

Draft minutes of the meeting of Rodney Stoke Parish Council held in the Draycott Memorial Hall, Latches Lane, Draycott on Thursday 17th May 2018 at 7pm.

Present: Cllr Sealey (Chairman) and Cllrs Dudden, Gladman, Hatherall, Hele Kergozou, Marsh, and Ward. Also present were County Councillor Noel, District Cllr Wyke, PCSO Housley and the Parish Clerk.

- 227.1** Election of Chairman: Councillor Sealey was proposed by Cllr Dudden, seconded by Cllr Gladman and duly elected by those present. The Declaration of Office was signed and witnessed by the Clerk.
- 227.2** Apologies for absence Cllrs Dollins, Haskins, James and Wheal. The Council noted Councillor Wheal's resignation and declared a vacancy. ACTION: Clerk
- 227.3** Declarations of Interest: None
- 227.4** Public Participation: PCSO Housley reviewed recent crime figures in the Parish and surrounding area.
- 227.5** Minutes: The Minutes of the meeting held on 17th March 2017, having been previous circulated, were taken as read, proposed as a true record by Cllr Ward and seconded by Cllr Gladman. Agreed. The Minutes of the meeting held on 15th March 2018, having been previous circulated, were taken as read, proposed as a true record by Cllr Hatherall and seconded by Cllr Gladman. Agreed.
- 227.6** Election of Vice Chairman: Councillor Gladman was proposed by Cllr Dudden, seconded by Chairman Sealey and duly elected by those present. The Declaration of Office was signed and witnessed by the Clerk.
- 227.7** Election of representatives to committees and groups: Memberships were updated. The revised list is held in the Minute book and displayed on the noticeboards.
- 227.8** Terms of reference for committees and groups. Resolution: The Council considered and approved the extent and remit of the committees and groups and officers of the Council. A copy is held in the Minute book.
- 227.9** The Council's standing orders and financial regulations: updated model documents were discussed. Resolution: Cllr Ward proposed that the 2016 NALC model financial regulations be adopted, Cllr Gladman seconded, agreed; It was agreed to consider a 3 year forecast when setting the budget; it was decided to include earmarked reserves in the monthly statement; To add approval of the bank reconciliation and accounts as an agenda item; The current Standing Orders were approved.
- 227.10** The asset register and annual risk assessment were considered. Resolution: to add the following items to the asset register - the Card Memorial, the village pump, the bench by the pond in the burial ground, traffic signs on the road way at the hall, signs on the pavilion, the bin by the pavilion and the bin by the bus shelter; To ask the Field Management Committee if the trees, wildlife barrier, bin by the pavilion and Victorian gates and fence are covered by their register and if not to add them to the register; To ascertain whether the container area, patio fence and gates and driveway gate are included on the register for the Memorial Hall Committee; To value any items not covered and add them to the Council register. The annual risk assessment was reviewed, and the following actions will be taken (subject to confirmation of responsibility):
- 1 to obtain quotes and consider the following for inclusion in the budget: to paint the youth shelter, Joy Wills bus shelter, the Victorian gates and fence and driveway gate.
 - 2 To obtain a quote to replace the Back Lane gritbin; and to repaint the Card Memorial letters;
 - 3 Arrange for the following works to be carried out as soon as possible: repoint the damaged base and remove the buddleia at the Card Memorial, to remove the buddleia by the Batch grit bin, to mend the loose stones in the Pound Wall, to clear and clean the Pound bus shelter, to strim the overflow carpark banks. Cllr Gladman offered to fill the dip in the ground by the childrens play area and the dip in the burial ground, and to weed around the burial ground pond bench; Cllr Sealey offered to top the overflow carpark. ACTION: Cllrs Gladman and Sealey, Clerk
- 227.11** The Insurance policy: The premium was approved and the updated asset register will be submitted for inclusion under the policy. ACTION: Clerk
- 227.12** Review membership of other bodies. This was reviewed during the setting of the budget in November.
- 227.13** Review the policies of the Council including complaints procedure, and the press/media. The policies were reviewed, data protection policies will be updated following training and ongoing guidance by SALC. ACTION: Cllr Hele Kergozou, Clerk
- 227.14** The meeting dates of the Council have been approved and are noted on each agenda.
- 227.15** Matters arising from the minutes of 15th March 2018 Website: In accordance with guidance from the Association of Local Councils, it was agreed that the new website should publish a library of documents as a minimum. GDPR: it was agreed that the distribution list should be deleted. ACTION: Cllr James, Clerk
- 227.16** Roads Report: The draft minutes of the A371 road meeting of the 22nd March 2018 were noted, surface dressing and patching of the A371 was discussed; it was noted that the traffic engineer dealing with speed indicator devices has retired.
- 227.17** Planning Report, having been circulated the report was taken as read. A copy is held in the Minute book.
- 227.18** County Council Report. County Cllr Noel gave a report including the following items: Unitary Council; the budget and statutory care; downsizing; partnerships; housebuilding; funding for road links and improvements; the Walton/Ashcott bypass; schools and new primary school places; progress on children's services and Ofsted.
- 227.19** District Council Report. District Cllr Wyke gave a report including the following items: Unitary Council;

District Council's concerns over County Council finances; efficiencies and a bottom up approach, including the role of Town and Parish Councils; Mendip policy of commercialisation; enforcement; lack of notification on Part II of the Local Plan; social services being a large percentage of the budget; Somerset Waste Partnership and the Unitary issue.

227.20 The Rev Cobley Playing Fields Report:

- Annual External Risk assessment – the Council considered the low and medium risks identified and decided to consider replacing the seesaw and swings and to consider alternative equipment. Funding of new equipment was discussed including the funding available. The Clerk is to source brochures of equipment and price lists.

Cllr Hatherall left the meeting at this point.

- Proposals for improvements to the condition of the grass by the Field Management Committee were discussed and supported
- The grass cutting contract at the Children's Play area and the Burial Ground were discussed. The renewal should be considered at the November Meeting.

227.21 New Memorial Hall Report: recent Minutes were reviewed, GDPR forms and a complaint about the gents toilet were noted.

227.22 Burial Ground Report: There has been one interment this period and a number of enquiries. The tree stump by the Garden of Remembrance has been removed to improve access.

The risk assessment was discussed. Letters and attempts to contact interested parties with regard to unfixed headstones and ungrassed plots have had some success, however concerns identified a year ago, remain regarding a number of plots. Resolution: Place a request for help in the newsletter, as a final resort. Then add to the agenda for the next meeting to confirm and approve remedial action.

227.23 Footpath Walkers Report: It was discussed that two footpaths in Back Lane have been resurfaced, but did not appear to require action. The Clerk is to contact The County Footpaths Officer to ask why they were selected for maintenance when others appear to be more deserving. Overhanging ivy is a problem on footpaths again.

227.24 Neighbourhood Watch: crime figures were reviewed by PCSO Housley.

227.25 Environmental Issues: No matters were raised.

227.26 SALC: GDPR training is to be held on the 22nd May, Cllr Hele Kergozou is to attend. The NALC salary review of pay scales was noted.

227.27 Emergency Planning. A report will be given at the next meeting. ACTION Cllr Dollins

227.28 Community Matters: Cheddar library was discussed, the Council proposed that a reminder about the consultation should be placed in the local newsletter. An enquiry from an Axbridge Councillor was discussed. The Clerk is to inform him of the submission to the newsletter.

227.29 Correspondence was brought to the attention of the Council.

227.30 Newsletter items agreed for inclusion:

- Library consultation
- Overhanging vegetation
- Request for help to locate contacts for the burial ground

227.31 Financial Report

1. Staff Matters. Resolution: Cllr Dudden proposed that the Clerk's pay scale review and incremental pay point increase be approved from the 1st April. Cllr Ward seconded. Agreed. The Minutes of the Staffing Advisory Group were approved.
2. May Financial Statement, having been circulated, was approved as a true record.
3. Section 137 expenditure limit for 2018/19 noted
4. The Payments Schedule: Cllr Dudden proposed that the schedule be approved: Cllr Marsh seconded. Agreed.

Payee	Cheque No.	Service	Amount £
Bustastump	1509	Remove tree stump	150.00
H Marshall	1510	Salary and mileage March	731.08
Adams Memorials	1511	Supply/Install foundation stones	1170.00
A Brumfitt	1512	Install 2 footpath signs	220.00
Wicksteed LeisureLtd	1513	VAT payment/Inspection report	9.00
H Marshall	1514	Salary, mileage, expenses April	737.80
A Chick	1515	Street Cleaning	198.00
Amber Tree Services	1516	Works to Lime trees	350.00
Came & Company	1517	Insurance premium	573.14
SALC	1518	Membership renewal	366.62
Probusiness Ltd	1519	Internal audit and payroll	253.50

- 5 The Financial Risk assessment was considered and approved.
- 6 The internal audit report, having been previously circulated, was noted and the councillors confirmed that they were satisfied with the extent of the internal audit.
- 7 Having been previously circulated the end of year accounts and the end of year financial statement were approved.
- 8 The Council considered section 1 of the Annual Return. The Annual Governance Statement was completed and signed.
- 9 Having been previously circulated, the Council considered section 2 of the Annual Return. The Accounting statements were approved and signed.
- 10 Having been previously circulated, the supporting documents were approved.

There being no further business, the meeting was closed at 9.50pm.

Signed.....Chairman Date: 19th July 2018