

Rodney Stoke Parish Council

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

Draft Minutes of the Video Conferenced Meeting of Rodney Stoke Parish Council held via Zoom on Thursday 11th June 2020 at 7pm

Present: Cllr Sealey (Chairman) and Cllrs Dollins, Dudden, Gladman, James and McGovarin. Also present was District Cllr Wyke and the Parish Clerk. 0 members of the public were present.

239.1 Apologies for absence: Haskins, Hele Kergozou and Ward.

The Chairman reported that unfortunately Cllr Gamester has resigned from the Council. The vacancy will be advertised when the pandemic is over.

239.2 Declarations of Interest None

239.3 Public Participation None

239.4 Minutes of the emergency meeting held on 19th March 2020, having been previously circulated, were taken as read.

Resolution: Cllr Dudden proposed that the Minutes should be approved as a true record, for signature at a later date. Cllr McGovarin seconded. Agreed.

Resolution: The monthly records produced under the business continuity motion, for March, April and May were unanimously ratified, for a signature at a later date.

239.5 Reporting arrangements under the business continuity motion were reviewed and no changes were proposed.

239.6 The Asset Register and the supplementary Play Area Asset Register, as approved in the April records were reviewed and approved. Registration of The Pound was discussed.

Resolution: Investigate the registration of The Pound with Harris and Harris Solicitors.

239.7 Representatives of Committees and Groups were discussed and will be reviewed at the next meeting.

239.8 Terms of reference for committees and groups

Resolution: Cllr McGovarin proposed that they should be approved. Cllr Dollins seconded. Agreed.

239.9 The Standing Orders were reviewed, and no changes were proposed.

239.10 The adapted draft Financial Regulations 2019 having been previously circulated, were discussed.

Resolution: To adopt the adapted draft Financial Regulations 2019 including 6.21 that no petty cash will be held by the Council. Unanimous.

239.11 The Financial, Burial Ground and Play Area risk assessments were reviewed.

Resolution: The Financial Risk Assessment was unanimously approved.

Resolution: Cllr McGovarin proposed that the Play Area Risk Assessment be approved. Cllr Dollins seconded. Agreed.

Resolution: Cllr Dollins proposed that the Burial Ground Risk Assessment be approved. Cllr Dudden seconded. Agreed.

239.12 The Insurance arrangements were reviewed. It was noted that this is the second year of the 3-year agreement.

239.13 Membership of other bodies, being: Somerset Association of Local Councils; Society of Local Council Clerks; Somerset Playing Fields Association; Information Commissioners Office; CPRE, were reviewed. It was noted that the memberships are included in the current budget.

Resolution: Cllr James proposed that the list should be approved. Cllr Dollins seconded. Agreed.

239.14 The policies of the Council including complaints procedure, and the press/media policy were reviewed.

The NALC model **Code of Conduct 2018** was discussed.

Resolution: Cllr McGovarin proposed adoption of the 2018 model Code of Conduct. Cllr Dudden seconded. Agreed.

Resolution: The **Model Publication Scheme** having been updated, was unanimously approved.

239.15 Resolution: Consideration of the **meeting dates of the Council** were deferred until regular meetings resume.

239.16 Matters arising from the minutes: None

239.17 Roads Report Reinstatement of the side roads in Rodney Stoke following the Wells

Road closure: County Highways have inspected the potholes and have reported that the majority, if not all of the items have been picked up on subsequent inspections as safety related items in the interim period due to further deterioration. A further inspection will be carried out when resources

allow. **Resolution:** The Clerk will investigate improvement of the passing place between Primrose Farm and Honeyhurst Cottage. **Visibility Splay Stoke Street, Rodney Stoke:** A lockable bollard to prevent parking at the splay has been proposed by Traffic Management. The Clerk is to propose that shorter bollards should be placed all around the verge which would not obscure the view. **Wooden posts on Stoke Street, Rodney Stoke:** The works have now been completed. Bollards at the adjacent property were discussed but will not be pursued at this time. **New Road, Draycott:** The weight limit and no buses signage will be ordered but installation timescales are still uncertain. **Speed Indicator Device:** The Agreement with the County Council is now awaiting final approval by County. Speeds of up to 90mph have been recorded in the Parish and once the restrictions due to Covid-19 are lifted, the police will come out to the village to carry out speed checks. **Road Closures:** Wells Road B3139 Wookey 50 days from 22nd June full details available on our website. **Latches Lane, Bradley Cross Lane, top Road, School Lane, Draycott; request for reduction in speed limit:** No update. **Road issues:** in the period to June matters including silt traps, Hill Lane; damaged drain cover Draycott (between the Street and Wet Lane); Hill Lane, pot holes; pothole between Back Lane and Wet Lane; were all reported for investigation.

239.18 Planning Report: The planning meeting for application 17/20/00028, submitted by the Parish Council, is on the 16th June. There were no updates to the report.

Enforcement: The Clerk is to contact District Cllr Wyke and the enforcement team to convey concerns that the passage of time could leave matters on Honeyhurst Lane unresolved and to ask when the drainage ditch will be reinstated.

239.19 County Council Report No report was received for the meeting.

239.20 District Council Report No report was received for the meeting.

Recent correspondence requesting the Parish Council's comments on proposals for a Unitary Authority and the role of the Parish Council was discussed. Delegation to the Chairman and Cllr James to draft a response, for circulation to the Council for comment before submission, was agreed.

239.21 The Rev Copley Playing Fields Report: The **Play Area remains closed** under government instruction during the pandemic. The **brambles** in the wildlife zones will be cut back after August due to possibility of nesting birds. **Tree report Contract:** Invitation to quote for a 5-year contract have been issued. The **annual inspection** of the play area has been ordered and will be undertaken in the next month or so. **Signage** will be ordered to thank those who gave donations towards play area, and existing sign will also be updated to include the address of play area in accordance with health and safety guidelines and will include a 'what 3 words' location. The Play Area has been entered in the **Somerset Playing Fields Playing Field of the Year 2020 competition** to showcase the play area and judging takes place in July. Recent **vandalism** was reported to the police, when dog mess was thrown over the pavilion and plaques on the field were ripped off their plinth and damaged. At least 20 bags of dog mess were also left in the football shelter. The plaques will be replaced as soon as possible. A request in response to the vandalism to supply an additional dog bin and to move the bin in the field, was considered but no action will be taken at this time. Reports were received that **horses** had been released on to the field. The bracket on **the field barrier** has been repaired. The Playing Field Committee have contacted the Council regarding a **proposal to annually spray the edges of the field** with weed killer to tidy the area. It was felt that this was inappropriate next to wildlife zones and strimming should be undertaken. The Clerk is to confirm this to the Committee and will request a contribution to the cost of cutting back the brambles. **Contracts finder website:** repeated difficulties regarding registration of the awarded contract were discussed. It was noted that the Parish Council is not required to register the Contract.

Resolution: Attempts to register the play area improvement contract will not be pursued.

239.22 New Memorial Hall Report: It was noted that there may be a virtual Hall Meeting in the next week or so.

239.23 Burial Ground Report: Since the January Parish Council Meeting there have been 2 interments. It was noted that many at the Diocese may have been furloughed, as there was no update on discussions regarding the Garden of Remembrance.

239.24 Footpath Walkers Report Cllr James is investigating ownership and responsibility for the footpath off Scaddens Lane, as the bank has deteriorated and is impacting the footpath.

239.25 Neighbourhood Watch – the reports were circulated last month. It was noted that there are thieves about, and care should be taken with doors and windows in the hot weather.

239.26 Environmental Issues

239.27 Somerset Association Local Councils: The Council had no comment on the draft cycling and walking manifesto.

239.28 Emergency Planning There were no updates.

239.29 Community Matters. The Parish Councils response to the **coronavirus** crisis was reviewed, including that there is a dedicated page on our website with useful links; printed flyers; donation was made to the community shop; information is circulated to village groups; information was provided to

the County and District Council; an offer was made to donate to print notices for Draycott. Siting a **flagpole** in the Pound for community use was discussed. The Clerk is to investigate permissions and costs for consideration at the next meeting. The Chairman is to discuss a blocked footpath in the neighbouring Parish with the District Cllr. It was noted that **Wayleaves** arrears will be paid in September. **Items left by the container** next to the hall are to be cleared by Mendip Players. It was noted that the **fingerpost** opposite the Cider Barn has been very nicely refurbished, but it is not known who has done this.

Resolution: Send 'thank you's to the community shop and Seager's Fruit Stall who have provided a fantastic job in supporting the community throughout the crisis.

239.30 Correspondence All correspondence was brought to the attention of the Council. It was noted that NatWest are decreasing the credit interest on the deposit account.

239.31 Financial Report

- i. **Recommendation by the Staffing Advisory Group** It was discussed that the Clerks working hours are appropriate and no training requirements or employment issues were raised.

Resolution: Cllr Dudden proposed that the Clerks salary point be increased to SCP 16. Cllr Dollins seconded. Agreed. Cllr Dollins then noted that the Clerk was really appreciated and thanked her for her work.

ii. **Financial Statements:**

End of Year: An unpresented cheque was discussed. It was noted that mileage will no longer to be recorded as a staff cost in the accounts and the budgeted amount for this element has been estimated at £350.

Resolution: Chq 1565 to be written off. The statement was unanimously approved.

June:

Resolution: The statement was unanimously approved.

Draft Final End of Year Accounts

Resolution: The statement was unanimously approved.

- iii. **The Payments Schedule** was unanimously approved:

Kompan Ltd	1630	Prepayment - play area equipment	£9,853.22
G Jeff	1631	Newsletter Printing	£45.00
H Marshall	1632	Clerks Salary and Expenses	£790.03
HMRC	1633	Clerks PAYE	£30.73
Elan City Ltd	1634	Speed Indicator Device and assoc. items	£2,269.26
A Chick	1635	Street Cleaning	£205.25
H Marshall	1636	Clerks Salary and Expenses	£781.12
HMRC	1637	Clerks PAYE	£34.40
GWB Services	1638	Grass Cutting	£166.50
Kompan Ltd	1639	Supply and install play equipment	£20,146.76
Draycott Community Shop Ltd	1640	Grant towards website costs	£300.00
Tor Architects	1641	Drawings for Hall Plans	£560.00
Planning Portal	1642	Fees for planning Application	£142.00
Pro Business Ltd	1643	Payroll Services	£43.50
H Marshall	1644	Clerks Salary Mileage & expenses	£725.14
HMRC	1645	Clerks PAYE	£24.63
GWB Services Ltd	1646	Grass Cutting	£83.25
Coram Construction Training Ltd	1647	Street Works Training for SID	£523.08
Came & Company	1648	Insurance premium	£776.37
Counsell Partnership	1649	Contribution towards verge posts	£480.00
H Marshall	1650	Clerks salary mileage and expenses	£761.47
HMRC	1651	Clerks PAYE	£26.18
A Chick	1652	Street Cleaning	£215.45
GWB Services Ltd	1653	Grass Cutting Apr	£144.00
S B Fencing Contractors Ltd	1654	Repair damaged fence	£792.00
CPRE	1655	Membership subscription	£36.00
Somerset Assoc. of Local Councils	1656	Affiliation fees	£375.17

Direct debit The Information Commissioners Office – registration fee.

Resolution: Unanimously approved.

Regular payments were reviewed, being: Clerks Salary Expenses and Mileage; Clerks PAYE; Payroll provision; Grass Cutting; Street Cleaning; Newsletter Printing; Zoom Video Conferencing.

Resolution: The regular payments were approved, to accord with the budget provision.

- iv. **Internal Audit Report** – It was noted that no matters were raised. Members were satisfied with the extent of the Internal Audit. It was noted that a new section will be considered on the audit next year, and consideration of the reserves policy will be added to the next agenda.

The Annual Governance and Accountability Return (AGAR) documents and the addendum, having been previously circulated were then discussed.

- v. **Section 1** of the AGAR was considered, completed and unanimously approved.

- vi. **Section 2** of the AGAR was considered and unanimously approved.

239.32 Dates of future meetings to be agreed subject to coronavirus restrictions.

16th July, 17th September, 19th November 2020

Time of closing meeting: 9.25pm