

**Minutes of the 912th Meeting of the Stratton-on-the-Fosse Parish Council
Held in the Village Hall on 17 September 2012**

PRESENT:	Councillors: Mr R Jones (Vice Chairman), Mr W Quinn, Mr A Norris, Mrs J Davies, Mr D Stock, Mr M Daniels.																																														
IN ATTENDANCE:	CC Gloria Cawood, Clerk																																														
	<p><i>The Lord's prayer was said.</i></p> <p>PUBLIC FORUM: There was no discussion.</p> <p><i>Cllr Jones (vice-chairman) chaired the Meeting in Cllr Padfield's absence.</i></p>	ACTION																																													
1.	APOLOGIES: Cllrs, Mr John Padfield, Mr Jeremy Padfield, Mrs I Duggan, Mrs L Gittings.																																														
2.	MINUTES: The Minutes of the previous Meeting held on 16 July 2012 were approved as a true record and duly signed.																																														
3.	DECLARATION OF INTEREST: There were none.																																														
4.	<p>MATTERS ARISING: The Clerk reported on the following action taken since the last Meeting:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Placed a bid for a dog waste bin, a litter bin & weed equipment</td> <td style="width: 10%; text-align: center;">18/07/12</td> <td style="width: 20%;">Clerk</td> </tr> <tr> <td>Emailed Dist Cllr to send a Report if not attending.</td> <td style="text-align: center;">18.07.12</td> <td>Clerk</td> </tr> <tr> <td>Emailed PCSO if not attending send a Report.</td> <td style="text-align: center;">18/07/12</td> <td>Clerk</td> </tr> <tr> <td>Raised the question why no planning application sent 1 Middlemead</td> <td style="text-align: center;">18/07/12</td> <td>Clerk</td> </tr> <tr> <td>Booked Cllr Daniels for SALC training.</td> <td style="text-align: center;">18/07/12</td> <td>Clerk</td> </tr> <tr> <td>Placed SO and Code of Conduct on Agenda</td> <td style="text-align: center;">17/09/12</td> <td>Clerk</td> </tr> <tr> <td>Chased Highways for grass cutting at Killings Knapp</td> <td style="text-align: center;">18/07/12</td> <td>Clerk</td> </tr> <tr> <td>Checked with SALC to ascertain if sponsorship on Web Ok</td> <td style="text-align: center;">18/07/12</td> <td>Clerk</td> </tr> <tr> <td colspan="3"><i>Web needs to be under Clerk's control or needs to read everything placed on site as only one that is insured.</i></td> </tr> <tr> <td>Activated an Action List to attach to Minutes.</td> <td style="text-align: center;">01/08/12</td> <td>Clerk</td> </tr> <tr> <td>Arranged meeting with Marie & Clare to discuss Community Gardens</td> <td style="text-align: center;">07/09/12</td> <td>Clerk</td> </tr> <tr> <td>Purchase of weed spray equipment</td> <td style="text-align: center;">17/09/12</td> <td>JP</td> </tr> <tr> <td>Letter to parishioners regarding the tarmacking of VH car-park & the use of Parish Council Funds.</td> <td style="text-align: center;">07/2012</td> <td>RJ</td> </tr> <tr> <td>Painted BT Kiosk inside.</td> <td style="text-align: center;">Aug 2012</td> <td>RJ/ID</td> </tr> <tr> <td>Erected shelving.</td> <td style="text-align: center;">Aug 2012</td> <td>AN</td> </tr> </table> <p>There were no other matters of report, other then shown as Agenda items.</p>	Placed a bid for a dog waste bin, a litter bin & weed equipment	18/07/12	Clerk	Emailed Dist Cllr to send a Report if not attending.	18.07.12	Clerk	Emailed PCSO if not attending send a Report.	18/07/12	Clerk	Raised the question why no planning application sent 1 Middlemead	18/07/12	Clerk	Booked Cllr Daniels for SALC training.	18/07/12	Clerk	Placed SO and Code of Conduct on Agenda	17/09/12	Clerk	Chased Highways for grass cutting at Killings Knapp	18/07/12	Clerk	Checked with SALC to ascertain if sponsorship on Web Ok	18/07/12	Clerk	<i>Web needs to be under Clerk's control or needs to read everything placed on site as only one that is insured.</i>			Activated an Action List to attach to Minutes.	01/08/12	Clerk	Arranged meeting with Marie & Clare to discuss Community Gardens	07/09/12	Clerk	Purchase of weed spray equipment	17/09/12	JP	Letter to parishioners regarding the tarmacking of VH car-park & the use of Parish Council Funds.	07/2012	RJ	Painted BT Kiosk inside.	Aug 2012	RJ/ID	Erected shelving.	Aug 2012	AN	
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5.	DISTRICT COUNCILLORS REPORT: Nothing received.																																														
6.	POLICE MATTERS: There was no report received.																																														

7.	<p>CODE OF CONDUCT & DECLARATION OF INTERESTS:</p> <p>7.1 Cllr Daniels had attended a Training event on the new Code of Conduct and Declaration of Interest requirements - organised by SALC. Referring to notes taken at this event, Cllr Daniels gave Councillors present a briefing on training. The main points listed below:</p> <ul style="list-style-type: none"> • Councillors were required to have training within 6mths of taking office by Law. • Failure to comply with registering interests now a criminal offence. • No appeal procedure. <p>7.2 Declaration of Interests:</p> <ul style="list-style-type: none"> • These are combined with spouse/partner with no need to declare whose as long as registered. • No disclosure of Interest needed at Parish Council Meeting, as assumed it will be on Web site. • Failure to notify an interest is now a criminal offence. • Must notify Monitoring Office of anything new within 28 days – if this is not done is now a criminal offence. • Failure to notify could incur a 5yrs disqualification of being a Councillor and/or a penalty. • A sensitive Interest: This is one that could cause violence or intimidation. Notify Monitoring Office to request to be registered but not place on Website. • Delegation of Dispensation: Request to be able to talk on a subject with an Interest. This should be given in writing 3 clear days notice to the Clerk (if willing to take on this role) If there is a complaint made then police can be involved. <p>The Clerk read out information given from SALC/MDC regarding filling out Declaration of Interests Form:</p> <ul style="list-style-type: none"> • Do not have to identify spouse/partner – only list. • Home Address at Number 5 on form. • Disclose any Charity/Club membership ie Cam Valley Wildlife Group. • MDC stated that the Monitoring Officer would return Forms to place on parish Web-site. BUT SALC stated that does <i>not</i> go on PC Web-site unless an org.uk site and controlled by the Clerk. Therefore let MDC put on their Website (Government) does not have to be on PC Web-site. But therefore cannot rely on MDC blanking out signature. • Signature – SALC suggested modified signature ie. J Brown instead of usual signature of J A Brown. <p>7.3 Code of Conduct:</p> <ul style="list-style-type: none"> • Cllr Daniels stated that he had modified the Code – taking details from 3 documents. • All Councillors present agreed to adopt the new Code of Conduct. • Cllr Daniels will email a copy to Councillors. A copy should be forwarded to the Monitoring Office and published. 	Cllr Daniels Clerk
8.	<p>STANDING ORDERS:</p> <p>8.1 Cllr Daniels stated that the new Standing Orders have incorporated the new Code of Conduct. The Standing Orders will have to be revised every 12 months.</p> <p>8.2 Cllr Daniels stated that before the Standing Orders could be adopted, 3 items needed to be included. Namely: Freedom Of Information, Data Protection, Complaints procedure. The Clerk would seek guidance from SALC regarding these</p>	Clerk

	<p>matters.</p> <p><i>Councillor Gloria Cawood arrived at this point 20.23 pm</i></p>	
9.	<p>COUNTY COUNCILLOR'S REPORT:</p> <p>9.1 CC Gloria Cawood stated that her Report would be forwarded as soon as possible.</p> <p>9.2 Enquiries were made about Stratton's request under a Health & Wellbeing Scheme ie weedspray equipment, dog bin, litter bin. Gloria stated that at least £500 required per item, for example dog bin, shortmat bowls, training for walk leaders.</p> <p>9.3 Cllr Daniels stated that, although promised by Somerset County Council, there had been no report on the Consultation session Councillors had attended at the Bath & West Showground. It was felt by Councillors that it had been a waste of time attending.</p> <p>9.4 C Cawood gave Cllr Jones a form relating to contributions made to tarmacking parish car-parks.</p> <p><i>Gloria Cawood left the meeting at this point 20.45 pm</i></p>	CC Cawood
10	<p>PLANNING MATTERS:</p> <p><u>Applications:</u></p> <p><i>Ref:2012/ 1682</i> Applicant: Mr J Padfield Location: Fosse Farm,South Street,SOF BA3 4RA Proposal: Erection of 2 steel framed lean-to buildings on farmyard for agricultural use. <i>This had been looked at during the summer recess and had been returned to MDC, recommending that the decision be left to the Planning Officer following consultation responses.</i></p> <p><i>Ref:2012/2037</i> Applicant: Midsomer Norton RFC Location: Midsomer Norton RFC Norton Down ,Silver Street,MSN BA3 2UE Proposal: Change of use of 3.7 hectares of agricultural land to playing fields. <i>This was agreed by all Councillors present to be returned to MDC recommending that the decision be left to the Planning Officer following consultation responses.</i></p> <p><u>Notified of Approval by MDC:</u></p> <p><i>Ref:2012/1064</i> Location: Benter House, Benter, SOF BA3 4SZ Proposal: Erection of enclosure fencing to new all weather tennis court. <i>Approved with Conditions.</i></p> <p><i>Ref:2012/1362</i> Location: Downside Abbey, SOF, BA3 4RG Proposal: Recovery of steeply pitched copper roofs at east end of Downside Abbey. <i>Approved with Conditions.</i></p> <p><i>Ref:2012/1187</i> Location: Downside School, SOF, BA3 4RJ Proposal: Replacement of fencing surrounding synthetic sports pitch. <i>Approved with Conditions.</i></p>	

<p>11.</p>	<p>FINANCIAL MATTERS:</p> <p>11.1 The Clerk's salary for the period June-Sept 2012 amounting to £629.94 was agreed by all Councillors present to be paid. Cheque No. 000891</p> <p>11.2 BT/Broadband quarterly invoice amounting to £102.27 was agreed by all Councillors present to be paid. Cheque No. 000898</p> <p>11.3 The Invoice for Lengthsman duties from Chris Perkins(Sheet 86 26/07/12& 87 09/08/12) amounting in total to £175.00 was agreed by all Councillors present to be paid. Cheque No. 000889</p> <p>11.4 The Clerk presented the Auditors' Report which confirmed that the Year End 2012 Audit Return had been completed satisfactorily and on time. Therefore, the amount charged did not incur any extra penalties. This year end, Stratton was one of 5% parishes to be chosen to submit extra information regarding its Accounts. The only recommendation being that the Independent Auditor should be sent a letter of engagement, (at present, the Clerk contacted Keith Cockcroft by telephone after receiving authorisation from the Parish Council.)</p> <p>11.5 The Invoice from Moore Stephens – Auditors – amounting to £144 was agreed by all Councillors present to be paid. Cheque No. 000890</p> <p>11.6 The Clerk reported that the External Auditor from 2012/2013 would be Grant Thornton UK LLP for the next 5 years.</p> <p>11.7 An Invoice from Glasdon amounting to £285.42 for the purchase of a Dog Waste Bin, which had been agreed by Councillors at the last Parish Council Meeting, had been paid. Cheque No. 000887</p> <p>11.8 The invoice from SALC for the Councillors training event amounting to £20 which had been agreed at the last Meeting, had been paid. Cheque No.000888</p> <p>11.9 An Invoice for paint submitted by R Jones for the Kiosk amounting to £42.79 was agreed to be paid by all Councillors present. Cheque No.000899</p> <p>11.10 An Invoice for wood for shelving for the Kiosk amounting to £58.76 was agreed by all Councillors present to be paid to A Norris. Cheque No. 000900</p> <p>11.11 An Invoice for Petrol for the cutting of the Football Field amounting to £25 was received from R Jones and was agreed to be paid by all Councillors present. Cheque No.000897</p> <p>11.12 An Invoice received from W Palmer for the cutting of the Community Gardens amounting to £370 was agreed by Councillors present to be paid. Cheque No. 000901</p> <p>11.13 The weed spray equipment had been purchased by John Padfield, but no Invoice had been received to date. Cllr Quinn reported that Chris Perkins(Lengthsman) had offered to pay for this equipment, as he would then be able to use the machine for his other work. Therefore if Chris is presented with the receipt he will reimburse John Padfield.</p> <p>11.14 The Clerk reported that the VAT Refund for Years 2010-12 had been received amounting to £298.49</p> <p>11.15 The Clerk's request for 5 cheques to be signed for the designated charities, as the previous cheques had been cancelled, was met. Cheques 000892-000896</p> <p>11.16 Bank statements were reconciled and signed.</p>	<p>Cllr John Padfield</p>
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12. COMMUNITY GARDENS:

12.1 As directed by the Stratton on the Fosse Parish Council, Cllr Daniels arranged for the four appointed Councillors, Daniels, Quinn, Stock and Jeremy Padfield to meet with members of the Community Garden Committee. It should be noted that Cllr Stock is also a member of the Community Garden Committee. Cllr Jeremy Padfield offered his apologies for work and personal reasons, but was happy for the meeting to proceed without him. Marie Taylor and Claire Bendall represented the Community Garden Committee. The meeting was informally held in the Garden on Friday 7th September at 6.30 pm. Minutes, as such, were not taken as it was an informal meeting, but the following summary has been agreed by all present:

Those present thought that the two sets of representatives would work more efficiently if they were as one and we therefore call on the Council to form a sub-committee to include those Councillors and to co-opt Marie and Claire to that sub-committee. The sub-committee could then make representation and recommendations to the Council as it is responsible for the maintenance of the Gardens and has a high interest in making the Community Garden a success for the parishioners.

Much discussion took place regarding the maintenance of the Garden with particular reference to grass cutting. It was felt that a clear definition of the uses of different parts of the Garden was required so that a clear definition of the area for regular cutting can be made.

The Garden members said that they still had unfulfilled plans to add a further swing and two small ground-level trampolines to the Gardens and that these could go in an area roughly outlined as Area A on the enclosed plan. Further they wanted to create a seating area under the exiting silver birch trees in the general area of B on the plan.

In the original design, there were plans for a wild flower area. This is indicated on the plan as area C. It was thought in discussion that this area could possibly be weed-killed very soon so that it would be ready for wild flower seed treatment in the growing season of 2013.

A tree near the Middlemead entrance is in the wrong place, due to its eventual size, and should be moved down to the lower end of the gardens to a location to be decided. This should not be done until late autumn.

The cut grass area should be increased to include area D on the plan, especially so that the litter bin can be more easily accessed. No other area should be added to the cut grass area at this time – at least until the wild flower area is completed.

It should be noted that the hedge will need cutting back from time to time, perhaps annually, but a decision on this will be more easily made after the current proposed changes are made.

Grass Cutting

- Main cutting season from approx April to September. Cutting is required mostly fortnightly but less or more depending on the growing conditions. This would lead to an estimated 12 to 15 cuts per season. Grass cuttings should be removed from the cut grass in the process with perhaps the creation of a composting area. Strimming should be carried out around fences, trees and equipment.
- Bill (or Malcolm in Bill's absence) would be prepared to be the arbiter of when cuts are needed as season progresses.
- Quotes for cutting should be on the basis of price per cut with a maximum total budget set by the Council on the recommendation of the sub-committee. (Should a season be a really fast growing one, the sub-committee would have to re-approach the Council if additional cuts had to be made.)

Training

Cllr. David Stock inspects the Gardens and its equipment currently for the Council as a condition of our insurance on a weekly basis. He is untrained and the Council has recognised that training is needed. If undertaken and assessed, David would be able to carry out the necessary annual inspection as well – saving money in the long term. It has not been possible, thus far, to locate local training, but the search should continue.

An alternative as far as an annual inspection is concerned might be to have, for example, RoSPA do it. They charge £63 for the first five items of equipment plus £3 for each extra item. If we require risk assessments for our equipment, the combined cost of inspection and risk assessment would be £83 for the first five items of equipment plus £3 for each extra item. This might be the better plan until we can find a training body locally.

<http://www.rospace.com/leisuresafety/playsafety/playgroundinspections/annual.aspx> refers

- 12.2 Councillors were concerned over the cost of grass cutting the Gardens (the Clerk stated that the cost so far amounted to £1,420). It was suggested that quotes were sought for next season's grass cutting and that it would be an idea to advertise this in the Parish Magazine.
- 12.3 It was thought that a tractor might be able to access the gardens if a section of fence could be removed easily. Cllr Jeremy Padfield was to try and locate an Allen motor scythe.
- 12.4 Cllr Daniels would draw up a schematic for cutting the grass and obtain quotes.
- 12.5 All Councillors present agreed that the Gardens should be managed and monitored by a sub committee. Cllr Daniels proposed that a sub committee be formed and the co-option of non Council members namely Marie Taylor and Clare Bendall. All present agreed.
- 12.6 The Clerk had confirmed with Came & Company that under the insurance policy it only needed a competent person (no training necessary) to weekly check the Play-park. Also for the date and time of the inspection to be recorded along with any concerns which should then be Minuted,(this practice was already in place).
- 12.7 The Clerk stated that under the insurance policy, the Play Equipment needed to be officially inspected annually. Cllr Daniels was in possession of prices from RoSPA, but the Clerk presented prices from Digley Associates (in conjunction with Came Company Parish Council Insurance) which were more competitive. It offered 3 schemes and after discussion, it was agreed to proceed with Scheme 3 at a cost of £45 plus VAT(ref PC&CS3). This included all pieces of equipment and a site risk

Cllr
Jeremy
Padfield
Cllr
Daniels

Clerk

	<p>assessment. The Clerk to arrange.</p> <p>12.8 Cllr Stock stated that he had made a weekly inspection of the Play-park recording date and time. There was nothing to report as all equipment was found to be fit for purpose.</p>	
13.	<p>STREET CLEANING/LENGTHSMAN SCHEME:</p> <p>13.2 Cllr Quinn distributed his report to Councillors in which he noted the following: Tasks carried out by Chris included:</p> <ul style="list-style-type: none"> • Weedkill applied around the village. Chris made a 5am start so it would not inconvenience members of the public. • Strimmed and cleared the bank at the junction of Green Lane to the Bath View chicane to allow a clear view for traffic emerging from Green Lane. • Strimmed the bank opposite Fosse Cottage to the old RBL club. • Cleared long grass on verge towards the War Memorial to give a clear view to traffic. • Cleared brambles obstructing the pavement from Middlemead to the first chicane North. • Cleared and cut back nettles and overhanging branches blocking the pavement alongside and beyond the first chicane North. • Cleared debris and vegetation from the small traffic island (junction of A367 and B3355) on main road past Killings Knapp. • Cleared and strimmed the bank at the Benter crossroads Nettlebridge to allow traffic emerging from the Stoke Bottom junction to have a clear view when joining the main road. <p>13.2 With help from John Padfield the cleaning agent for the weed sprayer was located.</p> <p>13.3 The adopted BT Kiosk, with the help of several Councillors has now been painted and equipped with shelving etc.</p> <p>13.4 Cllr Norris reported that weeds were a problem around the seat at St Vigors Church and around the grit bin. Cllr Quinn will add to the lengthsman's list.</p>	Cllr Quinn
14.	<p>VH CAR-PARK:</p> <p>14.1 Cllr Jones stated that a leaflet detailing the proposal for the Parish Council to take over responsibility for the tarmacking of the Village Hall car-park had been delivered to households in the parish. The cost of this would be £14,082 with a VAT refund of £2,347</p> <p>14.2 The Clerk had received 2 letters in response registering various concerns, but not against the proposal.</p> <p>14.3 Unfortunately, due to Parish Council funds being depleted, the tarmacking of the car-park would have to be postponed.</p> <p>14.4 In connection with the above, the Clerk distributed a detailed summary of the funds currently available and estimated figures to the Year End 2013.</p> <p>14.5 Cllr Daniels suggested that a Finance Sub Committee be set up and requested that this item be placed on the next Agenda for discussion.</p>	Agenda
15.	<p>BT KIOSK:</p> <p>Cllr Jones and Cllr Duggan, along with Cllr Quinn and Barbara Quinn, had painted the inside and outside of the adopted BT Kiosk. Cllr Norris had erected shelves and books had been installed. All other Councillors congratulated them on a job well done and</p>	

	thanked them for their time and effort.	
16.	WAR MEMORIAL: This was to be put on hold for the present.	Cllr Padfield
17.	HIGHWAYS: 17.1 Councillors raised their concern that no further progress had been made on the Chicanes which had been the subject of a meeting with Councillors and Highways. The Clerk was to send a copy of the Minutes of the meeting to Jeff Bunting and Charlie Higgins at Highways asking for action. 17.2 Cllr Norris reported that the road was badly divided between Green Lane and Bainsbury View. The Clerk to report to highways.	Clerk Clerk
18.	FOOTPATHS: 18.1 Cllr Jones stated that Cllr Irene Duggen had originally taken over as Footpath Officer from Cllr Linda Gittings, but now wishes to relinquish this role. The position involved more work than was realised. 18.2 Cllr Jones stated that he would place a walking booklet, obtained from the recent Walking Festival held in Stratton, in the Parish Magazine and on the Parish Website. 18.3 Cllr Norris reported that the footpath at Mogg Hill was again being made narrow by vegetation over the footpath. Cllr Jones stated that CC Cawood was trying to have Somerset County Council return to complete the middle part of the footpath. Cllr Quinn suggested that the Lengthsman could spray and reported that he had already trimmed.	Cllr Jones Cllr Quinn
19.	PARISH FORUM REPORT: There was nothing to report.	
20.	WEB-SITE: Cllr Daniels reported on an Internet speed measuring device which might be able to put pressure on BT to do something about general maintenance.	
21.	CORRESPONDENCE: Correspondence read and dealt with accordingly. 1. BT Invoice 2. Chris Perkins Invoice 3. HRMC VAT Refund 4. Glasdon Invoice 5. SALC Invoice Training 6. Moore Stephens Audit Fee 7. Audit Commission – Appointment of new external Auditor from 2012/13 8. Mare Taylor – letter re VH Carpark 9. Dale James – letter re VH Car-park 10. Gloria Cawood reply to email regarding funding for dog bin etc 11. SLCC – membership 12. 12 Waster Partnership – 29 Sept 2012 half day FOC waste prevention 13. Police – survey 14. Cam Valley Wildlife Group – Newsletter Summer 12 Issue 64 15. St John’s Ambulance – Information on courses. Bank Statements: July & Aug 2012 Business Reserve A/C 16,791.64 16,757.65	

	Current A/C	50.00	50.00	
22.	MATTERS OF REPORT & ITEMS FOR NEXT MEETING: To be placed on the next Agenda: <ul style="list-style-type: none"> • Financial Sub-Committee 			Agenda
23.	DATE OF NEXT MEETING: 22.1 The date of the next Meeting will be on Monday 15 October at 7.45 pm 22.2 There being no other business the meeting closed at 9.45 p.m.			

CHAIRMAN _____ DATE _____