

**Minutes of the 920th Meeting of the Stratton-on-the-Fosse Parish Council
Held in the Village Hall 20 May 2013**

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| PRESENT: | Councillors: Mr John Padfield,(Chair), Mr R Jones (Vice Chair), Mr D Stock, Mrs J Davies, Mr A Norris, Mrs I Duggan, Mrs L Gittings, Mr M Daniels, | | |
| IN ATTENDANCE: | Dist Councillor, Clerk | | |
| | PUBLIC FORUM: There was no discussion. | | ACTION |
| 1. | ELECTION OF CHAIRMAN: 1.1 The Clerk asked for nominations for Chair person Cllr Stock proposed Cllr John Padfield and Cllr Gittings seconded this proposal. 1.2 The Clerk asked if there were any other nominations – there were none. 1.3 The Clerk asked for a show of hands for the nomination of Cllr Padfield as Chairman – this was carried unanimously. | | |
| 2. | DECLARATION OF OFFICE: Cllr John Padfield accepted and singed the Declaration of Office Cllr Padfield had been a Councillor since 1967 and held the Chair since 1973. <i>At this point the Chairman took the Meeting.</i> | | |
| 3. | APOLOGIES: Mr W Quinn, Mr Jeremy Padfield, PSCO, | | |
| 4. | MINUTES: The Minutes of the previous Meeting held on 15 April 2013 were approved as a true record and duly signed. | | |
| 5. | DECLARATION OF INTEREST: 5.1 There were none. 5.2 Declaration of Interests had now been altered and signed by all Councillors whose forms had been returned and the Clerk would forward to Mendip District Council. | | Clerk |
| 6. | ELECTION OF VICE CHAIRMAN: Councillor Davies proposed Cllr Richard Jones for the Vice-Chairman which was seconded by Cllr Norris. All Councillors present agreed. | | |
| 7. | APPOINTMENT OF 7.1 <i>Planning:</i> Cllrs Judy Davies, Alan Norris, Richard Jones 7.2 <i>Footpaths:</i> Cllr Linda Gittings 7.3 <i>Lengthsman:</i> Cllr Malcolm Daniels 7.4 <i>Bank Signatories:</i> Cllrs Judy Davies, Richard Jones, John Padfield | | |
| 8. | MATTERS ARISING: 9.1 The Clerk reported on the following action taken since the last meeting: | | |
| | <u>ACTION POINTS</u> | ACTION BY DATE | NAME |

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| 1. | Contacted Ian Glover Enforcement Officer to offer a solution to problem of dumping in Bridal way/ Watery Lane. John and/or Jeremy will arrange a meeting. | 10/01/13 | Jeremy P John P |
| 2. | Light reported opposite war memorial - Clerk to chase as still not working. | Completed | |
| 3. | PCSO Housley - when informed of Village Day/Farm Day - will organise "no Waiting" cones. | asap | PCSO |
| 4. | Data Protection (ICO.gov.uk) Registered sent forms 21/01/2013 to be completed by PC To forward with £35 cheque for Annual subscription. Still to complete & return | urgent | Clerk MD |
| 5. | All relevant documentation already placed on Web-site with a statement that these were "a work in progress" Meeting to be held to discuss and finalise documentation To be officially adopted when complete. Place Standing Orders & Financial Regulations on Web-site - as/when above information completed and adopted by PC | Meeting Asap Asap | MD Chair Clerk MD MD |
| 6. | Complaints Procedure (Staff). Think about setting up grievance panel small group Cllrs eg like line manager - meet only if problem - 3 Cllrs not Chair as he has to be available if there is an appeal. | Completed | MD John P Clerk |
| 7. | County Councillor's Report -forward Harvey Stiggs now Stratton's CC | As received | Clerk |
| 8. | Bolt on entrance gate in Community Gardens to be modified. | Completed | Jeremy P |
| 9. | Drop Kerbs - locate Cllr Gittings past report on drop kerbs. CC Cawood would try and locate. Councillors would survey sites for drop-kerbs on the Litter Pick and report Cllr Gittings would try to recover the original Report from old Computer. | Nothing located Next mtg | Gloria LG |
| 10. | Membership to SLCC for the Clerk | Completed | Clerk |
| 11. | Strim bank in South Street Paint/stain seat outside St Vigors | Completed asap | L/man |
| 12. | Still awaiting signed contract returned from Chris Perkins | asap | MD/CP |
| 13. | Letter to Downside to ask to contribute to Dog Fouling Bin & Sign at bridal way at rear entrance of Downside | Completed Awaiting reply | Clerk D/Side CC Carter |
| 14. | Place Audit Notification on Notice Board - dates for inspection | Completed | Clerk |
| 15. | Contact Mr Keith Cockcroft to act as Internal Auditor | Completed | Clerk |
| 16. | Prepare Audit Return - signature required at Meeting | Completed | Clerk |

9.2 The Clerk also reported that pickers and jackets (no gloves available this year – Councillors to supply their own) were collected from Mendip District Council Offices for the Litter Pick and returned. Also had notified Mendip that rubbish needed to be picked up at Church Farm and bridal way in Watery Lane.

9. COUNTY COUNCILLORS REPORT:

- 9.3 Since the Election, the County Councillor now responsible for Stratton-on-the-Fosse was Harvey Stiggs.
9.4 No Report was received.

10. DISTRICT COUNCILLORS REPORT:

- 10.1 The Chairman introduced the newly elected District Councillor Rachel Carter.

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| | <p>10.2 Dist Cllr Carter stated that Mendip District Council had modernised its Web-site and from the beginning of June the 0845 contact number would be replaced by 0300 3038588</p> <p>10.3 Cllr Daniels was informed that it would be advisable to carry-on dealing with Steven Priscot (former District Councillor) in regard to the Enablement Fund.</p> <p>10.4 Dist Cllr Carter reported that Downside had organised a team to litter pick in the village on a weekly basis – if the Parish Council were in agreement. Councillors agreed that this was a good idea, and that although the Parish Council did not possess pickers, gloves or reflective tabards, they could be borrowed from Mendip District Council.</p> | |
| <p>11.</p> | <p>POLICE MATTERS: PCSO had sent a Report in her absence as follows:</p> <p>From the 19/04 Motor bikes on school grounds 23/04 2 Motor bikes on school grounds X2 calls 02/05 Youths on school grounds 06/05 Graffiti on cricket pavilion and cricket square 09/05 A van broken into at the Kings Arms 17/05 Youth on Motorbike carrying a stick</p> | |
| <p>12.</p> | <p>PLANNING MATTERS:</p> <p>12.1 <u>Applications:</u> Ref:2013/0805 Mill House,Benter - 2 Storey front extension All Councillors agreed to leave the decision to the Planning Officer</p> <p>12.2 <u>Permission:</u> Ref:2013/0521 MSN Rugby Football Club etails reserved by condition 3(wildlife & landscape)of planning Permission 2012/2037</p> | |
| <p>13.</p> | <p>PURCHASE OF DOG FOULING BIN:</p> <p>13.1 The Clerk reported that a letter had been sent to Downside (which the Chairman read out) requesting a contribution towards a dog fouling bin to be sited at the footpath on Downside land.</p> <p>13.2 Dist Cllr Carter will confirm with the Bursar that the letter had been received and if so ask him to reply.</p> <p><i>Dist Cllr Carter left the Meeting at this point 8.30 pm.</i></p> | <p>CC Carter</p> |
| <p>14.</p> | <p>INSURANCE PREMIUM:</p> <p>14.1 The Clerk reported that 3 Insurance quotations had been sought from Aon £812.53, Eclypse £633.76 and Came & Company (present insurers) £777.47. The policy schedule was the same for all 3 with the excess at £250. After further discussion with Came & Company the Clerk negotiated a price of £690.00 and then a price match with Eclypse at £633.76 The Clerk recommended to stay with the present insurers (Came & Company) and all Councillors present agreed.</p> <p>14.2 The Clerk to forward the cheque to Came & Company to continue the Insurance</p> | |

from 01 June 2013 until 01 June 2014.

14.3 Risk assessment was discussed – the playground was regularly inspected on a weekly basis by a Councillor who logged his visit and presented a written report in the form of a check list. Monies were covered and a Fidelity clause was in place. The cost of rebuilding the War Memorial if damaged had been discussed with a Stone Mason last year and a 3% increase had been added this year.

15. FINANCIAL MATTERS:

15.1 A cheque was issued for an Insurance policy with Came & Company, as discussed above, amounting to **£633.76 Cheque No.000934**

15.2 The Clerk present an Invoice for printer ink amounting to **£40.86** which all Councillors present agreed to pay. **Cheque No.000933**

15.3 The Lengthsman Invoice(**Chris Perkins**) amounting to **£294** for 3 weeks was agreed by all Councillors present to be paid. (**Sheet No 44** 18/04/13 02/05/13 16/05/13) **Cheque No.000929**

15.4 Councillor **Jones** presented an Invoice for petrol for the cutting of the football field amounting to **£50** – all Councillors present agreed. **Cheque No.000930**

15.5 Cllr Jones presented an Invoice for APM Wine & Nibbles amounting to **£22.50** all Councillors present agreed for this to be paid. **Cheque No.000931**

15.6 An Invoice from **Wayne Palmer** for the cutting of the Community Gardens amounting to **£165** was agreed by all Councillors present. **Cheque No.000935**

15.7 An Invoice for **Village Hall Hire** for **Yr End 2013** (11 months) amounting to **£165** was agreed by all Councillors present to be paid. **Cheque No.000932**

15.8 The Clerk was in receipt of a Membership form to **SLCC** and all Councillors present agreed to the enrolment payment of **£80** Cheque **No.000936**

15.9 The Clerk stated that Keith Cockcroft had agreed to perform the Internal Audit which all Councillors present were in agreement with.

15.10 The Clerk stated that the Notice of Inspection had been placed on the Notice Board.

15.11 The Clerk and the Chairman read out **Section 2** on the **Audit Return** which was filled out and **signed** with all Councillors present in agreement. The Chairman confirmed that no Trust Funds were held by the Parish Council.

15.12 Bank Statements were reconciled and signed.

16. TO DISCUSS STANDING ORDERS:

16.1 Model Publication Scheme

The Clerk reported that a meeting with Cllr Gittings, the Chairman and the Clerk had been held to discuss and complete the Model Publication Scheme. A further meeting between the Chairman, Cllr Daniels and the Clerk had been held to finalise issues. Cllr Daniels stated that certain items were not applicable to Stratton Parish Council so have been omitted, also that advice received stated that the hourly rate of the Clerk, when requesting information, could not be charged. It was decided by all Councillors present that 10 working days to acknowledge a request and 30 working days to respond would be applied. All Councillors agreed for the Model Publication Scheme should be published on

the Web-site.

16.2 Data Protection Policy

Cllr Daniels presented Councillors this document taken of the I.O.C. web-site and all Councillors present agreed for the Parish Council to accept the document.

16.3 Information Security Policy

Councillors were presented with this document and Cllr Daniels proposed a change from "all papers shredded " to "all *sensitive* papers shredded" which all Councillors present agreed. After reading the document, all Councillors present agreed to adopt.

16.4 Complaints Procedure

All Councillors present agreed that a Committee (comprising 2 Councillors and the Chairman) would be formed as and when necessary.

16.5 Data Protection Act

Councillors were presented with a Pro-forma from which Cllr Daniels had removed items not applicable to Stratton Parish Council. Cllr Daniels proposed that the document was adopted and registered with I.O.C. All Councillors present agreed.

16.6 Standing Orders

Now that the above documents have been officially adopted, the Standing Orders can be adopted. There are still items to be clarified on the Standing Orders and a meeting between the Chairman, Cllr Daniels and the Clerk would be held before the next meeting to finalise these matters.

16.7 The Chairman thanked Cllr Daniels for his extensive work on the above documentation and also Cllr Gittings and the Clerk for their input.

16.8 It was stated that once the above documents were adopted they would suffice unless legislation changed. Although Standing Orders needed to be looked at every 12 months and considered.

Chair
Clerk
MD

17. COMMUNITY GARDENS:

17.1 Cllr Stock stated that on his weekly inspection of the playground since the last Meeting, there had been nothing to report. He gave the Clerk his check-list for the last month.

17.2 It had been agreed to change Wayne Palmer's contract for grass cutting from £45 to £50 per cut, on account of an extra area in front of the Basket Swing now to be included.

17.3 The Community Garden Committee stated that it would like to start the Silver Birch project. A quote from Syd's Garden Maintenance amounting to £4,280 + VAT had been received. The Committee would like to have approval to use the money once the VAT had been redeemed from the equipment already purchased.

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| | <p>Planning: Application: Ref:2013/ 0805 Permission: Ref:2013/0521</p> <p>Bank Statements: March 2013 Business Reserve A/C £ 28,825.69 Current A/C 50.00</p> <p>Cheques: Petrol grass cutting (f/ball field) 50.00 Wayne Palmer (Comm Gardens) 165.00 Insurance Renewal 633.76 Village Hall Hire (11 mths Yr End 2013) 165.00 Chris Perkins (L/man duties) 294.00 V Attwood (Ink) 40.86 I.C.O. (Data Protection) 35.00 Previous cheque cancelled</p> <p>Insurance Quotes: Last Year's premium <i>w/o Swing Basket £732.38</i> Came & Co £752.47 w/o S/Basket £777.47 c/w S/Basket</p> <p>Renegotiated: £690.00 Matched: £633.76 Aon £812.53 Eclipse £633.76</p> | |
| 24. | <p>MATTERS OF REPORT & ITEMS FOR NEXT MEETING: Items for the next Agenda as follows:</p> <ul style="list-style-type: none"> • Drop Kerbs • Dog Fouling Bin • Adoption of Standing Orders | Agenda |
| 25. | <p>DATE OF NEXT MEETING: 25.1 The date of the next Meeting will be on Monday 17 June 2013 at 7.45 25.2 There being no other business the meeting closed at 9.35p.m.</p> | |

CHAIRMAN _____ **DATE** _____