

**Minutes of the 913th Meeting of the Stratton-on-the-Fosse Parish Council
Held in the Village Hall 15 October 2012**

PRESENT:	Councillors: Mr John Padfield,(Chair),Mr W Quinn, Mr A Norris, Mr D Stock Mrs I Duggan, Mrs L Gittings. Mrs J Davies, Mr M Daniels.		
IN ATTENDANCE:	Clerk		
	<i>The Lord's prayer was said.</i>		ACTION
	PUBLIC FORUM: There was no discussion.		
1.	APOLOGIES: Cllrs, Mr R Jones(Vice Chairman), Mr Jeremy Padfield, CC Gloria Cawood,		
2.	MINUTES: The Minutes of the previous Meeting held on 17 September 2012 were approved as a true record and duly signed.		
3.	DECLARATION OF INTEREST: There were none.		
4.	MATTERS ARISING: The Clerk reported on the following action taken since the last Meeting:		
	Copy of Code of Conduct emailed to Councillors <i>To Adopt</i>	For Mtg	Cllr Daniels
	Send MDC copy of Code of Conduct <i>When adopted can forward to MDC</i>	Asap Post	Clerk
	Fill out and submit Declaration of Office to MDC Clerk will collect at next meeting at send off together <i>Check on those received - still to collect some - forward to MDC</i>	Asap Post	All Cllrs
	Advice on Data Protection, <i>Do not publish private information ie net salary NI Number etc LSO Home address of Clerk if different from PC - had somebody camping out at home address! Can opt to have PO Box address.</i> FOI, <i>Go to Web-site ICO.gov to check if registered</i> Complaints procedure, <i>Email for Pro-forma.</i> Absence/Grievance/Disciplinary <i>To think about set up grievance panel small group Cllrs eg like line manager - meet only if problem - 3 Cllrs no Chair, as he has to be available if there is an appeal.</i> From SALC	Email Web-site	Clerk
	County Councillor's Report	18/09/12	G Cawood
	Receipt for Weed Spray Equipment <i>To be given to Chris Perkins(lengthsman) for payment (via Cllr Quinn) who will refund</i>	Still to action	Cllr John Padfield

Location of Allen Motor Scythe Very difficult to locate and modern equivalent too expensive. Suggestion that contractors may cut once per year or could hire equipment.	At Mtg Completed	Cllr Jeremy Padfield
Collate a schematic for grass cutting Cllr Daniels emailed plan of Gardens to all Councillors. Grass cutting will be less next year as under Beech trees will be barked.	Completed	Cllr Daniels
Secure Quotes for the cutting of Community Garden grass. Not able to act until formally set up Committee.	Yet to activate	Cllr Daniels
Organise a Annual Inspection and risk assessment of Community Gardens Will send written report in 2 weeks c/w risk assessment.	11/10/12	Clerk
Weeds around St Vigors seat and grit bin to be placed on Lengthsman list	Completed	Cllr Daniels
To place a proposal to set up a Finance Committee on Agenda	Completed	Clerk
To email Jeff Bunting & Charlie Higgins concerning the site meeting held regarding the chicanes and why nothing had been heard about this since. Thought would be able to get work done by Local Transport Scheme, but not available this year (still delivering last year's work) - it would be put into next year's work schedule. Therefore looking to fund from Area office Budget before end Financial Year. Next week will liaise with Charlie and cost. Charlie - raising pavement height, Jeff - making traffic islands (chicanes) narrower.	Emailed & phoned	Clerk
Condition of road between Green Lane & Bainsbury View - report to Highways Will inspect	Completed Ref:274667 8/10/12	Clerk
Place Walking booklet on Web-site and in Parish Newsletter Cllr Jones not present to be able to establish whether done.	To be verified	Cllr Jones
Lengthsman to spray Mogg Hill footpath at Mogg Hill Advice was not to spray where public had access ie footpaths. Will look at strimming instead.	Not possible	Cllr Quinn
There were no other matters of report, other then shown as Agenda items.		

5.	<p>COUNTY COUNCILLOR’S REPORT: Councillors had been emailed Gloria’s Report – a summary of which follows:</p> <p>5.1 Still waiting for any bids to the Health and Well-Being Grant – to be in to me by the end of October and using the grant form sent last month. Please fill in and return to me on-line (save changes you make to the document and send to me.)</p> <p>5.2 I have had a word with Richard Groves about the Parish Warden Scheme today. He tells me that after all funding is £3,000 for one year only, with training etc. able to be had from the Enabler Grant. So again we could think about equipment.</p> <p>5.3 I need to inform Leigh that Stratton have a bid for weed-killing spray\equipment, which the ‘Parish Lengthsman’ carries out. I don’t know whether Leigh wants to come in on this, because it might be possible for the Lengthsman to employed to do this whenever needed. Does Paul come from Leigh, anyway?</p>	
6.	<p>DISTRICT COUNCILLORS REPORT: Nothing received. The Clerk Confirmed that an email had been forwarded asking for a Report if not attending.</p>	
7.	<p>POLICE MATTERS:</p> <p>7.1 There was no report received.</p> <p>7.2 A new Beat Manager had been appointed details of which had been emailed to Councillors.</p> <p>7.3 The Clerk received back a Crime Survey Report – filled out by Cllr Quinn – to forward.</p>	Clerk
8.	<p>DECLARATION OF INTERESTS:</p> <p>8.1 The Clerk had emailed Councillors in respect of the Declaration of Interests Forms; giving information regarding home address to be inserted at 5.1 and any membership of organisations (ie Wildlife Group/Ramblers/Rotary) to be included on the Form. Cllr Daniels had been given conflicting advice at the training meeting by SALC (only if hold an official role in such an organisation is it necessary to declare).</p> <p>8.2 The Clerk would collect and check Declaration of Interest Forms at the end of the Meeting. The Clerk to forward to Mendip</p>	Clerk
9.	<p>CODE OF CONDUCT:</p> <p>9.1 Cllr Daniels reported that the statutory Code of Conduct had been emailed Councillors and proposed that this was adopted, Cllr Quinn seconded this and all those present agreed.</p> <p>9.2 Clerk to forward a copy of Code of Conduct to Mendip District Council.</p>	Clerk
10.	<p>STANDING ORDERS: Councillors had been emailed the revised Standing Orders which Cllr Daniels proposed the Parish Council adopt, this was seconded by Cllr Quinn and agreed by all those present.</p>	

11	<p>PLANNING MATTERS:</p> <p><u>Applications:</u> Ref: 2012/2371 Location: Norton Hall Lodge, SOF, Radstock BA3 4RW Proposal: Erection of timber framed double garage and garden store. <i>Cllr Davies reported that the location had been viewed and it was thought that this proposal would not inconvenience anyone. The Clerk to forward comments to MDC</i></p> <p><u>Notified of Approval by MDC:</u> Ref: 2012/1044 Location: Beaumaris, Fosse Road, SOF Proposal: Erection of new bungalow. <i>Approved with Conditions. Chair read out reasons for approval. Cllr Norris stated that information received from MDC was that once outline permission is given. Planning cannot be refused.</i></p> <p><u>Road Closure Notification</u> The stretch of road on the A367 Fosseway and Fosseway South (between the White Post Roundabout and the Fosseway Roundabout will be closed from 17 October 2012 for approximately 3 days. This is to enable resurfacing works to be carried out on this stretch of road.</p>	
12.	<p>FINANCIAL MATTERS:</p> <p>12.1 The Clerk presented a quarterly BT/Broadband Invoice for the amount of £102.27 which all Councillors present agreed to pay. Cheque No.000903</p> <p>12.2 The Clerk requested payment for an Accounts Ledger ordered from Shaw & Sons at a cost of £70.80 which all Councillors present agreed to pay. Cheque No.000904</p> <p>12.3 An Invoice from Chris Perkins(Lengthsman) (Sheet 88 23/08/12/12 & 89 04/10/12) amounting to £200 was agreed by all present to be paid. Cheque No.000902</p> <p>12.4 A cheque for £25 was agreed by all Councillors present to be issued to Cllr R Jones for the cost of petrol for cutting the Football Field. Cheque No.000905</p> <p>12.5 The Annual Subscription for Cam Valley Wildlife Group amounting to £5 was agreed by all Councillors present to be paid. Cheque No.000906</p> <p>12.6 The Clerk reported that, after several letters and phone calls - which resulted in going through an Appeal process - HMRC conceded that the reason for the PAYE End of Year forms being submitted late was the wrong information given to the Clerk. Therefore, the Penalty of £100 levied on the Parish Council was cancelled.</p> <p>12.7 Cllr Daniels reported that quotes were still needed for grass cutting of the Community Gardens. It was decided that Chris Perkins, Wayne Palmer and Nick Taylor should be approached and also to advertise the contract on the PC Web-site. The Clerk would draft a letter together with Cllr Daniels.</p> <p>12.8 The Bank Statements for September were reconciled and signed.</p> <p>12.9 It was decided that forming a Financial Sub-Committee was not required, but a more regular statement was needed. Cllr Daniels suggested a spread sheet and would set up a system with the Clerk. The figures to be reviewed at the next Meeting.</p>	<p>Cllr Daniels Clerk</p> <p>Cllr Daniels Clerk</p>

13. **COMMUNITY GARDENS:**

13.1 Cllr Stock reported that he had checked the play equipment on a weekly basis (making notes of time and date of inspection) and everything was okay. He had cleaned up broken glass by the litter bin. Cllr Stock stated that he would compile an Inspection Check-List.

13.2 The Clerk reported that the Annual Play Equipment inspection had been organised. Digley would inspect the site and undertake a Risk Assessment on Friday 11 October 2012. A written Report would be forwarded to the Clerk 2 weeks later.

13.3 Cllr Daniels reported on the meeting held to discuss forming a Sub-Committee for the Community Gardens and the Chairman read out a letter received from Marie Taylor which is as follows:

Stratton Community Garden Committee

Clare Bendall and I had a very successful meeting with Malcolm, Bill and Dave back in August. We discussed among other things, looking into finding a legal way to maximise the funds we have remaining by reclaiming VAT.

Proposal.

Following a meeting SCGC had in September, we propose the following

1. SCGC purchase ASAP a sign (this makes us compliant with current law.)
2. SCGC dissolve and pass any remaining funds in full to the Parish Council.
3. A subcommittee of the Parish Council (suggested members Bill, Malcolm, Clare, Sue and Marie) is set up. This group would meet as required but would agree annual objectives and actions to allow operational management to be as flexible as possible.
4. Remaining purchases take place by the Parish Council – following Jubilee day consultation this would be another nest basket swing and to turn the silver birch copse into a picnic area.
5. The VAT reclaimed to be retained by the Parish Council “informally ringfenced” for future maintenance / replacement / additional items.

The Finances

The bank balance is in the region of £11k. The sign is estimated at £0.3k. The basket swing will be in the region of £3.6k (net of VAT) leaving £5k to develop the silver birch copse, log roll around provide a picnic table and woodchip the woodland floor plus wildflower seed and other planting for the areas where high grasses are currently growing. The balance to be held by the PC would be approximately £2k. This would offer a level of financial protection to the Parish Council in fulfilling their future statutory duties and provide a way of maximising value for money for villagers many of whom helped raise the funds with their village day and other contributions.

The Community Garden Committee believes this is an operationally viable proposal which ensures value for money for the village. We would be grateful if you would consider our proposal at your next Parish council meeting.

With best wishes,

Marie

Marie Taylor, Treasurer

On behalf of Stratton on the Fosse Community Garden Committee

Cllr
Stock

	<p><u>Stratton Community Garden</u> <u>Suggested Terms of Reference for the Sub Committee</u></p> <ol style="list-style-type: none"> 1. Consider whether the current maintenance contract offers sufficient value to the village and whether new estimates should be collected. (Grass cutting, hedge trimming, tree work etc.) 2. Consider the condition of the Community Garden Assets and actions which may be required 3. Recommend where expenditure against the £2k is appropriate. 4. Ensure Public Liability and Asset Insurance are in place (Valerie) 5. Ensure weekly inspections under the terms of the insurance policy take place (Dave) 6. Ensure annual inspection takes place by ROSPA accredited inspector (Valerie) 7. Publicise the space as required to attract groups and individuals to plant in the raised beds / play boules / community gardening / other events. 8. Investigate the possibility of fund raising for further pieces of equipment / replacement items. 9. Keep the space live by keeping the website up to date with any events / changes to the space. 10. Report any significantly important updates to the village through the newsletter / website. 11. Liaise with Downside re: changes / use of the space as per their request. 12. Take part in any required renegotiations of the 10 year lease with Downside Trustees (2019) as required. 13.4 Cllr Daniels proposed that the Parish Council accept Marie’s letter as a working document for the Sub-Committee. All Councillors present agreed. 13.5 All Councillors present agreed on the members of the Sub-Committee – with the Chairman to ask Cllr Jeremy Padfield if he wished to sit on the Committee. Also it was suggested that Downside be invited to put forward a representative to sit on the Committee. 13.6 All Councillors agreed on the revised plan of the Community Gardens for grass cutting purposes. The cutting would be monitored to decide when to cut and the quotes obtained would be on a flexible and not on a yearly basis. 	<p>Chair Clerk</p>
<p>14.</p>	<p>STREET CLEANING/LENGTHSMAN SCHEME: Cllr Quinn distributed his report to Councillors in which he noted the following: Tasks carried out by Chris included: Cleared overhanging brambles etc. obstructing the pavements, (mostly from Downside properties). Cleared large amount of weeds and rubbish from around the seat outside St Vigors Church. Strimmed grass around grit bins at several locations. Cut-back branches and vegetation obstructing the Stop sign at bottom of Green Lane. Collected a new dog waste bin from Cllr Jones and checked on the site to install – Mogg Hill footpath. <i>Modifications will have to be carried out on the bin before it being fixed to a rough stone wall – hopefully on next scheduled visit.</i></p>	

15.	HIGHWAYS: There was nothing to report.		
16.	FOOTPATHS: There was nothing to report.		
17.	PARISH FORUM REPORT: There was nothing to report.		
18.	WEB-SITE: Cllr Daniels reported that the Standing Orders would be placed on the Parish Web-site, now that they had been formally adopted.		Cllr Daniels
19.	<p>CORRESPONDENCE: Correspondence read and dealt with accordingly.</p> <p>1 Shaw & Sons Invoice Account Ledger £70.80 .</p> <p>2 Chris Perkins Lengthsman Invoice £200 (Sheet 88 23.8.12 & Sheet 89 4.10.12) .</p> <p>3 R Jones Petrol (Barry Rogers) for grass cutting Football Field .</p> <p>4 CamValley Annual membership renewal £5 . Wildlife Group</p> <p>5 HM Revenue PAYE Review of £100 Penalty – Cancelled & settled under . S54 Taxes Management Act 1970</p> <p>6 BT/Broadband Invoice .</p> <p>7 Little Angels Thank you letter for £100 donation .</p> <p>8 Western Power Invitation to Stakeholder Workshop c/w luncheon(future . investment plans) Bristol(at Bristol Science Centre) 15 November 2012-10-15 Registration at 9.30am Start 10 am Respond by 29 Oct 2012</p> <p>9 Mendip Newsletter 135 . Society Concerned if reaching Councillors email secretary@mendipsociety.org.uk to confirm interest.</p> <p>Magazines/ Brochures: Clerks & Councils Direct</p> <p>Planning: Permission: Ref:2012/1044 Beaumaris Road Closure: A367 Fosseyway</p> <p>Bank Statements: Sept 2012 Business Reserve A/C 15,713.80 Current A/C 50.00</p> <p>Cheques: Chris Perkins Lengthsman £200.00 R Jones 25.00 V Attwood (BT) 102.27 V Attwood (A/C Book) 70.80</p>		

20.	MATTERS OF REPORT & ITEMS FOR NEXT MEETING: To be placed on the next Agenda: Invoice for Cartridges for Weed Spray Equipment.		Agenda
21.	DATE OF NEXT MEETING: 22.1 The date of the next Meeting will be on Monday 19 November at 7.45 pm 22.2 There being no other business the meeting closed at 9.25 p.m.		

CHAIRMAN _____ DATE _____