

## Minutes

Minutes of the Meeting of Rodney Stoke Parish Council held in the Draycott Memorial Hall, Latches Lane, Draycott on Thursday 18<sup>th</sup> July 2024 at 7pm.

**Present:** Cllr McGovarin (meeting Chairman) and Cllrs Dollins, Dudden, Gladman, Ward, Williams. Cllr Wilkinson joined the Councillors following co-option. Also present was the Parish Clerk. 3 members of the public were present.

**265.1 Apologies for absence:** Cllrs Sealey, leave; Bullen, attending LCN meeting on behalf of the Council; Dearden, family health commitment

**Resolution:** The apologies were approved.

**265.2 Declarations of Interest:** None

**265.3 Public Participation:** Niall Wilkinson spoke as the candidate for the Councillor vacancy, including: his residency in the Parish and enthusiasm for the area. A resident discussed the installation of traffic cameras in Draycott.

**265.4 Minutes of the Parish Council meeting held on 16<sup>th</sup> May 2024,** having been previously circulated, were taken as read.

**Resolution:** Cllr Dollins proposed that the Minutes were approved. Cllr Williams seconded. Unanimously agreed.

**Minutes of the Meeting of the Planning Committee 13<sup>th</sup> June 2024,** having been previously circulated, were taken as read.

**Resolution:** Cllr Ward proposed that the Minutes were approved. Cllr Gladman seconded. Unanimously agreed.

**Minutes of the Meeting of the Staff and Personnel Committee 13<sup>th</sup> June 2024,** having been previously circulated, were taken as read.

**Resolution:** Cllr Gladman proposed that the Minutes were approved. Cllr Williams seconded. Unanimously agreed.

**265.5 Matters arising from the Minutes, 16<sup>th</sup> May 2024: Potential proposal for the development of the Memorial Hall driveway:** It was noted that Colbolt Consultancy had been carrying out road surveys, and would share further information in the coming weeks.

**Mendip Players have moved their summer 2025 production.**

**Resolution:** To return the meeting date to the 17<sup>th</sup> July 2025.

**The hedge around the Rodney Stoke sign** has been cut back by a resident. The Parish Council will be putting **new ‘.gov.uk’ email addresses** in place over the coming weeks. Members will consider any updates to the email policy, particularly regarding General Data Protection Regulations, at the next meeting.

**265.6 Vacancy for a Parish Councillor:** Mr Niall Wilkinson’s application for the vacancy had been previously circulated. Cllr Ward proposed Mr Wilkinson be co-opted. Cllr Dollins seconded.

**Resolution:** To Co-opt Niall Wilkinson as a Parish Councillor. Unanimously agreed.

Cllr Wilkinson signed a declaration of acceptance of office and joined the Councillors.

**265.7 Roads Report:** The **hedges at the Stoke Street/A371 and Millway/A371 junctions** will be investigated following concerns about visibility; **Barrow Wood Lane: the name sign** has been replaced and the **damaged ‘No through road’ sign** has been reported. A **temporary Road Closure at Hollybrook, Westbury** was noted. Cllr Dollins offered to report a number of **potholes**.

**265.8 The Planning Report** was reviewed. There were no matters to update. **Mendip Local Plan Part II Limited Update consultation.** It was discussed that the areas updated are outside of the Parish.

**Resolution:** To confirm that the Council has no comment.

**265.9 Somerset Council Report:** No report had been received.

**265.10 Local Community Network:** Cllr Bullen is attending the LCN AGM. The date of the next Highways subcommittee is to be agreed. Cllr Bullen had circulated a report from the

Highways Working Group. The annual LCN report has been circulated. The reports are available on the Somerset Council website.

**265.11 The Rev Cobley Playing Fields:** The Secretary of the Playing Fields Committee gave a report updating the sad decision that **Draycott Football club has ceased playing. Axbridge Football Club may play on the Draycott pitch**, with an arrangement to use the existing equipment, from August 2024. The report is available in the Minute book. **The Multi User Games Area (MUGA):** no updates had been received. A new lead for the project is to be agreed at the next meeting; Cllr Dearden's **report on wildflowers** had been circulated and is available in the Minute book; The **annual inspection report** was discussed. It was noted that the zip wire frame is sound and discolouration was noted as dirt not rust and no further action is required; the broken solar light has been removed from the youth shelter, no further action required.

**Resolution:** to purchase new pegs for the vandal proof goal posts as they will remain on the field;

Quotes to **replace the Oak tree** were discussed.

**Resolution:** to purchase a tree at the special offer price noted locally by Cllr Gladman, otherwise to reconsider at the next meeting.

**Bird spikes on the swings:** Following a request due to bird mess on swing seats, a bird friendly design was purchased and installed. Disappointingly they were almost immediately vandalised, which had happened previously.

**Resolution:** Not to replace the spikes again.

Cllr Gladman was thanked for **replacing the plaque, installing the bird spikes, lubricating the witches hat, trimming back the tree growth and installing bat boxes in the wildlife zone**. He is also looking at installing some **bird boxes** on the trees; Complaints about the **hedge bordering the A371** were discussed. No action will be taken until the end of the bird nesting season. Maintenance is usually one cut per season.

**265.12 New Memorial Hall Report** The secretary of the Memorial Hall Management Committee gave a report, including hall mark accreditation, the cinema group and the proposed installation of solar panels. A copy is available in the Minute book with Cllr Dollins' report. It was noted that it is nice to see the **King's portrait** hanging in the hall foyer.

**265.13 Burial Ground Report:** There were no interments this period.

**265.14 Somerset Association Local Councils:** It was noted that there is a new CEO.

**265.15 Environmental Issues:** Cllr Dollins' report had been circulated; a copy is available in the Minute Book.

**265.16 Neighbourhood Watch** Cllr Dollins' report had been circulated; a copy is available in the Minute Book.

**265.17 Footpath Walkers Report:** Cllr McGovarin reported that most footpaths were passable but the Multi User Path was a bit overgrown. The Clerk is to enquire whether the contractors should have cleared the cuttings on the MUP; A report from the Strawberry Line Group was noted including new blue waymarkers. The Councils website now includes a dedicated page for the group with a direct contact form.

**265.18 Emergency Planning** Cllr Dollins had circulated a draft copy of the Emergency Plan and members had provided further information where possible. Cllr Dollins will finalise the plan upon receipt of Councillor data protection consent forms.

**265.19 Community Matters:** A number of complaints about hedges had been received, following investigation residents will be contacted where necessary.

**265.20 Correspondence:** All correspondence was brought to the attention of the Council including a request to support the campaign to improve the safety of lithium batteries (used in e-bike and e-scooters) and their disposal, members decided not to take part; Updates to banking terms were noted.

**265.21 Newsletter:** the following items were agreed for inclusion: vandalism of bird spikes; plaque replaced, bat boxes installed; replace oak tree; Kings portrait; Strawberry Line group; new Councillor; paths and overgrowth.

**265.22 Statement of Accounts:** The statement for July had been previously circulated. The bank reconciliations for May and June had been previously verified.

**Resolution:** To approve the statement. Unanimously agreed.

**265.23 Financial Report:**

i. The **payments schedule** was updated.

**Resolution:** The schedule was unanimously approved.

CPRE	I145	Membership Fees	£36.00
Arthur J Gallagher Insurance Broker	I146	Insurance Premium	£1376.33
St Andrews Press of Wells Ltd	I147	Newsletter Printing	£60.00
HMRC	I148	PAYE	£33.50
H Marshall	I149	Salary & Expenses	£1090.30
GWB Services Ltd	I150	Grass Cutting	£422.64
Probusiness Ltd	I151	Internal Audit	£234.00
H Marshall	I152	Salary & Expenses	£1067.28
HMRC	I153	PAYE	£59.70
H Marshall	I154	Salary & Expenses	£239.99
GWB Services Ltd	I155	Grass Cutting	£272.64
A Chick	I156	Street Cleaning	£377.52
Hedgehogs R Us	Card	Hedgehog Highways	£10.00
NEST	DD	Pension	£40.27
NEST	DD	Pension	£40.27
Information Commissioner's Office	DD	Data Protection Fee	£35.00

ii. **Resolution:** To adopt the **model Financial Regulations 2024 as amended**.

Unanimously agreed.

iii. **Resolution:** To **transfer £38,704 to the 35 day notice account; to hold £10,000 in the reserves account and to hold the remainder in the current account**.

iv. **Resolution:** To purchase a **firesafe bag** to hold important documents to a maximum value of £40.

v. Quotes for **photocopiers/printers** were discussed.

**Resolution:** To purchase an Epson A3 multi function printer/copier to a maximum of £550.

Unanimously agreed.

vi. The **recommendations of the staff committee** were discussed:

**Resolution:** Cllr Dollins proposed regularising the arrangements for holiday pay by **increasing the basic working hours of the Clerk to 888 hours** per annum to include holiday allowance and to add an addendum to the Clerks current contract to reflect this. Cllr Ward seconded. Unanimously agreed.

**Resolution:** Cllr Dollins proposed increasing the Clerk's **salary increment** to SCP 17. Cllr Dudden seconded. Unanimously agreed.

**Resolution:** Cllr Dollins proposed that the **role of the street cleaner** is that of a contractor and no change to the Council's payment procedures or terms are to be made. Cllr Dudden seconded. Unanimously agreed.

**Resolution:** Cllr Ward proposed that a **risk assessment be carried out** for the role as advised in the WISH guidance and to share this with the Street Cleaner and to keep a signed copy for the Councils records. Cllr Dudden seconded. Unanimously agreed.

Members did not support purchasing PPE as it conflicted with the guidance previously considered.

**265.24** Dates of future meetings: **2024** September 19th; November 21st

**Time of closing meeting: 9.10pm**