

# **MINUTES OF ST CUTHBERT (OUT) PARISH COUNCIL HELD IN WELLS CRICKET CLUB, SOUTH HORRINGTON, BA5 3DJ ON WEDNESDAY 18<sup>TH</sup> OCTOBER 2017, 7:00PM**

**PRESENT:** Cllrs J Baker; D Ball; G Clark; E Danson; M Gaunt; M Gilson; M Hayden; J Henderson; T Mallinson; J Reeves.

**IN ATTENDANCE:** Ms Michele Exton (Parish Clerk); Mr Simon Davies (RFO); PCSO N Housley.

## **01. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

Apologies from Cllrs M Mitchell; J Walker; J Zorab.

## **02. DECLARATIONS OF INTEREST AND DISPENSATIONS**

**02.01.** All Cllrs declared a PERSONAL interest in item 11. Cllrs Ball and Reeves declared a PERSONAL interest in item 16.

**02.02.** There were no requests for dispensations for disclosable pecuniary interests.

**02.03.** There were no requests for dispensation.

## **03. EXCLUSION OF THE PRESS AND PUBLIC**

Items 09 and 11.

## **04. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman announced that the Council need to make the public aware that Council meetings are public meetings and individuals' and organisation names may be recorded and included in the Minutes. This announcement should be made at the start of all meetings where the public attend.

## **05. PUBLIC QUESTION TIME**

There were no Members of the Public present.

## **06. LOCAL AUTHORITY REPORTS**

To receive reports either in person or in writing from:

- Avon & Somerset Police – PCSO Housley updated the meeting on reported incidents for Wells Rural Area (Beat AE022) for September 2017 highlighting that targeted thefts from vehicles at beauty spots continues. There was a discussion around the importance of residents reporting local incidents/crimes to the Police so that they have an accurate picture of crime in the area and can allocate resources.
- Somerset County Councillors – Apologies from Cllr M Pullin.
- Mendip District Councillors – No reports.

## **07. MINUTES OF ST CUTHBERT OUT PARISH COUNCIL HELD ON WEDNESDAY 6<sup>TH</sup> SEPTEMBER 2017**

**RESOLVED:** To confirm and sign as correct record the minutes of the Council held on Wednesday 6<sup>th</sup> September 2017.

## **08. OFFICE ALLOWANCE FOR THE PARISH CLERK**

To approve the recommendations of the Staffing Committee 26<sup>th</sup> July 2017 and the Finance & Scrutiny Committee 13<sup>th</sup> September 2017 that the Clerk should be allocated an office allowance of £19.50 per month payable from 1<sup>st</sup> September 2017.

**RESOLVED:** To approve an office allowance for the Clerk of £19.50 per month payable from 1<sup>st</sup> September 2017.

## **09. PARISH CLERK'S APPRAISAL**

To authorise the recommendations of the Staffing Committee 23<sup>rd</sup> August 2017 and the Finance & Scrutiny Committee 13<sup>th</sup> September 2017.

**RESOLVED:** To approve the Clerk's payscale to be upgraded to the National Joint Council for Local Government Services SCP 29.

**RESOLVED:** To approve employing an Assistant Parish Clerk, initially for 10 hours (with the option of more) per week on a one-year contract.

**RESOLVED:** To approve the Clerk to be authorised access to the Council's bank accounts.

## **10. REFURBISHMENT OF PHONE BOXES IN POLSHAM AND HAYBRIDGE**

To approve the quotes to refurbish the phone boxes in Polsham and Haybridge as recommended by the Finance & Scrutiny Committee 13<sup>th</sup> September 2017.

**RESOLVED:** To approve the quotes to refurbish the phone boxes in Polsham and Haybridge.

## **11. DISPOSAL OF LAND IN WOOKEY HOLE**

The Council discussed updates and decided on further actions.

## **12. BATTLE'S OVER – A NATION'S TRIBUTE AND WWI BEACONS OF LIGHT**

Cllr Reeves gave an update for this commemorative event. He has looked at nominal draft costs for inclusion in the Budget 2017/2018.

**RESOLVED:** To approve a nominal draft budget of £1,500 for this commemorative event to be included in the Budget 2017/2018.

## **13. REPLACEMENT 67 BUS SERVICE**

Cllr Gaunt updated the meeting on the replacement 67 bus service and reported that there had been some initial registration problems which were now resolved, passenger numbers have been erratic, the bus the service is running on time and the drivers are helpful. Cllr Gaunt has been in contact with the new Somerset County Council Transport Manager and there is to be a meeting with all participating Councils in November. Cllr Gaunt is to request regular monthly updates and cost and revenue figures to be provided to the Council before the end of November for inclusion in the 2017/2018 Budget.

## **14. TO RECEIVE AN UPDATE FROM COMMITTEES AND WORKING PARTIES**

Updates were received from Committees and Working Parties and further actions discussed.

### **14.01. Finance & Scrutiny Committee**

Cllr Hayden informed the meeting that the Finance & Scrutiny Committee 13<sup>th</sup> September 2017 had carried out an initial review of the 2017/2018 Budget. It was noted that the Precept had not been increased for the last 3 years but some costs are rising and there are now additional items to budget for. It is therefore likely that the Precept will need to be increased in 2017/2018.

#### **14.02. Parish Emergency Plan Working Party**

Cllr Reeves updated Cllrs that the Parish Emergency Working Party had met on 11<sup>th</sup> September 2017. They had considered communications and resources. A meeting with Somerset County Council's Civil Contingencies Unit Senior Officer has been arranged for 1<sup>st</sup> November.

#### **14.03. Neighbourhood Plan Working Party**

Cllr Gilson informed the meeting that the Government has recently announced that a further £22.8m funding will be available between 2018 and 2022 to support Parish Councils and community groups to develop neighbourhood plans. Cllr Gilson had organised a series of workshops which took place in January. Unfortunately, he has not been able to finalise the Technical Support application and is no longer able to lead the Neighbourhood Plan Working Group due to other commitments. The Council therefore needs to consider the resource implications for taking the Neighbourhood Plan forward.

#### **14.04. Allotments Working Party.**

Cllr Gaunt reported that the replacement noticeboard has been installed and the main paths and parallel paths need to be cut on a more regular basis. The Clerk was requested to organise the annual Allotment Holders' meeting/forum.

### **15. AUDITED ACCOUNTS 2016/2017**

The Clerk reported that it had not been possible as yet, to announce and commence its period of public rights as set out in the Local Audit and Accountability Act 2014 (Sections 26 and 27) and the Accounts and Audit Regulations 2015. The Audited Accounts had been returned to the Clerk incorrectly dated 27/09/2016 instead of 27/09/2017 by the External Auditor. The RFO has returned the Audited Accounts to the External Auditor for correction.

### **16. ACCOUNTS FOR PAYMENT**

Bank account reconciliations for April to September 2017 were reviewed and a schedule of items of expenditure and issuing of payment were reviewed and approved.

**RESOLVED:** To review and approve a schedule of items of expenditure and issuing of payment.

### **17. ANY OTHER MATTERS OF URGENT REPORT**

- Cllr Reeves is trying to get the pavement outside the Pound Inn development and the light on the corner of the A39 and Burcott Lane reinstated.
- Cllr Reeves informed the meeting that Highways can only hold the £25,000 S106 monies crossing contribution from the Vineyards development in Coxley for a period of 7 years, after which time, if not used for this purpose, must be returned to the developer. He believes there is approximately only 3 years left.
- Cllr Henderson informed the meeting that the West Ward Strawberry Line Volunteers had made good progress. Cllr Gilson added that he would like to see an Award for Volunteers as they had put in a lot of time.
- Cllr Clark reported that the Councillor training which he had attended had been interesting.

**18. DATE AND VENUE OF NEXT MEETING**

**Monday** 4<sup>th</sup> December, Dinder Village Hall, Dinder, BA5 3PF at 7pm.

**19. DATE AND VENUE OF NEXT PARISH MEETING**

Wednesday 8<sup>th</sup> November, Easton Village Hall, BA5 1EH at 7pm.