

SHEPTON BEAUCHAMP PARISH COUNCIL

**MINUTES OF THE ORDINARY MEETING OF THE SHEPTON
BEAUCHAMP PARISH COUNCIL**

**Held on Monday 18th November 2019 at 7:30 PM
In the Village Hall, Middle Street, Shepton Beauchamp, TA19 0LQ**

Councillors Present: Nigel Wylie Carrick (Chairman) Richard Martin (Vice-Chairman)
Roger Cripps Angie Joy
Andrew Rowswell Sarah Brunt
Innis Finlay Stella Davies – Clerk

District/County Councillors in Attendance: SSDC Cllrs Crispin Raikes attended from the beginning of the meeting and SCC Cllr Adam Dance attended from 8.30pm.

- 244. To receive apologies for absence and to approve the reasons given** (LGA 1972s85(1))
Apologies received from Clare Lillywhite (work meeting) and Ed Wakely (working late)
Resolved. To accept and approve the apologies given
- 245. Declarations of interest** – Members to declare any interest, including Disclosable Pecuniary Interest they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for dispensations that accord with the Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations)
There were no declarations of interest
- 246. To approve and sign as a correct record the minutes of the Parish Council Meeting held on Monday 21st October 2019** (LGA 1972 sch 12, para 41(1))
Resolved. That the minutes of the Parish Council meeting held on 21st October be signed as correct.
- 247. AMENDMENT TO ITEM 223 in the Minutes of the Parish Council held on 16 September 2016.** To resolve that Item 223 is amended to reflect that books up to the value of £1,005 will be purchased using S.137 and gifted to the Shepton Beauchamp Trust, to be used as they see fit.
Resolved. That the amendment be approved, although noted that it was Shepton Beauchamp Charities and not Trust.
- 248. General Election – Purda Period.** To note the nalc Lo1-19 Code of Recommended Practice on Local Authority Publicity (England) during an Election period between 6 November to 12 December 2020 inclusive.
Resolved. It was agreed that parliamentary candidates should not be invited to speak and the Council does not publish anything political.
- 249. Parish Clerk Pension Scheme.** To resolve and issue the standard Pensions Advice Letter to the Parish Clerk & RFO concerning her pensions rights and to confirm compliance with the Pensions Regulator.
Resolved. That the Parish Clerk & RFO be issued with the standard pension advice letter stating that her salary was below the threshold and therefore there would be no contribution from the Council and compliance would be confirmed with the Pensions Regulator.
Action – Chairman

- 250. Report on South Somerset District Committee AGM.** Chair to update committee on AGM points:
- Environmental Strategy
 - Recycling
 - Collective working workshop

The Chairman noted that the environmental strategy had already been circulated to councillors. They will reduce reliance on fossil fuels and reduce emissions. Minimise waste and increase recycling. The strategy is available on SSDC website.

He reported that Somerset Partnership outlined their future strategy on recycling, which had been circulated to councillors. By October 2020 recycling will change to weekly food & plastic/glass/cardboard recycling, with the black bin collections moving to every 3 weeks. Green bin collection will reduce by £1 p.a. Somerset Waste Partnership will undertake a direct mailshot in advance of this happening. The Chairman suggested we put information about this on the Parish Council website and in the Web.

Action – Parish Clerk

No resolution required – for information only

251. Outstanding/Deferred Items

Item 220. The Slope and Fives Wall - Land registration.

To resolve to spend from the General Reserve up to a maximum of £2,000 to register Parish Council Assets. Estimated costs:

- The Slope' - £480
- Fives Wall - £480
- Head of Piece £600

Resolved. It was agreed unanimously to spend up to £2,000 from the General Reserve to pay for this.

Action – Parish Clerk to inform Roger Taylor to proceed with Registration

Item 217. Lethbridge Recreational Field – Land registration & preparation of management agreement and lease.

To resolve and allocate £4,000 from the General Reserve to a Lethbridge Memorial Field Reserve Fund to cover potential expenditure covering:

- establish the Lethbridge Recreational Field Committee as a Charitable Incorporated Organisation - £1,560
- prepare a lease - £1,200
- prepare a management agreement - £480.

The Chairman reported that the Lethbridge Committee were happy to go ahead with becoming a CIO as it will enable them to fundraise and also accept donations. The committee would get better protection by becoming a CIO.

Should the current committee disband at any time in the future, then we would incorporate that committee as part of the parish council. Work of the charity would be kept separate from the council. One member of the parish Council already sits on the committee, however should we incorporate the existing committee, elected councillors will need to be increased to ensure Parish Council views are properly represented.

A vote was taken. Proposed Cllr Cripps, seconded Cllr Rowsell. All agreed.

Resolved. Once the Land has been registered to allocate up to £4,000 from the General Reserve account to cover these costs when required.

- 252. MUGA white lining.** To resolve the expenditure up to £2,000 for from the MUGA Reserve Fund for white line marking.

Cllr Rowswell reported that the surface was in need of general maintenance to clear the moss. It was suggested that the Ranger could clear the surface prior to repainting.

Resolved. It was agreed to support the MUGA white lining marking, subject to 2 quotes being received and to use the services of the Ranger to help get the surface ready for repainting.

Action – Cllr Finlay to obtain quotes for the council

253. Tree Planting in November re-climate change.

Cllr Finlay reported that the Men's Institute had secured funding of £250 and planned to plant trees within the village as part of the Woodland Trust initiative. Some will be planted around the Recreation Field and some in Cowleaze. There were plans to plant 2 in the green area at the end of Piece Lane, which SCC had agreed to. A discussion took place regarding planning on Piece Lane and it was suggested that the residents there be asked if this was acceptable to them as the planting would be in close proximity to some of the houses.

Action. Cllr Finlay agreed to drop a leaflet into the houses on Piece Lane to see if there were any objections.

No resolution required – for information only

254. Highways – Grit Box. To resolve the replenishment of the Shepton Beauchamp grit boxes and add to Agenda for annual resolution in October.

Cllr Finlay confirmed that SCC fill the grit bins on a regular basis and that they currently did not need to be refilled, although current grit is deteriorating. It was noted that a grit bin was needed in front of the village hall, although not on the highway, and this had been agreed before, so Parish Clerk to contact SCC highways (County Roads -Lee Norman) to discuss (cc Adam Dance). Cllr Finlay noted that if SCC won't supply a grit bin, we could purchase one ourselves at a relatively cheap cost.

Action – Parish Clerk

Clerk to also contact SCC to request that a road cleaner be used for Great Lane to clear the leaves & unblock the drains to prevent flooding in the village (in same email as grit box).

Action – Parish Clerk

Parish Clerk to add grit boxes to Agenda for October

Action – Parish Clerk

No resolution required – for information only

255. Bridleway. To resolve to publish details of a new Bridleway along Fouts Lane and Frogmary Lane on the Parish Notice Board.

Resolved. It was agreed to publish details on the website, although it was noted that these were as yet not formally approved.

Action – Parish Clerk

256. Dog Fouling. To resolve what action is to be taken concerning dog fouling within Parish boundaries, most recently in the churchyard.

Resolved. Parish Clerk to put entry in the December edition of the Web to make villagers aware of the problem.

Action – Parish Clerk

257. Review of Agenda Format. To review permanent agenda items to be discussed at each meeting and estimated timescale for discussion.

Cllr Cripps mentioned that there used to be regular items on the agenda and suggested that there were seasonal items that could be added to the Agenda. It was suggested that a report be given from each councillor on their area of responsibility, although it was

noted that any items that required resolution from these reports would have to be added to the following month's agenda.

Cllr Cripps agreed to put forward suggested items for the Agenda and brought to the next meeting.

Action – Cllr Cripps

SSDC Cllr Raikes requested that date of next meeting be put on the Agenda

Action – Parish Clerk

No resolution required – for information only

258. Finance.

To review Bank Reconciliation to 25th October 2019

To review income & expenditure

To sign payments:

Chq 574 HMRC – PAYE £111.00

Chq 575 SSDC – Ranger £603.84

Chq 576 PATA UK - payroll charge

Chq 577 J Brown – previous clerk holiday pay

Chq 578 S Davies – current clerk salary & expenses

Chq 580 Harper Collins – Books for gifting £451.00

Chq 581 R Cripps - expenses

Chq 582 K Newman – refund of allotment deposit

The councillors requested that the Bank Reconciliation be circulated prior to the meeting.

Action – Parish Clerk

The Parish Clerk reported that she predicted that the Council expenditure would be in excess of £25,000 by the end of the financial year, in which case a full external audit would be required.

She also noted that the earmarked and general reserves needed to be looked at in further detail and would add this item to the next meeting.

Action – Parish Clerk

Resolved. Payments agreed and cheques issued. To approve the bank reconciliation and sign as correct.

259. Annex A – Deferred items register – Review

The Chairman noted that the deferred items register needed to be reviewed by councillors and the Parish Clerk should be made aware of any items that had been completed.

Action – All councillors

260. Annex B – Official correspondence received - Review

The list of correspondence received was reviewed and it was noted by the Chairman that the Xmas Tree recycling point in the village would be the recreation field as in previous years. Cllr Finlay asked that SSDC inform us of the actual collection date as the barriers would need to be lifted. Clerk to confirm and find out the date.

Action – Parish Clerk

Finally, it was noted with great sadness that the Council had heard of the passing of John Hallett. He had been a valued and longstanding member of the Parish Council, having served the council and community for 46 years.

Meeting closed at 9.20 pm