



Minutes

Minutes of the video conferenced meeting of the Parish Council held on Monday 1st June 2020 at 7pm.

Present

Cllrs Body (Chairman), Hipwell, Shaw, Winsor, Wilkie and Vining. Also in attendance were District Cllr Godwin Pearson and the Parish Clerk, Mrs H Marshall. There were no members of the public present.

62/20 Apologies: Cllr White. The apology was accepted.

63/20 Declarations of Interest There were none.

64/20 Minutes of the Video Conferenced Parish Council Meeting held on Monday 20th April 2020: Copies having been circulated; the Minutes were taken as read and approved as a true record.

65/20 District Councillor's report: The report included the following matters: the opening of recycling centres and waste collections; the upcoming development control meeting and application 21/20/00003.

66/20 The Asset Register

Resolution: The asset register was reviewed and approved.

67/20 The Committees, Groups and Officers of the Council were reviewed and approved.

68/20 Standing orders and financial regulations were reviewed. Having been previously circulated the draft Financial Regulations 2019 as adapted, were taken as read.

Resolution: The model adapted draft Financial Regulations 2019 were adopted .

Resolution: The Standing Orders did not need updating and were approved.

Resolution: Reconsider online banking when the pandemic is over due to lack of access to branches and accounts during pandemic.

69/20 Insurance Policy: The schedule was reviewed. The Council is in the third year of the three year contract.

70/20 Complaints procedure: The procedure was approved. The Council discussed policy on dealing with complaints about matters in the Parish.

Resolution: The current policy was approved.

Resolution: To update the website to signpost towards the appropriate authority to progress complaints about matters in the Parish. Any problems that residents wish to escalate should be put to the Clerk in writing. In the first instance the Clerk will consult with the Chairman or an appropriate Councillor to decide how to address the complaint.

71/20 Data handling procedures including General Data Protection Regulations:

Resolution: The procedures were reviewed and approved.

72/20 Press/media policy:

Resolution: The policy was reviewed and approved.

73/20 The Financial Risk Assessment and the Recreation Area Risk Assessment were reviewed.

Resolution: The assessments were approved.

74/20 Arrangements/ subscriptions with other local authorities, not-for-profit bodies:

Resolution: Subscriptions were reviewed and having been considered within the budget were approved.

75/20 Representation on or work with external bodies and reporting arrangements: it was noted that Cllrs are represented on both hall committees.

76/20 Request for a grant towards the upkeep of Biddisham Church Yard.

Resolution: To award a grant of £100, but request that a breakdown of how the money is spent be provided and to inform them that the allocation of grants will be reviewed at the annual budget meeting due to the pressure on our finances.

77/20 It was noted that the **defibrillator pads** at Biddisham Hall have been replaced as they had reached their expiry date.

78/20 Subscription to Microsoft 365 was discussed as the current package will not be supported from October.

Resolution: To sign up for a basic annual package for the Clerk's use with consideration of additional subscriptions for Councillors as necessary to develop the Village Plan.

79/20 It was noted that **National Grid** have commenced work on the Tarnock compound and traffic lights have been put in place.

80/20 Highways: Members expressed their thanks for the work that has been carried out on the roads and potholes in Badgworth recently. They felt that the roads looked good. The Clerk is to pass this on to the team at Somerset County Council.

81/20 Jubilee Field and Memorial Field There were no matters raised from the field inspection reports which were accepted. Councillors discussed a recent enquiry from a resident regarding use of the field in Biddisham for exercise classes. Members decided to confirm that the resident may wish to take advice on insurance and carrying out risk assessments as the ground is not maintained as a sports pitch and can be uneven. It should also be clarified that members of the public have access to the field at all times. No further matters were raised.

District Cllr Godwin Pearson left the meeting at this point.

82/20 Crime report and policing update: No matters were reported. Crime figures in the Parish were updated.

83/20 Planning: There were no updates to the Report.

84/20 Correspondence: All correspondence was brought to the attention of the Council.

85/20 Finance

- i. The May financial statement, having been circulated, was approved as a true record.
- ii. **Resolution:** The Internal Auditor's report was noted and the Council confirmed that they were satisfied with the extent of the Internal Audit.
- iii. The Council considered each question in Section 1 of the Annual Governance Statement, in accordance with the practitioners guidance and the 1 page addendum.
Resolution: The document was completed and approved.
- iv. Having been previously circulated the Council considered Section 2 of the Annual Governance Statement
Resolution: To approve and sign the document.
- v. **Resolution:** The certificate of exemption was completed and approved.
- vi. **Resolution:** The Payments Schedule was approved:
Chq 812 Mrs H Marshall Clerks Expenses £88.91
Chq 813 Zurich Municipal Insurance premium £257.60

Chq 814 R Young Internal Audit £20.00

Chq 815 A Deptford Defibrillator parts £114.00

Chq 816 St John The Baptist Church Grant towards Churchyard upkeep £100

- vii. **Resolution:** The schedule of **direct debits** for the Council was reviewed and approved as the Information Commissioners Office, data protection registration fee; Sedgemoor District Council, Clerks Salary mileage and PAYE; Axe Brue Drainage Board, drainage rates.

86/20 Member's Points of Information: Councillors Hipwell reviewed progress on the Village Design Statement. Cllrs Hipwell Shaw and Wilkie will hold a video conferenced advisory meeting on the 8th June to discuss the programme of development and will then set an agenda. Cllr Hipwell requested that the Clerk should attend.

87/20 Items for the Parish Magazine/Social Media The information regarding local support groups will be updated and re-entered in the magazine.

88/20 Date of next Meeting: 6th July 2020.

Meeting Closed 9.10pm

Signed F Body (Chairman)

Date