

SHEPTON BEAUCHAMP PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE SHEPTON BEAUCHAMP PARISH COUNCIL

Held on Monday 15th July 2024 at 7.30 pm
In the Village Hall, Middle Street, Shepton Beauchamp TA19 OLQ

Councillors present: Cllr Nigel Wylie Carrick (Chairman) Cllr David Bourn (Vice-Chairman)
Cllr Andrew Rowswell Cllr Ed Wakely
Cllr Tim England Cllr Nick Howard

In attendance: Stella Davies (Clerk)

Members of the public: There were no members of the public in attendance.

Unitary Councillors in attendance: Somerset Cllr Jo Roundell Greene (arrived 8.00 pm, left 8.25 pm)

Report from Somerset Council

Cllr Roundell Greene reported that they had an executive meeting that morning and the budget was not looking as bad as previously thought. They have started making savings in all areas except the adult and children's services, which they have to provide. They have made £1.6m of savings. Office rationalisation is still going on. The devolution to Yeovil town council of the recreation centre, the country park and Westlands has been agreed. The waste contract has had to be renegotiated as the company were making a loss and so this year it will cost the council another £3m. The closing of some of the recycling centres is still under negotiation.

Cllr Wylie Carrick said that a member of the community had asked about the clearance of the vegetation around the road into the village which was now very overgrown. The Clerk said she had also been contacted by someone. Cllr Roundell Greene said there was a schedule put on-line on the County Council website. She said she would find out and would get back to us.

Cllr Rowswell how she was getting on with the ditch problem on the way to Lopen Head. She asked the Council to look at it but has heard nothing, so will chase it again. She asked the Clerk to let her know when it had been resolved, or if it has not been resolved in a couple of weeks.

Action – Parish Clerk

Ser Item

1095. To receive apologies for absence and to approve the reasons given (LGA 1972, s85(1))
Apologies were received from Cllr Burwood (other commitment). Cllr Joy was also absent.
Resolved. To accept and approve the apologies given.

1096. 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 s33 (b-e). (NB this does not preclude any later declarations)
There were no declarations of interest.

1097. To approve as a correct record the minutes/decisions of the Parish Council Meeting held on Monday 17th June 2024 (LGA 1972, sch 12, para 41(1)).
Resolved. That the minutes of the Parish Council meeting held on Monday 17th June be signed as correct. Thanks were also given to Cllr Joy for her work on the minutes.

1098. LCN (Local Council Network)

To discuss any relevant issues that have been received from the LCN

We were unable to send anyone to the Rights of Way meeting but they did re-issue a form about footpaths and Parish Council powers. The form was completed within the council meeting and the Clerk is to complete and submit the form online.

Action – Parish Clerk

Cllr Howard reported that he attended the recent LCN AGM remotely. Nobody could be voted in as there were not enough people in attendance and those on-line were not allowed to vote. Misterton have produced an Emergency Response Plan which they are happy to share with other councils. The consensus of opinion seemed to be that the LCN was dominated by the needs of Crewkerne and Ilminster and not the smaller villages. Superfast internet was mentioned and Shepton seems to be better in that respect than other villages and we should have superfast broadband by the end of the year.

1099. Washcross drains

To discuss the issue of the drains at Washcross, which was raised by a member of the public at the June meeting and resolve what action needs to be taken.

Cllr Wylie Carrick highlighted the problem in Washcross with the blocked drains to Somerset Cllr Roundell Greene. The drains from South Petherton end are mainly cleared but the drains coming from the village to Washcross remain blocked. All the blocked drains have been reported on-line but are shown to be routine maintenance rather than a problem. The road surface is now badly damaged by water run-off. The Council say they cannot get vehicles to go down the lane, yet tractors from the village use that road. Cllr Roundell Greene said she would investigate this further. Cllr Wylie Carrick will send her a map of the drains' location.

Action – Cllr Wylie Carrick

The Clerk is to let her know when the issue has been resolved or let her know if nothing happens within a few weeks, so she can re-chase.

Action – Parish Clerk

1100. Publication Scheme v2

Resolve to approve and re-adopt the Publication Scheme v2 (missed from May 2024 agenda).

Resolved. To approve and re-adopt the Publication Scheme v2.

1101. Staffing Committee Terms of Reference v3

Resolve to approve and re-adopt the TOR with next review date to be set at May 2025 in line with other policies.

Resolved. To approve and re-adopt the Staffing Committee TOR v3 with the next review date to be set at May 2025.

1102. Risk Assessment v4

To review the risk assessment and to set the next review date at January 2025 in line with the recommendation from the Internal Auditor (a 6-monthly review).

Resolved. The Risk Assessment was approved and re-adopted with the amendments discussed to be added.

Action – Parish Clerk

1103. Action Plan

To discuss the documentation previously circulated by the Chair.

The documentation was discussed and it was decided that some short-term goals should be decided amongst the council members and that these should then be put to the village to gain some feedback. One suggestion was that we increase the community use and involvement in the recreation field -e.g., improve the pavilion; improve the play equipment; make people more aware of the facilities. Another suggestion was that we improve accessibility, not only to footpaths but also the pavilion at the recreation field.

It was agreed that a draft Shepton Beauchamp Action Plan is produced based on the three new 'Key Objectives' as agreed by the Working Group, together with an Action Plan in support of each objective and circulated to all Councillors for comments and additional ideas before 19 August. The three objectives and Action Plan will be further reviewed on 16 September 2024.

Action – Cllr Wylie Carrick

1104. Working hours of the Clerk

To review the current hours of the Clerk.

The current hours the Clerk worked on a weekly basis were reviewed and discussed, as they are in excess of the hours that the Clerk wishes to work.

The busiest time of the year falls between April – June. An option could be to move the 100 Club timing, so that renewal was not at 1st April. The recreation field committee and the management of the recreation field has also created additional hours.

It was decided that the hours worked should be reviewed again at the October meeting.

1105. Potential induction for new Councillors

To discuss potential induction for new councillors.

A discussion took place about new councillors, the advertising of a vacancy and both their application form and their induction. The Clerk said she had found application forms from other parish councils with more questions on it. Cllr Wylie Carrick agreed to produce a draft application form for circulation and discussion on 16 September.

Action – Cllr Wylie Carrick

1106. Quarterly Budget Report Quarter 1 For information only

To review the budget report for April – June.

The Clerk presented the quarterly budget report for April – June which was reviewed by the councillors.

1107. CIL Monies

To resolve whether to use some or all of the CIL monies held in Reserves towards the repairs of the play equipment.

Resolved. The council decided to use the £264 from the CIL monies towards the repairs of the play equipment. The Clerk should note this on the 2024/25 CIL return to the County Council.

Action – Parish Clerk

1108. Finance

To review the Bank Reconciliation as at 30th June 2024 (previously circulated).

To approve the schedule of payments totalling £2,064.98 (previously circulated).

Resolved. The Bank Reconciliation was approved and signed as correct by a non-bank signatory. The payments were approved.

1109. Report from Clerk/RFO. For information only

The Clerk asked the councillors to confirm that they wanted all the councillor mobile numbers as emergency contact numbers on the website, which they did. The Clerk will add them.

Action – Parish Clerk

She reported that the deadline date for the October Newsletter to be sent to the printers was 16th September latest and so she will meet with whichever councillor is producing the Newsletter to show them how to make the document WCAG 2.1AA compliant.

Action – Parish Clerk

A villager has contacted her offering to help with the maintenance of the Platinum Jubilee Garden. Cllr Rowswell confirmed that he could be contacted about this, so she will pass the number to him.

Action – Parish Clerk

1110. Reports. For information only

Highways

Cllr Rowswell said he had reported potholes. The state of the verges has been mentioned to him by several villagers. This was discussed and it was decided to ask for a local farmer to carry this out for us, on the section leading from Upper Silver Street to the crossroads, which we would pay for.

Action – Cllr England

Lethbridge Recreational Ground Committee

Cllr England said the next committee meeting was to be held on 22nd July. The proposed Camp out may be too late for this year. They will discuss fund raising.

Ranger

Cllr Wylie Carrick reported that the Ranger was doing a reasonable job.

Allotments

There was nothing to report. The allotment holder was approached and has now tidied their allotment.

Cowleaze

Cllr Bourn reported that the battery powered mower had faults which was repaired under warranty and is now working well. Cowleaze is looking good, although vegetation is growing very fast. They have been approached by someone in the village who would like to use Cowleaze for an event next year. It was suggested that the Clerk contact our insurance company to see if we could do this.

Action – Parish Clerk

Footpaths

The Somerset Council had carried out a cut of the main footpaths, some of the smaller footpaths are now quite overgrown and will be dealt with by the Ranger.

1111. Annex A – Deferred items register

This was reviewed and updated.

Meeting closed: 9.30 pm