

SHEPTON BEAUCHAMP PARISH COUNCIL

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

**Held on Monday 21st October 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
Clare Lillywhite Andrew Rowswell
Ed Wakely Sarah Brunt
Innis Finlay Stella Davies - Clerk

District/County Councillors in Attendance. SSDC Cllrs Crispin Raikes left at 8.35 pm and SCC Cllr Adam Dance attended from 8.30 pm.

Members of the Public. 2 members of the public attended, plus Bruce Barton – Lethbridge Recreation Committee

Opening. The Chair opened the Meeting at 7.30 pm and welcomed the members of public attending.

230. To receive apologies for absence and to approve the reasons given (LGA 1972s85(1)).
Resolved. All councillors in attendance.

231. 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.

232. To approve and sign as a correct record the minutes of the Parish Council Meeting held on Monday 16th September 2019. (LGA 1972 sch 12, para 41(1))
Resolved. That the minutes of the Parish Council meeting held on the 16th September 2019 be signed as correct.

233. To approve updated Parish Council Policy Documents for website.
Code of Conduct 2018
Financial Regulation 2019 and Guidelines
Staffing Committee - Terms of Reference and Delegation (Approved 30 Jul 19 Item 208).
Resolved. That the updated documents be approved. The Clerk to publish them on the website –
Action – Parish Clerk

234. Planning Application 19/02315/HOU Shunty House. (New first floor dormer windows to replace existing low-level windows. Demolition of conservatory and erection of utility room and proposed erection of open porch). To review planning application submitted.
Resolved. No objections. To submit response by 22nd October. **Action - Parish Clerk**

235. Finance. To review and approve the quarterly budget statement, income & expenses, and to sign payments:

Chq 568 HMRC – PAYE £197.60

Chq 569 SLCC - membership Fee

Chq 570 Pata UK - payroll charge

Chq 571 Jane Brown – previous clerk salary & expenses

Chq 572 Stella Davies – current clerk salary

Chq 573 PKF Littlejohn – admin charge re late AGAR submission

- Quarter 2 (July – Sept) Budget Statement

- Bank Reconciliation to 25th September 2019 – The Chairman mentioned there was a discrepancy in the amount held in the deposit and current accounts. The deposit account needs to hold only the reserves, which is currently not the case. This needs to be dealt with in the future.

The Clerk mentioned that the £2,000 grant towards the grass cutting had resulted in an overspend against budget.

Resolved. The Chairman proposed that the budget be increased from £1,500 to £4,000, with the additional monies being taken from the general reserve. This was seconded by Councillor Martin and agreed by the council.

At this point the 2 members of the public left the meeting.

236. Allotments and Rent. To discuss the future strategy for the allotment field.

We currently have 7 allotment holders. Access seems to be a problem, rather than lack of water supply. Roger mentioned he would be stepping down next year. It is now more an administrative role with collection of rents. Mentioned that we have a high reserve for the allotments, so this needs to be addressed in the future.

Resolved. To keep the allotments but not to currently invest any further monies, other than to keep them tidy. To make the collection of rents the responsibility of the clerk. To publish the Rules for Allotment holders on the Parish Council website and to promote the allotments in the Feb/March 2020 issue of The Web, including the use of the recreation field car park.

**Action – Councillor Cripps to send the Chairman copy of the rules
Parish Clerk to publish details.**

237. Finance Working Group. To approve and establish a finance working group to: review quarterly income/expenditure against budget, preparation of annual budget Precept and AGAR. An option of an extra-ordinary meeting was suggested. Crispin noted that most Parishes our size had a rolling over budget.

Resolved. A vote was taken and it was decided not to proceed with this (2 for & 7 against). It was decided that the approval of annual budget and setting of precept should be a decision taken by the whole council. The Chairman will liaise with the Parish Clerk regarding preparation of the budget.

238. Shepton Beauchamp 5 Year Plan. To propose planning for a Parish 5 Year Plan at the next Annual Parish Meeting. 2020 for consultation. Plan to run 2021- 2026. Last Parish Plan was 2005 and a questionnaire was sent to all households. It was mentioned that a new pavilion could be something that was needed, but the precept would need to be increased. Crispin suggested initially putting something on the village Facebook page.

Resolved. To discuss a Village Plan in January 2020 council meeting, to gain community involvement by preparing a questionnaire to be sent to all households via The Web and on Facebook. To discuss the results of questionnaire at the annual meeting of the Parish in May. Councillors to review original questionnaire on the village website prior to the January meeting.

**Action – Parish Clerk to add to January Agenda
Chairman to send questionnaire link to councillors**

239. Improving Lives Grant Scheme. To review any well-being projects for submission to SSCC by 30 Nov 19.

No project had been suggested prior to the meeting. It was suggested at the meeting that outdoor gym equipment be purchased for the Recreation Field. Adam Dance noted that it was now too late for submission as the grants were given to schemes already in process.

Resolved. No projects to be put forward this year but review in time for next year's submission.

240. Centralised recycling area. To discuss the possibility of one central recycling area as opposed to people recycling on an individual basis.

- SCOPE Textile Bank in SB.

Various options were discussed including where to site a central recycling area. There is an Area North Parish council meeting on Thursday 24th October in Norton Sub Hamdon, which the Chairman will go to, where Somerset Waste Partnership are discussing increased recycling as well as a draft Environmental Strategy – Oct 19.

Resolved. Councillor Joy to investigate further the options that could be available for a centralised recycling point in the village

Action – Councillor Joy

241. Welcome Packs. To discuss a proposal for a welcome pack to be issued to new residents.

Resolved. Parish Clerk to find welcome pack which has already been created by former Parish Clerk.

Action – Parish Clerk

242. 'Parish Notices' page for PC website. To propose a 'Parish Notice' page in the PC Website for signposting 'Local Government Notices' issued.

Resolved. New Parish Notice page on website approved. Clerk to contact Web Company.

Action – Parish Clerk

243. Parking on Silver Street. To consider the question of limited parking for residents of Belmont Terrace on Silver Springs.

Resolved. This is not a matter for the Parish Council. A letter to go to the member of the public who raised the issue recommending he takes any legal documentation proving an entitlement to park to a solicitor for advice, prior to contacting the highways department.

Action – Parish Clerk

Deferred Agenda Items

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

We are owners but they are not registered with land registry.

Deferred. Carry forward to next meeting where resolution needs to be passed to register all buildings we own and spend up to £1,500.

Action – Parish Clerk to add to November Agenda

b. Item 217. Lethbridge Recreational Field

The Chairman and Bruce Barton went to see Solicitors and to register the land would be approx. £500 plus vat. They thought the Lethbridge society should take out charitable status (CIO) and that would cost in region of £1,300 plus vat. There needs to be a management agreement and without that document our legal position between committee and the Parish Council very slim. If there was a claim the Parish Council would be responsible. If Lethbridge committee became a CIO, we would establish a formal lease and would allow us to do work on behalf of committee and claim back VAT. Preparation of lease would cost around £850 plus vat and management agreement another £400 plus vat. £2,000 spend previously agreed, but we need to increase that amount.

Deferred. Carry forward to next meeting & resolve to spend up to £4,000.

Action – Parish Clerk to add to November Agenda

- c. **Item 213. Contract for Mrs Stella Davies.**
Resolved. Contract approved
- d. **Item 204. Use of Councillor e-mail address.** It was noted that the ICO (International Commissioner's Office) had published documents relating to use of e-mail addresses and that all councillors should not be using personal email addresses.
Resolved. Councillors to use the sheptonbeauchampcc email address. ICO documents to be added to Parish Council website.
Action – Parish Clerk
- e. **Item 182. Insurance Policy for Village Hall, Lethbridge Recreational Field, Events Team & Fives Wall.**
That each committee take out their own insurance
Deferred. Carry forward to the council meeting prior to renewal of insurance (Insurance due for renewal 01/06/20) to cost the insurance for all the above.
Action – Parish Clerk to add to March Agenda
- f. **Item 164. Lethbridge Recreational Field Height Barrier.**
Resolved. 2.3 metre high barrier will be installed w/c 28th October at a cost of £675 + vat. Keys will be available should regular access be required.

Correspondence received

1. Letters of thanks received from the Chair of Governors & The Headteacher from Shepton Beauchamp Primary school for the £1,000 grant.
2. Letter of thanks received from a resident regarding the work the Parish Ranger does in the village.

Meeting closed at 9.20 pm