

SHEPTON BEAUCHAMP PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE SHEPTON BEAUCHAMP PARISH COUNCIL

Held on Monday 18th May 2020 at 7:30 PM
held remotely using Zoom software (due to the Coronavirus pandemic)

Councillors Present: Nigel Wylie Carrick (Chairman) Richard Martin (Vic-Chairman)
Roger Cripps Andrew Rowswell
Angie Joy Stella Davies – Clerk

District/County Councillors in Attendance: SCC Cllr Adam Dance and SSDC Cllr Crispin Raikes both sent their apologies; however, SCC Cllr Adam Dance sent the following report:

We are still seeing a slowdown in reported cases of Covid-19 across Somerset. There are 585 confirmed cases and sadly we have lost 67 people. Hospitals remain under capacity. Schools reception 1 and Year 6 will go back on 1st June followed by the other years mid-June, unless the government do a U-turn. Nursery's and early years will also go back on 1st June, however there will be no fines if parents don't want to send their children to school. SCC are concerned over travel from out of the county, however there is still a restriction on accommodation. There are concerns we may get a second outbreak in the winter. SCC highways have been awarded £18m from central government for highway improvements.

Ser Item

335 To receive apologies for absence and to approve the reasons given (LGA 1972s85(1))
Apologies received from Clare Lillywhite, Sarah Brunt & Ed Wakely due to workload.
Innis Finlay was also absent.
Resolved. To accept and approve the apologies given.

336 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

337 To approve as a correct record the minutes/decisions of the Parish Council Meeting held remotely on Monday 20th April 2020 (LGA 1972 sch 12, para 41(1)). To be signed at the next convened meeting.
Resolved. That the minutes of the Parish Council meeting held remotely on 20th April be approved and signed by the Chairman at the next convened meeting.

338 Planning. Planning Application 20/00338/HOU Melford, Great Lane. (Extension to rear to extend kitchen, utility and WC. Extension to side first floor level to create en-suite, walk through wardrobe and dressing room). To review planning application submitted.
Resolved. There were no objections. To submit response by 21 May 2020
Action – Parish Clerk

339 Insurance. To approve the renewal of the Insurance for a 3-year period with Pen Underwriting Ltd in order to keep the annual insurance premium the same during that period.
Resolved. A 3-year renewal period in order to keep the annual premium the same was

approved.

It was mentioned by the Clerk that Cllr Cripps had queried if he and another volunteer would be covered by our Insurance should they carry out strimming. Our Insurance company confirmed that they would be covered provided suitable safety equipment was worn.

- 340 Staffing Committee Terms of Reference & Scheme of delegation.** To review and approve the amended version (version 2)

Resolved. The amended version was approved.

- 341 To ratify the Staffing Committee's decision** to approve the Clerk/RFO working additional hours to process additional e-mails, write the Risk Assessment and prepare the accounts for annual audit.

Resolved. That the Staffing Committee's decision be approved.

- 342 To approve** the Clerk carrying forward to this financial year 6 hours Annual Leave not taken last year.

Resolved. That the Clerk may carry forward 6 hours Annual Leave to this year.

- 343 To adopt the Risk Assessment v1.0** and approve it being published on the website.

Resolved. The Risk Assessment was approved and adopted.

It was noted that regarding the Events Team, they will be covered by our Insurance as long as they carry out events on behalf of the Parish Council and that Terms of Reference be put into place.

Regarding the risk around retention of Council records, the Clerk mentioned that we could house historic documents centrally, she believed in Taunton. The Clerk to find out where they could be stored and if there would be any cost should we wish to access them.

Action – Parish Clerk

It was suggested that a fireproof container / tin trunk could be purchased to store our records. The Parish Clerk to find out the cost of purchasing a container.

Action – Parish Clerk

It was also suggested that we ask Adam Dance and other Parish Clerks where they store their documents.

Action – Parish Clerk

- 344 Report from Clerk/RFO.**

The Clerk reported that Santander are reducing their interest rate on our savings account on 7th July 2020 from 0.60% to 0.01%. The precept amount of £20,370 has been received into our bank account for this financial year. The bank has been asked to move £15,000 of this into our savings account.

A letter has been received from Wellers Hedley saying they had not received a letter asking them to proceed with Lethbridge CIO. They have been forwarded the original email & letter. Wellers Hedley have since responded and their response has been forwarded to the Chairman. The Chairman will send a response.

Action - Chairman

The slope - We wrote to Greenslade Taylor Hunt on 2nd March regarding the invoice they sent us for rent for the period 25/03/20 – 24/03/21 informing them that we actually own the land, so would not be paying the invoice and requested that we are refunded the £25 we paid for the period 25/03/19 – 24/03/20. Having received no reply, they have been chased for a response.

The Chairman asked the Clerk to contact Wellers Hedley regarding registration of the slope in the name of the Parish Council.

Action – Parish Clerk

Our Direct Debits should be reviewed every two years by the Council (Financial regulations 6.7) and approved and this has been added this as an item for this May meeting.

The accounts and supporting information have been taken to the internal auditors and it is proposed that the AGAR and accounts are approved by the Parish Council at the June meeting.

- 345 To review current Direct debits and approve them for the next 2-year period (as per Financial regulations section 6.7)** Wessex Water (re Cowleaze) & Information Commissioners Office (Data protection fee).

Resolved. That the two direct debits be approved for the next 2-year period.

- 346 Finance.**

To review Bank Reconciliation to 25th April 2020 (previously circulated). To be signed at next convened meeting.

To Approve payments:

Chq 608 HMRC – PAYE £39.00

Chq 609 Came & Co – Insurance £485.75

Chq 610 SSDC – Ranger £1,207.68

Chq 611 PATA UK – Payroll charges £7.75

Chq 612 Somerset Web Services – Hosting website £316.80

Chq 613 S Davies – Salary & expenses £529.87

Resolved. Bank reconciliation approved and will be signed as correct at the next convened meeting. Payments agreed and cheques issued.

- 347 Reports**

VE75 8-10 May update

The Chairman reported that 76 certificates have been produced and most have been distributed.

Highways

Nothing to report. It was noted that where SCC tar spread silver street it was already lifting.

Lethbridge Recreational Ground Committee

It was noted that the gates are now open.

Environment

Nothing to report, although it was noted that the questionnaire sent out would need completing. Cllr Joy said she would speak to Cllr Lillywhite regarding the response and send to the Clerk. Cllr Rowsell suggested we see what advice was available to help us

with environmental issues, when we complete the questionnaire.

Action – Cllr Joy/Cllr Lillywhite

The Clerk was asked to circulate the replies to the Council after it had been completed.

Action – Parish Clerk

Ranger

The Ranger is now back working weekly and mainly doing grass cutting. Cllr Rowswell suggested he be asked to tidy the pavement edges.

Action – Cllr Cripps

Allotments / Cowleaze

Allotments - There is one small plot which is in the shade and so no-one wants it, so we now have a waiting list. The question of water supply has arisen and the possibility of using bowsers. The Clerk is to find out what the allotment association recommend when supplying water for allotment holders.

Action – Parish Clerk

Cowleaze – maintenance continues. A new chippings path has been made along the side of the stream.

Footpaths

SCC should be coming by the end of the month to trim some of the footpaths.

Cllr Martin asked about the steps going to the allotments. These have been reported to SCC as a fault but there has been no response.

348 Annex A – Deferred items register

Councillors were asked to contact the Clerk directly regarding completion of any outstanding actions.

349 Annex B – Official correspondence received

The Chairman mentioned that a letter had been received from Cllr Cripps saying he would be stepping down from the council in July. The last meeting he would attend would be 20th July.

Meeting closed: 8.30 pm

