

SHEPTON BEAUCHAMP PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE SHEPTON BEAUCHAMP PARISH COUNCIL

Held on Monday 15th June 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 Sarah Brunt
Clare Lillywhite Innis Finlay
Stella Davies – Clerk

District/County Councillors in Attendance: SCC Cllr Adam Dance sent his apologies. SSDC Cllr Crispin Raikes was also not present.

Members of the public: One member of the public attended.

Opening. The Chair opened the meeting and welcomed the member of the public attending.

- | Ser | Item |
|-----|---|
| 350 | To receive apologies for absence and to approve the reasons given (LGA 1972s85(1))
Apologies received from Ed Wakely due to workload.
Resolved. To accept and approve the apologies given. |
| 351 | 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)
Cllr Cripps declared an interest in item 360 as he is an allotment holder |
| 352 | To approve as a correct record the minutes/decisions of the Parish Council Meeting held remotely on Monday 18th May 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 18 th May be approved and signed by the Chairman at a later date. |
| 353 | Approval of Internal Audit Report. To receive and approve the Annual Internal Audit Report for FY 2019/20.
Resolved. That the Internal Audit Report be approved. |
| 354 | Approval of Annual Governance Statement (section 1 of the Annual Governance and Accountability Return 19/20). (Accounts & Audit Regulations 2015 and the Accounts & Audit [Coronavirus] [Amendment] Regulations 2020).
Resolved. That the Annual Governance Statement be approved. |
| 355 | Approval of Accounting Statement (section 2 of the Annual Governance and Accountability Return 19/20). (Accounts & Audit Regulations 2015 and the Accounts & Audit [Coronavirus] [Amendment] Regulations 2020).
Resolved. That the Accounting Statements be approved. |

356 Consider if the Council can declare itself exempt or if a Basic or Intermediate review is required.

Resolved. That the council cannot declare itself exempt and must undergo a Basic review.

357 Approve the period for the exercise of public rights as Thursday 18th June – Wednesday 29th July (30 working days)

Resolved. That the period for the exercise of public rights be approved.

358 Councillor vacancy. To approve the Advertisement to fill a Councillor vacancy due to the resignation of Cllr Cripps wef Jul 20.

It was noted that once Cllr Cripps had left, we have to publish an official notice for a new councillor on the notice board and website for 14 days. If no-one applies then an advert can be issued, which would be in August when there was no council meeting.

Resolved. That the publishing of an advert be delegated to the clerk. The actual advert to be approved at the July council meeting.

359 Purchase of SID. To resolve to purchase a SID up to a maximum of £4,000. (Note: Budgeted for £3,000).

Three quotations have been requested, which should be received by the July meeting and so this item will be added to that Agenda.

It was proposed (and agreed) that quotations be obtained for different types of displays on the SID, which may be cheaper.

Action – Cllr Wylie Carrick

It was proposed (and agreed) that we approach another parish council to see if they would like to share a device. Barrington seems the most likely option.

Action – Parish Clerk

Resolved. If we are unable to share a SID with another Parish Council that a SID be purchased up to a maximum of £4,000 (5 councillors voted for, 3 against).

360 To approve the siting of two water bowzers in the allotments for the use of the allotment holders and to approve the spend of up to £100 to purchase them and make them fit for use.

Resolved. That the spend of up to £100 be approved (Cllr Cripps did not vote).

Cllr Cripps was thanked for his work on this as it was realised that the lack of water supply had been an issue for the allotment holders.

361 Term of Reference for the Events Team.

To be carried forward to the July council meeting

362 Report from Clerk/RFO.

The Clerk reported that a councillor should carry out an internal audit during the year. It should preferably be a councillor who is not a cheque signatory. She will add this to the September Agenda and will provide details of what should be checked

The internal auditor should be appointed by the council on an annual basis and it is good practice to change the auditor every 3 years. This item will be added to the November/December Agenda.

She has submitted a VAT reclaim relating to last financial year for £2,228.62

Greenslade Taylor Hunt have been contacted again about the rent that we are being charged on the slope. It appears the lady we have been emailing is on maternity leave but this has now been passed to someone else who said they will deal with it.

The Clerk said that when attending a recent course, it was confirmed that the 6-month rule does still apply even if we are holding remote meetings.

363 Finance.

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

To Approve payments:

Chq 614 HMRC – PAYE £15.40

Chq 615 PATA UK – Payroll charges £7.75

Chq 616 S Davies – Salary & expenses £426.38

Chq 617 Pinnacle Accountancy – Internal audit £144.00

Chq 618 SALC – Training £25.00

Chq 619 Community heartbeat – Defib supplies £97.20

Chq 620 R Cripps – Water bowsers for allotment £65.00

Resolved. The Bank Reconciliation was approved and will be signed by the Chairman at a later date. Payments agreed and cheques issued.

364 Reports.

Highways

Nothing to report.

Lethbridge Recreational Ground Committee

Cllr Finlay reported that more signage needs to go up to comply with the Insurance cover. Cllr Wylie Carrick reported that the National Lottery have advised that the Lethbridge withdraw their current application and submit a new application later. This is because we are looking at a greater plan for the Lethbridge subject to the village plan which will be looked at later. There has also been a request for socially distanced keep fit classes outside at the recreation field and the Lethbridge Committee will not charge as the classes are of benefit to the community and the classes are not making significant sums of money.

Environment

Nothing to report.

Ranger

The Ranger has been asked to clean the pavements but has been concentrating on the footpaths. There will be a relief ranger here this week. Cllr Joy mentioned the side path by the village hall gets greasy and slippery and asked if the ranger could add this to his task list.

Action – Cllr Cripps

The Slope

The Headteacher of the school has handed the slope back to the Parish Council but is quite happy for the parish ranger to go in and cut the grass at any time without the need for prior notification. Cllr Cripps will add this to the ranger's task list.

Action – Cllr Cripps

Allotments / Cowleaze

Cowleaze – nothing new to report.

Allotments – The people on the waiting list have now confirmed they will take the vacant plot after all.

Footpaths

There are plenty of people currently walking the paths. Cllr Brunt said she would contact the County Warden (George Montague) about trimming of the footpaths.

Action – Cllr Brunt

365 Annex A – Deferred items register

Councillors were asked to let the Clerk know when their outstanding actions were completed.

366 Annex B – Official correspondence received

The Chairman highlighted the following:

- (a) SALC – draft walking & cycling manifesto
- (b) One Somerset feedback form. This ties in with the One Somerset Plan. The Chairman suggested the councillors google '[One Somerset](#)'. The Executive Council is a document to look at and a Myth Busting factsheet and a feedback form.
- (c) SALC – Local Government re-organisation, which comes up with 7 specific recommendations. We are required to submit a response as a Council.
- (d) NALC – Points of Light – it highlights best practice that local councils have introduced in their area. The Clerk to forward this to the councillors.

Action – Parish Clerk

Action – Parish Clerk

Meeting closed: 8.40 pm