

Rodney Stoke Parish Council

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

Minutes

Draft Minutes of the Annual Meeting of Rodney Stoke Parish Council held in the Draycott Memorial Hall, Latches Lane, Draycott on Thursday 20th May 2021 at 7.29pm

Present: Cllr Sealey (Chairman) and Cllrs Dollins, Dudden, Gladman and McGovarin. Also present was District Cllr Wyke, County Cllr Noel and the Parish Clerk. 4 members of the public were present.

245.1 Election of Chairman: Cllr Sealey was proposed by Cllr Dudden, seconded by Cllr Gladman and duly unanimously elected by those present. The Declaration of acceptance of Office was signed and witnessed by the Clerk.

245.2 Election of Vice Chairman Cllr Gladman was proposed by Cllr Sealey, seconded by Cllr Dollins and duly unanimously elected by those present. The Declaration of acceptance of office will be signed at a later date.

245.3 Apologies for absence: Cllrs Haskins, personal reasons; Hele Kergozou, personal reasons; James, ill health; and Ward, personal reasons. The apologies were accepted. PCSO Chinnock, who had submitted a report prior to the meeting.

245.4 Declarations of Interest None

245.5 Public Participation: A resident thanked the Council for their work over the last 12 months and for organising the consultation on the flagpole.

The Chairman brought forward the following item on the agenda, so that members of the public could leave the meeting sooner, should they wish, due to circumstances of the pandemic.

245.6 Flagpole in The Pound: The public consultation was reviewed, and the results were reported as 23 votes against and 12 votes for the flagpole. The Chairman declared that the proposal to install a flagpole was to be considered ended. The Chairman hoped that the Church would ensure that flags were raised appropriately. A resident noted that the Church has yet to appoint a new flag officer, following the sad passing of the previous officer. A resident thanked the Council for the way the matter was handled. It was noted that matters are usually determined by elected members.

245.7 Minutes of the Parish Council Meeting held on 18th March 2021, having been previously circulated, were taken as read.

Resolution: Cllr Dollins proposed that the Minutes should be approved as a true record. Cllr Gladman seconded. Agreed.

245.8 Matters arising from the Minutes: No matters were raised.

245.9 Co-option to fill the 2 vacancies for Parish Councillors: No applications were received.

245.10 Representatives for committees and groups were reviewed.

Resolution: Approve the representatives with no amendments.

245.11 Terms of reference for committees and groups were reviewed as amended.

Resolution: Approve the terms.

245.12 Financial risk assessments: It was noted that Cllr Ward had written to the Clerk stating that he found the assessments to be appropriate. The Financial, Burial Ground and Play Area risk assessments were reviewed as updated, to include the accounting software.

Resolution: Cllr Dollins proposed approval of the Risk Assessments. Cllr Dudden seconded. Agreed.

245.13 District Cllr's report: District Cllr Wyke joined the meeting, having been at a meeting in Frome, and was invited to speak. In addition to the report at the Parish Meeting, two further matters were noted: Residents are encouraged to express their views on the 2 proposals for the Local Government reorganisation in a poll organised by the District Council to be sent out this week; the offer to take up any enforcement and planning matters for residents.

245.14 Insurance arrangements: The Council is in the 3rd year of a 3-year arrangement.

Resolution: The arrangements were approved. The item is to be added to the agenda for the February meeting.

245.15 Membership of other bodies: recommendations in the risk assessments and the budget were reviewed.

Resolution: Cllr Gladman proposed approving membership of Somerset Association of Local Councils, Society of Local Council Clerks, Somerset Playing Fields Association, CPRE and the Information Commissioners Office. Cllr McGovarin seconded. Agreed.

245.16 Roads Report: New Road, Draycott: A response is awaited from the County Tree Officer as to when the road will reopen following the removal of infected Ash trees. **Silt traps** will be cleaned as part of the annual maintenance program. Schedule to be confirmed.

Closure of Cheddar Moor Road from the 2nd to 4th June was noted. **Inconsiderate Parking on The Street, Draycott:** It was discussed that commercial vans are causing a problem at the top of the street. County Cllr Noel noted that he would support an application to create a one way street. District Cllr Wyke noted that Somerset Waste now use a smaller van to access The Street and have leafleted houses, from the fire service, about parking. The Clerk is to contact the owner of the property to request that workers to park considerately and suggest moving the skip to allow workers to park off the road, and note that they are also impacted by the health and safety issues. Cllrs will forward the contact email address; it was raised that the **drain is blocked again on Moor Lane**, the Clerk is to report the matter; it was raised that the road surface on Latches Lane before the bridge is breaking up again, the Clerk is to report the matter.

245.17 Planning: The report was reviewed. There were no updates. **Enforcement:**

Camping and Caravan Site, Rodney Stoke Inn: Cllr James and the Chairman will meet to discuss concerns at the site. District Cllr Wyke will seek guidance from an expert in Caravanning Legislation. **Honeyhurst Lane:** It was raised that a gate has been hung on an area that was to be reinstated as hedge and a ditch has been culverted, the Clerk is to report the matter.

245.18 The Rev Cobley Playing Fields Report: It was noted that the **Roundabout net** is fixed but requires regular maintenance; **benches for the play area:** a selection was displayed, metal benches in primary colours were preferred; benches are to be mounted on concrete plinths and bolted down; social distancing and lack of seating for families were discussed.

Resolution: Cllr Gladman proposed installing 2 benches Cllr Dudden seconded. Agreed

Resolution: To delegate the arrangements to the Play Area Committee to purchase and install 2 benches at a total cost of £1000 per bench. Unanimously agreed.

Maintenance of the swing gate was raised. Cllr Gladman is to contact a local specialist firm to investigate. **Youth Shelter:** The finish and surface has deteriorated. Quotes will be sought to repaint and to either repair the concrete base or put in rubber flooring. Concerns over **rubbish** left on the field were raised and the Playing Field Committee will discuss the issues.

245.19 New Memorial Hall Report: The Memorial Hall Committee discussed the following matters: repairs to **the main gate** will be addressed by the Hall Committee; to investigate a County Council grant; A bollard is to replace a boulder on the corner of the car park; Emptying of the ash box is to be investigated.

245.20 Burial Ground Report: Cllr Gladman gave the annual report. A copy is held in the Minute Book.

245.21 Footpath Walkers Report: Priddy signpost on Millway, Rodney Stoke. Cllr Gladman is to seek a quote to replace a missing part using photographic records, Cllr Sealey will contact local landowners to attempt to find the part.

245.22 Neighbourhood Watch: the report was circulated prior to the meeting.

245.23 Environmental Issues: the report was circulated prior to the meeting. The return of the Young Rangers and dry stone walling activity was noted.

245.24 Local Government Review: Ballot papers for the Advisory poll on the future of local government in Somerset will be issued to voters this week. The District Councils have requested that the Secretary of State considers the result of the poll. The Local coalition of Parishes meeting was cancelled this week as the meeting Chairman was unable to attend.

245.25 Somerset Association Local Councils: The call for evidence on remote meetings was discussed. No agreement on the use of video conferencing could be reached and it was decided not to respond.

245.26 Emergency Planning: Cllr Dollins reported that preparations were ongoing.

245.27 Community Matters: Dog bin on Barrowwood Lane, Rodney Stoke, further to a number of requests for dog bins in Rodney Stoke the site was agreed as suitable.

Resolution: Cllr Dollins proposed installing a bin identical to the one recently installed on Milking Lane. Cllr Dudden seconded. Agreed.

Request for a dog bin on Scaddens Lane:

A house-to-house enquiry was reviewed. Residents and landowners did not support a bin.

The matter will not be pursued. Cllr Sealey thanked Cllr Gladman for his efforts and for his offer to install the new bin.

A request to **include the Council website address on the**

Axbridge Museum website was approved and reciprocated. **Registering The Pound as a village green:** Cllr James reported prior to the meeting that the project is progressing. **CCTV at the hall and play area.** This item was deferred to the next meeting.

245.28 Correspondence All correspondence was brought to the attention of the Council. An offer from **Mendip AONB to give a talk on Dark Skies** was not supported. **The National Bus Strategy** was discussed. Details are available on the following link:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/969205/DfT-Bus-Back-Better-national-bus-strategy-for-England.pdf

The new Flood Wessex Fund was noted.

245.29 Newsletter: The following **items** are to be included: Axbridge Museum; Cllr Vacancies; Thanks to the newsletter team and request for volunteers; **Arrangements:** The following matters were discussed: retirement of the current voluntary editorial and production team; sponsorship of the newsletter and meeting printing costs; the newsletter is not a Parish Council newsletter; the Church magazine; the continuation of the newsletter. It was agreed to seek a new team and review the matter if no one comes forward.

245.30 Financial Report

- i. **Statement of internal control** The Council decided to adopt the document as best practice and requested that Cllr Ward draft a statement for consideration at the next meeting.
- ii. **Direct debits** were reviewed.
Resolution: The following direct debit was approved: Information Commissioners Office Registration Fee.
- iii. **Resolution:** The following **regular payments** were approved: H Marshall, Clerks Salary Expenses and Mileage; HMRC Clerks PAYE; Probusiness Ltd, payroll provision; GWB Services Ltd Grass Cutting; A Chick, Street Cleaning; St Andrews Press, Newsletter Printing; Came & Co, Insurance premium.
- iv. **Resolution: The May Financial Statement** was approved.
- v. Cllr McGovarin had previously verified the end of year bank reconciliation.
Resolution: The End of Year Accounts were approved as a true record.
- vi. **Resolution:** Cllr Dollins proposed that the **Payments Schedule be approved.** Cllr Gladman seconded. Agreed.

St Andrews Press	1712	Newsletter printing	£50.00
Probusiness	1713	Quarterly payroll charges	£46.50
HMRC	1714	Clerks PAYE	£42.11
H Marshall	1715	Clerks Salary & Mileage Apr	£754.19
Came & Company	1716	Insurance premium	£791.01
GWB Services	1717	Grass cutting	£262.80
A Chick	1718	Street Cleaning	£221.80
Probusiness	1719	Internal Audit	£234.00
HMRC	1720	Clerks PAYE	£44.07
H Marshall	1721	Clerks Salary & Mileage May	£758.74
H Marshall	1722	Clerks Expenses	£121.61
CPRE	1723	Membership Fees	£36.00

- vii. **The Internal Audit Report** was received. It was noted that no matters were raised. Cllr Ward had written in advance of the meeting to advise he had reviewed the accounts and annual return and believed them to be correct and appropriate, and that this had been confirmed by the Probusiness clean audit.
- viii. **Section 1 of the Annual Governance and Accounting Statements:** Having been previously circulated the Council considered the questions.
Resolution: Cllr Dollins proposed that the document was accurate. Cllr Gladman seconded. Unanimously agreed. The document was signed.
- ix. **Section 2 of the Annual Governance and Accounting Statements: Having been previously circulated the Council considered the document.**
Resolution: Cllr Dollins proposed that the document was accurate and should be signed. Cllr Gladman seconded. Unanimously agreed. The document was signed for submission.

Action: Cllr Ward

245.31 Dates of future meetings subject to coronavirus restrictions.

15th July, 16th September, 18th November **2021**

Time of closing meeting: 9.27pm