disposing of the current surface; in addition to obtain quotes for replacing the whole surface as one area with alternative surfacing options.

The inspection reports will be received at the next meeting.

The Playing Field Committee report was received from Cllr Dollins including: that the field treatment is on hold until the Autumn. The overflow car park is to be cut as soon as possible by Cllr Sealey.

It was noted that Community Offenders could be available to carry out work in the Parish. Resolution: to investigate and add to the agenda for September.

Resolution: Request that the brambles in the play area and along the path to the Memorial Hall Carpark are cut back. **Action** Clerk, Cllr Sealey

228.12 New Memorial Hall Report: the report was received from Cllr Dollins a copy is held in the Minute book.

228.13 Burial Ground Report: It was reported that there were 2 reservations and a memorial was installed. It was agreed to include an amended item to the newsletter requesting assistance in locating relatives for plots in the burial ground. It was reported that growth around the pond has been cut back and included on the grass cutting schedule. A report from the Reptiles and Amphibians group confirmed that they will clear the pond weed in the Autumn and that they are not aware of any crested newts in the pond at this time, but there are palmate newts. There will be a meeting in August to continue discussions on the burial ground extension.

228.14 Footpath Walkers Report It was reported that the Back Lane Fingerpost is available for collection and will require works to the post prior to refitting. Resolution: Contact Forgecraft for a quote to refit the arms. The bridge on footpath WS9/19 is to be repaired by the Somerset Footpaths Officer in the next

few weeks. A recent enquiry regarding footpath 9/19 is to be investigated and action taken as necessary. There were no further updates regarding the Fingerpost Group.

228.15 Neighbourhood Watch Cllr Dollins gave a report. A copy is held in the Minute book.

228.16 Website Cllr James reported that it would be 3 months until the new website is running. It was decided that there should be 2 or 3 admin members with access to the website in case of illness to maintain compliance, including Cllrs James and Marsh. The Clerk requested that she should be able to upload agendas and documents for meetings, due to short turn around and compliance requirements. There was a discussion on paperless meetings. Cllr Dollins and Hatherall agreed that they would receive emailed documents in the future. **Action** Cllr James

228.17 Environmental Issues Cllr Dollins presented a report from the AONB and supported the initiatives enclosed within. A copy is available in the Minute book.

228.18 General Data Protection Regulations Draft documents having been circulated, the Council adopted the Data Audit, Privacy notices, Data Protection Policy, Data Retention Policy and the Schedule of Documents. The Council thanked the Clerk for the preparation work on the new regulations. Direct Debit payments to the Information Commissioners Office were approved. It was agreed to amend the financial regulations and standing orders to regulate the payments. It was decided to create Council email addresses for members to use for Council business. **Action** Clerk

228.19 Emergency Planning Cllr Dollins reported that the completed draft plan should be available at the next meeting. **Action** Cllr Dollins

228.20 Community Matters

Following a request to reduce the height of the Lime trees, the Clerk reviewed advice from the Insurance company that trees should receive regular assessments from a tree specialist and any works advised should be carried out. Resolution: Cllr Dollins proposed that a survey be undertaken. It was agreed that we should obtain 3 quotes for a report and if less than £250 ex VAT the cheapest report should be commissioned.

The Insurance company also advised that the Council should consider the value of assets and the likelihood of events on those assets and determine the cover required. A quote to include the Card Memorial under the Councils premium was discussed. Resolution: Cllr Dollins proposed that the Council should amend the insurance policy to include any outstanding items, including the Card Memorial, next year when our contract expires and competitive quotes can be sought. Cllr Hatherall seconded. A separate quote for insuring the Card Memorial for the remaining months will be sought in the meantime and if the quote is £200 or less then we would insure the Memorial until the policy renews.

A Housing needs survey was discussed. Resolution: The Clerk should ask Mendip District Council how many people are currently on the list in the Parish to determine the financial viability of engaging a survey and the cost of carrying out a survey.

A quote to refurbish the lettering on the Card Memorial was discussed. Resolution: Cllr Dollins proposed that 3 sides of the Memorial should be refurbished. Cllr Marsh seconded. Agreed.

Quotes to replace the damaged grit bin at the top of Back Lane were discussed. Resolution: Cllr Dollins proposed that the lowest quote for a green bin be accepted. Agreed. Mr Brumfitt should be asked to quote to swap the grit over and dispose of the old bin responsibly. **Action** Clerk.

It was reported that the Pound Wall has been mended, and repointing of the Card Memorial is underway. It was noted that a problem with the Church gate in Draycott is being investigated by the Church Warden. The access to the bus stop in Rodney Stoke is being investigated as it can be very slippery when it rains. Resolution: Obtain 3 quotes to improve the access. **Action** Clerk.

228.21 Correspondence was brought to the attention of the Council.

228.22 Newsletter items agreed for inclusion: Private water supply advice; Flytipping; Councillor Vacancy; Clear waste from hedge trimmings; Help with contacts for the Burial Ground; Neighbourhood Watch seeks volunteers.

228.23 Statement of Accounts, having been circulated the July Statement was approved as a true record and signed by Cllr Dollins

228.24 Payment Schedule: Cllr Dollins proposed that the schedule be approved, Cllr Ward seconded. Agreed.

Payee	Cheque No.	Service	Amount
			£
G H Jeff	1520	Newsletter printing	£ 68.75
GWB Services	1521	Grass cutting	£ 316.50
Rapide System Supplies	1522	Toner and paper	£ 92.88
Somerset Association Local Councils	1523	Councillor essentials training	£ 50.00
H Marshall	1524	Salary Expenses May, June and July	£ 2,072.70
Somerset Association Local Councils	1525	GDPR training	£ 25.00
Probusiness Ltd	1526	Quarterly payroll charges	£ 36.25
A Chick	1527	Street Cleaning	£ 180.00
Information Commissioners Office	Direct Debit	Data Protection Fee	£ 35.00

228.25 Dates of future meetings -

20th September, 15th November **2018**

17th January, 21st March, 16th May, 18th July, 19th September, 21st November **2019**

There being no further business the meeting was closed at 9.55pm

Signed Chairman Date: 20th September 2018