

Rodney Stoke Parish Council

Clerk: Mrs H Marshall 3, Barrows Park, Cheddar BS27 3AZ Tel: 07423283940

NOTICE IS HEREBY GIVEN THAT THE ANNUAL MEETING FOR RODNEY STOKE PARISH COUNCIL WILL BE HELD IN THE NEW MEMORIAL HALL, DRAYCOTT, ON THURSDAY 17th MAY 2018 AT 7.00P.M.

AGENDA

- 227.1 Election of Chairman
- 227.2 Apologies for absence
- 227.3 Declarations of Interest
- 227.4 Public Participation
- 227.5 Minutes of the meetings held on 15th March 2018 and 17th March 2017
- 227.6 Election of Vice Chairman
- 227.7 Election of representatives to committees and groups
- 227.8 Review terms of reference for committees and groups
- 227.9 Review the Council's standing orders and financial regulations
 - to consider adopting updated NALC model financial regulations.
- 227.10 Review the asset register and annual risk assessment
- 227.11 Consider the Insurance policy
- 227.12 Review membership of other bodies
- 227.13 Review the policies of the Council including complaints procedure, and the press/media.
- 227.14 To confirm the meeting dates of the Council
- 227.15 Matters arising from the minutes of 15th March 2018
- 227.16 Roads Report
- 227.17 Planning Report
- 227.18 County Council Report
- 227.19 District Council Report
- 227.20 The Rev Cobley Playing Fields Report
 - Annual Risk assessment
 - Improvements to the condition of the grass
- 227.21 New Memorial Hall Report
 - feedback on items raised at last Council Meeting
- 227.22 Burial Ground Report
- 227.23 Footpath Walkers Report
- 227.24 Neighbourhood Watch
- 227.25 Environmental Issues
- 227.26 SALC
 - GDPR training and compliance
 - NALC salary review
- 227.27 Emergency Planning
- 227.28 Community Matters
 - Library consultation
- 227.29 Correspondence
- 227.30 Newsletter - agree items from this meeting for next edition
- 227.31 Financial Report
 - Recommendation by the Staffing Advisory Group
 - Financial Statement
 - Section 137 expenditure limit for 2018/19
 - Payments Schedule for approval
 - Financial Risk assessment
 - Internal Audit Report
 - Approval of Draft Final Accounts, Annual Return, Annual Governance and Accounting Statements
- 227.32 Dates of future meetings -
 - 19th July, 20th September, 15th November **2018**
 - 17th January, 21st March, 16th May, 18th July, 19th September, 21st November **2019**

EVERYONE WELCOME

Mrs H Marshall 11.05.2018

Draft minutes of the meeting of Rodney Stoke Parish Council held in the Draycott Memorial Hall, Latches Lane, Draycott on Thursday 15th March 2018 at 7.35pm.

Present: Cllr Sealey (Chairman) and Cllrs Dollins, Dudden, Gladman, Hele Kergozou James, Marsh, Ward and Wheal. Also present were District Cllr Wyke, 2 members of the public and the Parish Clerk.

226.1 Apologies for absence: Cllrs Hatherell and Haskins, PCSO S Ball, Village Agent J Smith.

226.2 Declarations of Interest: None

226.3 Public Participation: None

226.4 Minutes of the last meeting held on 18th January 2018: The Minutes, having been previously circulated, were taken as read, proposed as a true record by Cllr Ward and seconded by Cllr Dollins. Agreed.

226.5 Matters arising from the minutes: No matters were raised.

226.6 Roads Report:

- Cross Farm Road, inconsiderate parking: residents are advised to report cars causing an obstruction. A request has been made to the football club for players and visitors to park in the hall car park.
- Culvert A371 Rodney Stoke, drainage problem: matters discussed included previous damage, the history of the site and a request to reinstate the trough and spout. Resolution: It was felt that this would not be a viable project for the Council to undertake, the Clerk is to write to the resident. ACTION Clerk
- Request for repeater signs. The Council discussed updates from the last meeting. Resolution: The Clerk is to write to highways to request: a 20mph sign at the A371/Millway Junction, Rodney Stoke; to request a review of the speed sign location on New Road, Draycott. The request for two repeater signs on poles in Millway, Rodney Stoke is not supported. The Yew Tree in the Church Yard, Rodney Stoke will be addressed. ACTION Cllr James and Clerk
- Speed Indicator Devices: Matters discussed included the withdrawal of the current SIDS by Mendip County Highways; the use of the reports; locations of the devices; that costs to replace the current devices need clarification including agreeing models and a budget; operating the devices as collective Parishes; discussions at Traffic Committee meetings; to request the County Council to leave the current fixings in place until a decision is made on the new arrangements. ACTION Traffic Committee and Clerk
- Grit bins: It was discussed that the County Council now only refill bins on a reactive basis. Resolution: The grit bins will be added to the winter safety checks schedule. ACTION Cllr Gladman
- A371 Traffic Meeting. The meeting was reviewed, including that the Committee continues to seek data to make a case for mitigation measures. The Minutes are held in the Minute book.
- Closure of Back Lane: from 20m north east of the junction with Milking Lane, north-eastwards for a distance of 120 metres. This will be from 30th April 2018 and is expected to last for 2 days (08:00-17:00) to enable footways work to be carried out.

226.7 Planning Report: The report was reviewed and is available in the Minute book

226.8 District Council Report: Cllr Wyke presented an annual report: matters reviewed included: Bristol Water; Enforcement and a review of their services; planning, supporting issues and signposting information; tree and hedge lines and protection; planning conditions; Parish meetings and traffic committee meetings; funding; work as a shadow portfolio holder; work on the planning committee; work on the health committee; the corporate management asset group; financial schemes; council tax rises; the Somerset Rivers Authority.

226.9 The Rev Cobley Playing Field Report:

- Contribution to hedge cutting costs: Matters discussed included that the Parish Council should maintain the hedges and reduce the contribution to the Playing Field Committee accordingly. Resolution: To approve a payment for £76.80 for this year's invoice, to undertake the hedge cutting moving forward.

226.10 New Memorial Hall Report: A report was given at the Annual Parish Meeting.

226.11 Burial Ground Report:

- The report was given at the Annual Parish Meeting
- The Garden of Remembrance Regulations were discussed. Resolution: To amend the regulations to clarify that the sextant should also dig the ashes plots. ACTION Clerk

226.12 Footpath Walkers Report

- Rubbish in the ginnel. Resolution: To write to the manager of Street Farm to request that residents and contractors be more considerate. To write to the street cleaner and ask him to pay particular attention to this area and the area past the church in Rodney Stoke where the stile enters the grave yard. ACTION Clerk
- Cllr Gladman reviewed the fingerpost group, including a survey of posts in the Parish.
- Cllr Dollins proposed that the payment for recent works to install the replacement fingerposts should be approved. Councillor Marsh seconded. Agreed.

226.13 Neighbourhood Watch: Cllr Dollins gave a report at the Annual Parish Meeting.

226.14 Website: Cllr James distributed sample websites for consideration. Cllr James is to update the current website and design the new website template prior to considering a new host site. ACTION Cllr James

226.15 Environmental Issues: Resolution: To purchase a litter pick with a magnet for safety check Personnel, to a maximum cost of £10. ACTION Clerk

226.16 SALC: The new General Data Protection Regulations (GDPR) were discussed. Resolution: The Council approved costs for any training required for compliance.

226.17 Emergency Planning: Cllr Dollins noted that any GDPR and compliance issues need to be considered.

226.18 Community Matters: Cllr Hele Kergozou reviewed the Dementia Awareness meeting. Matters discussed included: communication and letting everyone know what is happening in different areas; Cllr Hele Kergozou is to be a Dementia Friend.

226.19 Correspondence was brought to the attention of the Council.
Cllr Ward is to review the weekly NHS newsletter

226.20 Newsletter items agreed for inclusion:

- Distraction burglaries in the area
- Dog waste
- Back Lane road closure
- Inconsiderate parking on Cross Farm Road
- Garden of Remembrance completion
- Litter
- Village agent

226.21 Financial Report

- The payments schedule was approved.

Payments Schedule:

Payee	Cheque No.	Service	Amount £
GH Jeff	1501	Newsletter printing	68.75
H Marshall	1502	Salary and Mileage	613.52
Wicksteed Leisure Ltd	1503	Playground Inspection	45.00
Community Council for Somerset	1504	Membership 2018/19	40.00
H Marshall	1505	Salary Mileage Expenses	712.71
A Chick	1506	Street Cleaning	162.00
Draycott Playing Field Management Committee	1507	Salary Mileage Expenses	76.80

- The financial statement to March was approved. A copy is held in the Minute book.

226.22 Dates of future meetings -

17th May, 19th July, 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 8.55pm.

Draft minutes of the Annual Parish Council Meeting for the parish of Rodney Stoke held in the New Memorial Hall, Latches Lane, Draycott on Thursday 18th May 2017 at 7.00p.m.

Present: Cllrs Dollins, Dudden, Gladman, Hatherell, James, Sealey. Also present were District Cllr Ros Wyke, Mr K Ward and the Parish Clerks.

1. **Election of Chairman**

Cllr Sealey invited nominations for the position of chairman. Cllr Dudden proposed Cllr Sealey which was seconded by Cllr Hatherell. There were no other nominations and Cllr Sealey was unanimously elected chairman. Councillor Sealey signed the Declaration of Acceptance of Office as Chairman.

2. **Apologies**

Apologies had been received from and Cllrs Marsh and Wheal, County Councillor G Noel and Village Agent Jacky Smith.

3. **Minutes of the last meeting**

The minutes of the last Annual Parish Council meeting held on 19th May 2016, having been circulated, were taken as read and were proposed by Cllr Hatherell, seconded by Cllr Gladman and signed as a correct record.

4. **Election of Vice-Chairman**

Cllr Dollins proposed Cllr Gladman be elected Vice-Chairman and Cllr Hatherell seconded. This was unanimously agreed. Councillor Gladman duly signed the Declaration of Acceptance of Office as Vice Chairman.

5. **Election of representatives**

The composition of the various Committees was agreed as follows:

(i) Social Media Committee

Chairman – Cllr Marsh

Cllrs Dollins, Haskins and James

(ii) Planning Committee

Chairman - Cllr Sealey

Vice-chair - Cllr Gladman

Cllrs Dudden, Haskins and Marsh.

(iii) Burial Ground Committee

Chairman – Cllr Gladman

Cllrs Dudden and Wheal

Rev S Burns (advisory only – no vote)

(iv) Footpath Committee

Chairman - Cllr Gladman

Cllrs Dollins and Wheal

(v) Rev Cobley Playing Field Committee

Chairman - Cllr Sealey

Cllrs Dollins and Hatherell.

(vi) Representatives for:

1. **Road Safety / transport** – Cllrs Dollins and Wheal.
Mr D Jones (advisory only – no vote)
2. **New Memorial Hall** - Cllrs Dollins, Dudden and Marsh.
3. **S.A.L.C.** - Cllrs Dollins and Wheal
4. **Youth** - Cllrs Haskins, Hatherell and Marsh

(vii) Neighbourhood Watch

Cllrs Dollins, Dudden, Marsh, and Mr John Smith (advisory only – no vote)

(viii) Emergency Planning Contact

Chairman – Cllr Dollins
Cllrs, Dudden, Gladman

(ix) Health & Safety

Cllrs Dollins, Hatherell and Gladman

(x) Grievance & Disciplinary Panel - Cllrs Dollins, Hatherell and Gladman

(xi) Appeal Panel - Cllrs Dudden, Haskins and Wheal.

Cheque signatories

Cllrs Dollins, Gladman, Sealey and Wheal.
The Parish Clerk for transfers only.

6. Approval of Draft Final Accounts, Annual Return, Annual Governance and Accounting Statements

Copies having been circulated, these documents were taken as read:

(i) Cllr Dollins proposed the accounts for the Year Ending 31st March 2017 be approved, Cllr Gladman seconded. Unanimously agreed.

(ii) Cllr Dollins proposed that the Annual Governance Statement be approved, Cllr Dudden seconded. Unanimously agreed.

(iii) Cllr Dudden proposed that the Annual Accounting Statement be approved, Cllr Dollins seconded. Unanimously agreed.

There being no further business the meeting was closed at 7.32 pm.