

# Rodney Stoke Parish Council

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

## Minutes

Draft Minutes of the Meeting of Rodney Stoke Parish Council held in the Draycott Memorial Hall, Latches Lane, Draycott on Thursday 18<sup>th</sup> November 2021 at 7pm

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

**248.1 Apologies for absence:** Cllrs Gladman, instructed to self-isolate; Haskins, family commitment; Dollins, family commitment. The apologies were accepted. PCSO Chinnock, received after the meeting

It was noted that unfortunately Cllr Hele Kergozou had resigned.

**248.2 Declarations of Interest** None

**248.3 Public Participation:**

**District Cllr Wyke** gave her **report** and then left the meeting. Matters discussed included Remembrance Sunday; Fly tipping; Free Christmas parking; Small business Saturday on 4<sup>th</sup> December; Local Government Reorganisation and that the date of elections is not confirmed; A question about the Waste Partnership contact number was asked. Cllr Wyke is to investigate.

A representative from **Truespeed** discussed the upcoming road closures in the Parish and that there will be clear signage. Dates are available on one.network and the Council website.

**248.4 Minutes** of the Parish Council Meeting held on 16<sup>th</sup> September 2021, having been previously circulated, were taken as read and approved as a true record.

**248.5 Matters arising from the Minutes: Conduit House** The Clerk is to follow up the Councils request for road improvements. **Beacons for Queen's Platinum Jubilee:** The Clerk is to recirculate the guidance for further discussion at the January meeting.

**Resolution:** To approve the updated **Covid risk assessments** for meetings, the play area and the burial ground and to circulate as necessary. Unanimous

The **Reconnecting Communities funds** had been received and were passed straight to groups that had applied for funding. **Insurance:** The new benches and the CCTV System have been added to the schedule. The **grit bins** have been scheduled to be refilled.

Action: Clerk

**248.6 Co-option to fill the vacancy for a Parish Councillor:** An application had been previously circulated from Mrs Val Bullen, who introduced herself. Cllr James proposed Mrs Bullen be co-opted. Cllr Ward seconded.

**Resolution:** To Co-opt Val Bullen as a Parish Councillor. Unanimously agreed.

Cllr Bullen signed a declaration of acceptance of office and joined the Council. There remains one vacancy on the Parish Council.

**248.7 Roads Report: The Street, Draycott Survey:** The survey was reviewed. The Council will invite a member of highways to attend the Parish Council meeting in January to discuss the way forward. **Drains:** An inspection of **Moor Lane, Brangay Lane** and **Hill Lane** has been arranged and any safety defects identified will be actioned as necessary. **Stoke Street:** A number of pipes will be jetted on the next jetting schedule. A review of the whole extent of the gully will then be undertaken. **No through road sign - Barrow Wood Lane Rodney Stoke** has been repaired. The **Millway finger post** has been delivered. Cllr Gladman is refurbishing it. A **crack in the road adjacent to The Rosary The Street, Draycott**, was raised for report. The Clerk is to follow up on the request for bollards at the **visibility splay at the top of Stoke Street**.

Action: Vice Chairman, Clerk

**248.8 Planning: The planning report** was updated: Applications 2021/2248, 2021/2033 and 2021/1704 had been approved and the recent Planning Board was discussed.

**248.9 County Councillor's report:** The October and November briefings had been received and are available on the website under news items.

**248.10 District Councillor's report:** Cllr Wyke had given the report during public participation. It was noted that the next Parish Forum will be held on the 14<sup>th</sup> December.

**248.11 Local Government Reform:** The draft structural changes order had been circulated prior to the meeting. Members had no comments to return.

**248.12 The Rev Cobley Playing Fields Report:** The Secretary of the Playing Fields Committee gave the report. The financial statement had been previously circulated and a request for a grant towards maintenance was discussed including: the effect of the pandemic; the need for increased cuts; verti draining the field; the need to increase the budget.

**Resolution:** Cllr Sealey proposed awarding a grant of £500 now and a further grant of £500 in April. Unanimously agreed.

The Chairman reported that the **Football club** were appreciative that the Parish Council had waived the contribution towards insurance. Incidents of **Vandalism** to the dugouts and the War Memorial Stone were reported to the police. **Play Area Annual Inspection update:** The missing cap on the rocker has been addressed. The seat on zip wire has been raised by approx. 10cm. The reported rust appears to be a buildup of grease, small patches of rust near the base will be treated.

**Youth Shelter:** A quote from a local powder coating specialist to recoat the panels is £800 to £1200 dependent on the difficulty of removing previous repairs. It was noted that poly acrylic paint should ideally be used for repairs.

**Resolution:** Cllr McGovarin proposed that the powder coating works should go ahead. Cllr Ward seconded. Agreed.

Cllr Gladman is to investigate the repair of the **solar lights**. **CCTV installation:** Following further incidents of vandalism, and delays to the fund application, Cllrs Sealey and Gladman in consultation with the Clerk, decided to commence the installation of the security system. The system is now installed, with one of the cameras yet to be adjusted. Cllr Gladman has put up 9 signs showing the system is in place and will install a lockable cabinet to restrict access to the monitor.

**Resolution:** To ratify the updated general privacy notice to include the CCTV. Unanimous.

**248.13 New Memorial Hall Report:** The secretary of the Hall Committee gave the report including: vandalism and theft of fire extinguishers; some groups have not returned since the pandemic; a village exhibition is planned; all committee officers stood for a further year; a donation from a resident; the roof needs recoating and boards need replacing; the windows in the main hall need repair.

**248.14 Burial Ground Report:** There were no matters to report. The Clerk is to follow up a request to the Diocese to cut back the ivy.

**248.15 Somerset Association Local Councils:** the **consultation on Environmental Permitting Regulations** and a draft response had been previously circulated.

**Resolution:** To submit the response. Unanimous.

**248.16 Environmental Issues:** the report was circulated prior to the meeting and is available in the Minute book.

**248.17 Neighbourhood Watch:** the report was circulated prior to the meeting and is available in the Minute book.

**248.18 Footpath Walkers Report: Scaddens Lane Brook bank** it was felt that the repairs were extremely good. The **Scaddens Lane fingerpost** is scheduled to be replaced. A **damaged fingerpost on Honeyhurst Lane** was raised for report.

**248.19 Emergency Planning** No report was available.

**248.20 Community Matters: Free trees from The Woodland Trust:**

**Resolution:** To apply for the Autumn colour selection to fill gaps at the top of the field and in the overflow carpark.

**Window Wanderland 2021:** It was decided to place an item in the newsletter and make leaflets available in the shop. A **complaint regarding children using electric scooters on the Parish roads was discussed**. It was decided not to add this item to the newsletter. **Bus stops and bus service provision in the Parish:** Cllr Bullen is to investigate the bus stop in Rodney Stoke and the reduced service on a Saturday for report to the Bus Partnership. No members were available to be representatives. A **request for a grant from the Strawberry Tots** was discussed including: the budget, the urgency of the request, local need, the cost of hall hire and the history of the group.

**Resolution:** Cllr Ward proposed awarding a grant of £150. Cllr Dudden seconded. Agreed.

**Action:** Cllr Bullen, Clerk

**248.21 Correspondence** All correspondence was brought to the attention of the Council, including: Mendip Hills AONB a new grants program for farmers and landowners farming in protected landscapes; The CPRE AGM Friday 19<sup>th</sup> November; Carbon Literacy Training aimed at Parish Councils 17<sup>th</sup> and 25<sup>th</sup> January and 3<sup>rd</sup> February. Draft consultation on Community Risk Management by the Devon and Somerset Fire and Rescue Service, Cllr Dollins will be asked to respond.

**248.22 Newsletter:** The following **items** are to be included: New councillor; Councillor vacancy; window wanderland; Mendip Hills Grant; CCTV; road closures.

**248.23 Statement of Accounts:** The statements for November, having been previously circulated, were approved as a true record. Cllr McGovarin had verified the bank reconciliations for October and November.

**248.24 Financial Report**

- i. The **payments schedule** was updated to include the grant payments and was unanimously approved.

GWB Services Ltd	1750	Grass Cutting	£88.50
St Andrews Press	1751	Newsletter and survey printing	£191.00
Starboard Systems Limited	1752	Scribe Annual Subscription	£345.60
Draycott Memorial Hall	1753	Reconnecting Communities Grant	£177.60
Draycott Community Shop Ltd	1754	Reconnecting Communities Grant	£400.00
E Ellis Strawberry Tots	1755	Reconnecting Communities Grant	£150.00
E Ellis Zumba	1756	Reconnecting Communities Grant	£68.50
Rapide System Supplies Ltd	1757	Copier paper	£14.34
Probusiness Ltd	1758	Payroll Charges	£46.50
A Brumfitt	1759	Repairs to Brook bank	£2000.00
Somerset Playing Fields Association	1760	Annual Inspection and report	£110.00
Somerset Forge Ltd	1761	Primed Finger Post	£180.00
HMRC	1762	Clerks PAYE October	£46.87
H Marshall	1763	Clerks Salary & Mileage October	£753.31
The Arts Quarter	1764	Window Wanderland donation	£400.00
Somerset Playing Fields Association	1765	Membership Fees	£15.00
GWB Services Ltd	1766	Grass Cutting Sept	£177.00
A Chick	1767	Street Cleaning	£280.67
HMRC	1768	Clerks PAYE November	£46.87
H Marshall	1769	Clerks Salary & Mileage November	£753.45
H Marshall	1770	Clerks Expenses November	£312.25
Draycott Playing Fields Mment Cttee	1771	Grant towards costs	£500.00
E Ellis Strawberry Tots	1772	Grant towards rental costs	£150.00

- ii. **Council email addresses:** This item was deferred to the next meeting.
- iii. The **Clerks salary** increment was discussed. **Resolution:** Cllr Dudden proposed increasing the Clerks hours to 15 hours per week. Cllr McGovarin seconded. Unanimous.
- iv. **Council Debit Card:** Matters discussed included: Online purchases; charges; a £200 spending limit per item; no cash withdrawals; the draft policy. **Resolution:** Cllr Ward proposed approving the draft debit card policy and applying for a debit card in accordance with the policy. Cllr McGovarin seconded. Agreed
- v. The **Budget and the precept** for 2022/2023: Having been previously circulated the draft budget was discussed including: Cllr Ward noted that the accounts are sound; the projections in the budget have all been reviewed and the figures have been updated; the budget supports an increased precept of approx. 3.6%.

**Resolution:** Cllr Sealey proposed that the draft budget be approved, and the **Precept** set at £25,802 Cllr McGovarin seconded. Unanimously agreed.

- vi. The **Statement of Internal Control for 2021/2022:** Having been previously circulated, the draft statement was reviewed.

**Resolution:** The statement was unanimously approved and will be reviewed annually. An item will be added to the Standing Orders.

Action: Cllr Ward, Clerk

**248.25 Dates of future meetings** subject to coronavirus restrictions.

20<sup>th</sup> January; 17<sup>th</sup> March; 19<sup>th</sup> May; 21<sup>st</sup> July; 15<sup>th</sup> September; 17<sup>th</sup> November **2022**

**Time of closing meeting: 9.52pm**