

Rodney Stoke Parish Council

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

Minutes

Minutes of the Annual Meeting of Rodney Stoke Parish Council held in the Draycott Memorial Hall, Latches Lane, Draycott on Thursday 19th May 2022 at 7pm

Present: Cllr Sealey (Chairman) and Cllrs Bullen, Dearden, Dudden, Haskins, James, McGovarin and Ward. Also present was the Parish Clerk. 2 members of the public were present.

251.1 Election of Chairman: Cllr Sealey was proposed by Cllr Haskins, seconded by Cllr Ward and duly unanimously elected by those present. The Declaration of Acceptance of Office was signed and witnessed by the Clerk.

251.2 Election of Vice Chairman Cllr Gladman was proposed by Cllr McGovarin, seconded by Cllr Sealey and duly unanimously elected by those present.

Resolution: Cllr Gladman may deliver his signed Declaration at or before the next meeting.

251.3 Delivery of Acceptance of Office forms and to receive the registerable interests The forms were delivered and signed and witnessed by the Clerk.

251.4 Apologies for absence: Cllr Daynes, previous commitment; Cllr Gladman, Leave; Cllr Dollins, personal commitment. The apologies were accepted. PCSO Chinnock and District and County Cllr Wyke also sent apologies.

251.5 Declarations of Interest None

251.6 Public Participation: The applicant to fill the vacancy for a Parish Councillor introduced herself and outlined her skills and experience. A resident discussed a request to adjust the safety barriers at the access to Baggs Lane and Strawberry Close, as they prevent her relative from using her mobility scooter on the pathway as an access to the community hall. The condition of the surface of the path, the narrowness of the access and overhanging greenery, and the purpose of the barrier were discussed.

251.7 Co-option to fill the vacancy for a Parish Councillor: An application had been previously circulated from Mrs Lynda Dearden. Cllr Bullen proposed Mrs Dearden be co-opted. Cllr James seconded.

Resolution: To Co-opt Lynda Dearden as a Parish Councillor. Unanimously agreed. Cllr Dearden signed a Declaration of Acceptance of Office and joined the Council.

251.8 Minutes of the Parish Council Meeting held on **17th March 2022**, having been previously circulated, were taken as read and unanimously approved as a true record.

251.9 Matters arising from the Minutes: The **First Aid Training** arranged by the Council is well subscribed, with 3 dates confirmed; The Council is now registered for blasting notices from Westbury Quarry. 5G Masts: Mendip District Council confirmed the extent of the regulations that they comply with and the decision on a recent application in Frome, against the recommendation of the case officer. It was also noted that the Government has recently announced amendments to the Town and Country Planning (General Permitted Development) (England) (Amendment) Order 2022, which will come into force on 4th April 2022. In light of this it is likely that many proposed or replacement masts will no longer require full planning permission and operators will only need to apply for prior approval.

251.10 Election of Representatives for committees and groups: Updates: Cllr Daynes, substitute, Planning Committee; Cllr McGovarin, Burial Ground Committee; Cllr McGovarin, Chair, Footpaths Committee; Cllr Bullen, Memorial Hall Committee; Cllr Dearden, Youth Committee.

251.11 The terms of reference for committees and groups were reviewed and approved.

251.12 The Policies of the Council, including the financial regulations, were reviewed.

Resolution: Cllr Ward proposed adopting the 2022 **Code of Conduct** for Somerset's City Town and Parish Councils. Cllr McGovarin seconded. Unanimously agreed.

Resolution: Cllr Dudden proposed adopting the model **Standing Orders** 2018 version 2, with the Councils current addendums. Cllr McGovarin seconded. Unanimously agreed.

251.13 The General Power of Competence eligibility requirements were reviewed.

Resolution: Cllr Ward proposed that having met the conditions of eligibility, as defined in the Localism Act 2011 and SI 965 the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, Rodney Stoke Parish Council resolves to adopt the General Power of Competence from 19th May 2022 until the next relevant Annual Meeting of the Council. Cllr Dudden seconded. Agreed

251.14 The Financial, Play Area, Burial Ground and SID risk assessments were reviewed and approved. It was decided that to reflect changes in Covid regulations the Council would no longer maintain Covid risk assessments.

251.15 The Insurance arrangements were reviewed. The Council sought 3 quotes for consideration.

Resolution: Cllr Ward proposed that the Council continue to insure with Hiscox through Gallaghers, for the next 3 years unless there was a significant change in the premium. Cllr Dudden seconded. Unanimously agreed.

251.16 The membership of other bodies:

Resolution: Cllr James proposed membership of Somerset Association of Local Councils; Society of Local Council Clerks; Somerset Playing Fields Association; Information Commissioners Office; CPRE. Cllr Bullen seconded. Agreed.

251.17 The existing **arrangements with other bodies** were reviewed and approved.

251.18 The asset register

Resolution: Cllr Ward proposed approval of the register. Cllr Dudden seconded. Unanimously Agreed.

251.19 Roads Report: Request to widen the barriers between Cross Farm Road and Baggs Lane.

Resolution: To contact Highways and request that the barriers are widened, the path surface is improved and the greenery narrowing the access is addressed. Unanimous.

Temporary Road Closure: Axbridge Road at Upper New Road in Cheddar 1st June 2022 for 1 night; Large agricultural vehicles using **Millway**, due to parking on Stoke Street, Rodney Stoke was raised and discussed. No action will be taken by the Council. The possibility of a **bus shelter** on the A371 nr Bucklegrove was discussed. Cllr Dearden will investigate and report to the next meeting; Parked **vehicles obstructing pavements** was raised, residents should be advised to photograph the vehicle and send the photo to PCSO Chinnock. **Parking on the green**, Barnetts Well, Draycott was raised. The Clerk is to confirm the designation of the green with County Highways and will investigate the Land Registry for ownership. The Council will consider measures if visibility is an issue.

Action: Cllr Dearden, Clerk

251.20 Planning: The planning report was reviewed.

251.21 Local Government Reform: Initial proposals for a highways steward were discussed. Cllr James is to submit the Council's points of discussion for consideration.

251.22 The Rev Cobley Playing Fields Report: The Clerk is to report to the Playing Field Committee that the Council is disappointed with the condition of the grass for the start of the season. The current charges for playing field inspections by the Somerset Playing Field Association were discussed and approved.

251.23 New Memorial Hall Report: No matters were raised.

251.24 Burial Ground Report: There was 1 interment this period. Recent discussions with the Diocese regarding a review of the ownership of the Garden of Remembrance land was discussed. The Clerk is to contact the Diocese to see if any progress has been made.

Action: Clerk

251.25 Footpath Walkers Report: Cllr Gladman has **reinstated the fingerposts** at Honeyhurst and Scaddens Lane; The Clerk is to request a schedule from the **street cleaner**. It was raised that a **footpath in Rodney Stoke** is blocked, Cllr McGovarin is to investigate. A **proposal to enhance the area at the top of Back Lane**, Draycott was raised, the Council was not inclined to take on the maintenance of the area.

251.26 Neighbourhood Watch The report will be circulated when it is available.

251.27 Environmental Issues The report will be circulated when it is available.

251.28 Somerset Association Local Councils No matters were raised

251.29 Emergency Planning There were no updates.

Cllr Haskins left the meeting due to a personal commitment.

251.30 Community Matters: Contribution towards the replacement of the Card

Memorial railings: This item was deferred to the July meeting; **Proposals for use of the overflow car park:** previous proposals were discussed including allotments and a caravan rally. The current use will continue subject to review; **The Heritage List:** Proposals included The Pound, Rodney Stoke; St Peters Church and font, Draycott, which is grade 2 listed; St Leonards Church which is Grade 1 listed, The Long Drop toilet and the gate house at Manor Farm Rodney Stoke, Hill View Cottage, Rodney Stoke. The list is to be reviewed by members then submitted; **Parish Portrait,** it was decided to ask the School and WI if they wished to submit the portrait.

251.31 Correspondence: All correspondence was brought to the attention of the Council, including: An invitation to join Mendip’s Climate Change Team and The Woodland Trust on a tree walking tour at Loxley Woods on 25 May 2022. The NALC Smaller Councils group are looking for issues that smaller Councils struggle with, the Council had no matters to raise. Mendip Hills AONB article about protecting grasslands, to be included in the newsletter.

Resolution: To write to Her Majesty congratulating her on her Platinum Jubilee. Unanimous.

251.32 Newsletter: The following **items** are to be included: protecting grasslands article; to welcome new Councillor and note uncontested election; that the Council will be writing to Her Majesty the Queen.

251.33 Financial Report: It was noted that the precept had been received.

- i. **The Statement of Internal Control** was reviewed.
Resolution: Cllr Ward proposed that the statement be approved. Cllr McGovarin seconded. Unanimously agreed.
- ii. Direct **debits** were reviewed.
Resolution: The following direct debit was approved: Information Commissioners Office Registration Fee. Unanimous.
- iii. **Resolution:** The following **regular payments** were approved: Clerks Salary Expenses and Mileage; Clerks PAYE; payroll provision; Grass Cutting; Street Cleaning; Newsletter Printing; Insurance premium. Unanimous.
- iv. **Statement of Accounts:** The ‘end of year’ and the May statement had been previously circulated. Cllr McGovarin had verified the bank reconciliations for April and May.
Resolution: The End of Year and May Accounts were approved as a true record
- v. **Resolution:** The updated **payments schedule** unanimously approved.

HMRC	1794	Clerks PAYE March	£180.44
H Marshall	1795	Clerks Salary & Mileage March	£953.63
H Marshall	1796	Clerks Expenses	£311.11
Citizens Advice Mendip	1797	Grant towards running costs	£200.00
St Andrews Press	1798	Newsletter Printing	£56.00
GWB Services Ltd	1799	Grass Cutting and level graves	£1707.00
Probusiness Ltd	1800	Payroll Charges	£46.50
H Marshall	1801	Clerks Salary & Mileage April	£850.67
HMRC	1802	Clerks PAYE April	£107.40
Draycott Memorial Hall	1803	Grant towards Camera Equipment	£975.00
A Chick	1804	Street Cleaning	£295.12
HMRC	1805	Clerks PAYE May	£106.88
H Marshall	1806	Clerks Salary & Mileage May	£849.91
Probusiness Ltd	1807	Internal Audit	£234.00
CPRE	1808	Membership fees	£36.00

- vi. **To receive the Internal Audit Report.** Two matters regarding signature of documents and an error on a figure in the asset register were noted. There were no matters for the attention of the external auditor.
- vii. **Section 1 of the Annual Governance and Accounting Statements:** Having been previously circulated the Council considered the questions and completed the document.
Resolution: Unanimously approved and signed.
- viii. **Section 2 of the Annual Governance and Accounting Statements:** Having been previously circulated the Council considered the document.
Resolution: Unanimously approved and signed.
- ix. **Online banking and phone upgrade:** It was discussed that mobile authorisation is secure, online banking is in accordance with the Councils policies and will be more transparent. The Council phone has been upgraded to support online banking.
Resolution: To progress to online banking.

251.34 Dates of future meetings.

21st July; 15th September; 17th November **2022**

Time of closing meeting: 9.44pm