

**Minutes of the 921<sup>st</sup> Meeting of the Stratton-on-the-Fosse Parish Council  
Held in the Village Hall 17 July 2013**

<b>PRESENT:</b>	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 W Quinn, Mr Jeremy Padfield.		
<b>IN ATTENDANCE:</b>	Dist Councillor Rachel Carter, County Councillor Harvey Siggs, Clerk.		
	<b>PUBLIC FORUM:</b> There was no discussion.		ACTION
<b>1.</b>	<b>APOLOGIES:</b> Mr M Daniels.		
<b>2.</b>	<b>MINUTES:</b> The Minutes of the previous Meeting held on 20 May 2013 were approved as a true record and duly signed.		
<b>3.</b>	<b>DECLARATION OF INTEREST:</b> Cllr John Padfield and Cllr Jeremy Padfield declared a Declaration of Interest concerning a Planning Application.		
<b>4.</b>	<b>MATTERS ARISING:</b> 9.1 The Clerk reported on the following action taken since the last meeting:		
	<b>ACTION POINTS</b>	<b>ACTION BY DATE</b>	<b>NAME</b>
<b>1.</b>	<i>Contacted Ian Glover Enforcement Officer to offer a solution to problem of dumping in Bridal way/ Watery Lane. John and Jeremy had met with Ian Glover regarding fly-tipping and a sign has been erected stating a fine of £50K and/or imprisonment for anyone found dumping rubbish. If the signs were not enough of a deterrent then other measures might be put into place ie 2 pins erected at the top of lane. Cllr Jeremy Padfield stated that more rubbish had been left at this spot since the Village clean-up and there were signs of drug usage.</i>	completed	Jeremy P John P
<b>2.</b>	PCSO Housley - when informed of Village Day/Farm Day - will organise "no Waiting" cones.	asap	PCSO
<b>3.</b>	Data Protection (ICO.gov.uk) Registered sent forms 21/01/2013 to be completed by PC Forwarded with £35 cheque for Annual subscription 29/05/13.	completed	Clerk MD
<b>4.</b>	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 on Model Publication, Information Security Policy, Data Protection Policy To be officially adopted when complete.  Place Standing Orders on Web-site - as/when above information completed and adopted by PC Adopted SO's  Adopt Financial Regulations and place on Web-site	Completed  Completed Adopted Asap Adopted July Meeting	  June Mtg  June Mtg PC
<b>5.</b>	County Councillor's Report - will not now receive one.	n/a	
<b>6.</b>	Drop Kerbs - Cllr Gittings located - Clerk to forward to Highways.	asap	Clerk
<b>7.</b>	Paint/Stain seat outside St Vigors		CP
<b>8.</b>	Still awaiting signed contract returned from Chris Perkins	asap	MD/CP
<b>9.</b>	Letter to Downside to ask to contribute to Dog Fouling Bin & Sign at bridal way at rear entrance of Downside. Are willing to contribute if informed of cost	Reply received	

	10.	Reported Pot holes in Middlemead to Highways Residents have since filled in.	completed		
	11.	Make enquiries about Nettlebridge footpath from Highways Cllr Gittings reported has now been done.	completed	H/Ways	
	12.	Check with Highways that the road repairs would be completed when chicane work was started. Confirmed by email from MDC		H/ways	
	13.	Report broken fingerpost at junction in Green Lane Area Superintendent to arrange inspection & any necessary remedial works	Ref 278163	H/ways	
	14.	Reported bag of rubbish in Green Lane		MDC	
<b>5.</b>	<b>COUNTY COUNCILLORS REPORT:</b>				
	5.1	The Chairman welcomed Harvey Siggs to the Meeting, congratulating him on his appointment as County Councillor, and invited him to give a report.			
	5.2	C C Siggs stated that it was not his attention to give a detailed Report at Meetings, unless the Parish Council requested it.			
	5.3	C C Harvey Siggs apologised for not attending the last Meeting, but was not aware of when the meetings were held. The Clerk confirmed that Meetings were usually held on the 3 <sup>rd</sup> Monday of the Month and stated that the Minutes and Agenda would be emailed.			
	5.4	C C Siggs stated that before the Election he had been looking after Human Resources and part of Highways – since the Election he had been given all of Highways. Working with Parish Councils was something he wished to encourage. The latest scheme, in which 4 parishes were taking part, involved cutting out the inspection undertaken by Highways by an appointed Councillor – this involves noting measurements etc. Highways were committed to deal with hazardous/dangerous reports within 24 hours and other matters within 28 days. The Clerk should copy in CC Harvey Siggs when reporting matters to Highways.			
	5.5	Councillors brought up outstanding items still to be resolved by Highways as follows: <ul style="list-style-type: none"> <li>• The work on the Chicane – the latest promise was work to be completed in July.</li> <li>• Pot-holes throughout the village – Clerk had been informed that these would be done when work on the Chicane was completed.</li> <li>• Lay-by at the Radstock end of the village – on list but still awaiting attention.</li> <li>• Nettlebridge overgrown for a considerable amount of time, but work now completed.</li> </ul>			
	5.6	Councillors agreed that a letter of thanks should be sent to Jeff Bunting for work completed on the cross roads, as all present agreed that the new signage and road markings would make the junction safer. The Clerk stated that she had already thanked him personally and would forward a letter of thanks from the Parish Council.			
	5.7	Cllr Gittings queried what was acceptable for collection by Somerset Waste Partnership and suggested that a list of what is/is not acceptable was re-issued.			
	5.8	CC Siggs stated that he would attend every other Meeting and if anything urgent arose, he could be contacted by email. Also that Dist Cllr Rachel Cater would liaise with him on a regular basis.			
<b>6.</b>	<b>DISTRICT COUNCILLORS REPORT:</b>				
	6.1	Dist Cllr Rachel Carter wished to confirm that the Clerk had received a letter from Downside. The Clerk confirmed that a letter had been received and also a second copy which was thought to have been meant for Dist Cllr Carter – which			

	<p>the Clerk then gave to the Dist Cllr.</p> <p>6.2 Dist Cllr Carter confirmed that Downside would block up the hole in the hedge that was discussed at the last Meeting. Also that Downside was expecting opposition to this decision from certain parishioners and was aware that the filling in of the hedge needed to be robust.</p> <p>6.3 The litter pick by Downside pupils, now that exams had finished, would begin. This would be done once a week in term time; tackling different areas of the villages each time. The Clerk stated that equipment can be borrowed from Mendip District Council, but it was thought that Downside would purchase its own equipment.</p> <p><b><i>CC Harvey Siggs left the Meeting at this point 8.25 pm</i></b>  <b><i>Dist Cllr Rachel Carter left the Meeting at this point 8.25 pm</i></b></p>	
7.	<p><b>POLICE MATTERS:</b>  There was no PCSO present and no Report received.</p>	
8.	<p><b>PLANNING MATTERS:</b>  <u><b>Applications:</b></u>  The Chairman and Jeremy Padfield offered to withdraw from the meeting, but all Councillors deemed this unnecessary.  <b>Ref:2013/1159</b> Church Farm ,Church Lane, SOF  Erection of new agricultural building to replace existing building.  <b><i>Cllr Jones read out and Councillors looked at the plans and discussed fully, after which all Councillors present agreed to approve the application plans. The Clerk to inform MDC that the Parish Council wished to recommend approval.</i></b></p> <p><b>Ref:2013/1158</b> Fosse Farm, South Street, SOF  Erection of 2 agricultural storage/livestock buildings.  <b><i>Because of a Preservation Order on the Sycamore tree, the proposed building has had to be moved to a new position. All Councillors present agreed to recommend approval</i></b></p> <p><u><b>Lawful Development Certificate -proposed</b></u>  <b>Ref:2013/0888</b> Green Lane Farm Bungalow, Green Lane.  Extension to rear(west) &amp; extension to side(north)  <b><i>Cllr Jones stated that he had visited the site and thought that the Parish Council should recommend “no objection”. All Councillors present agreed.</i></b></p>	
9.	<p><b>TO ADOPT STANDING ORDERS:</b></p> <p>9.1 The Chairman, Cllr Daniels and the Clerk had met to discuss and complete alterations necessary to the Model Publication, Info Security Policy and Data Protection Policy. The Chairman read out the changes to these documents and asked for Councillors to adopt the three documents. All Councillors present agreed to adopt.</p> <p>9.2 Standing Orders were now complete, except for Financial Regulations which were to be placed on the next Agenda to be adopted. The Chairman proposed that the Standing Orders be adopted by the Parish Council and all those Councillors present agreed to adopt.</p>	Agenda
10.	<p><b>FINANCIAL MATTERS:</b></p> <p>10.1 The Clerk’s Salary for the period <b>April-June 2013</b> amounting to <b>£692.94</b> was agreed by all Councillors present to be paid. <b>Cheque No.000939</b></p> <p>10.2 The Lengthsman Invoice amounting to <b>£112.00</b> (No 47 30/05/13) was agreed to be paid by all Councillors present. <b>Cheque No.000940</b></p>	

	<p>10.3 An Invoice from Wayne Palmer for grass cutting the Community Gardens amounting to <b>£135</b> was agreed by all Councillors present to be paid. <b>Cheque No.000941</b></p> <p>10.4 The Clerk was in receipt of <b>VAT Refund</b> for the <b>Year End 2013</b> amounting to <b>£795.33</b></p> <p>10.5 (Community Gardens amount £604.58 Parish Council £190.75) <b>No.288902</b></p> <p>10.6 The Clerk was in receipt of <b>£698.82</b> Council Tax from Mendip District Council. <b>No.11019</b></p> <p>10.7 The Clerk had posted a cheque to ICO for Data Protection Annual subscription amounting to <b>£35</b> as agreed at a previous meeting. <b>Cheque No. 000938</b></p> <p>10.8 Bank Statements were reconciled and signed.</p>	
<p><b>11.</b></p>	<p><b>PURCHASE OF DOG FOULING BIN:</b></p> <p>11.1 The Clerk reported that a letter had been received from Downside agreeing in principal to contribute to the cost of a Dog Bin to be placed at the entrance to the bridal way at the rear entrance of Downside.</p> <p>11.2 Although, Downside had requested that the cost of the item be forwarded before it fully committed.</p>	<p>Clerk</p>
<p><b>12.</b></p>	<p><b>COMMUNITY GARDENS:</b></p> <p>12.1 Cllr Stock reported that the Gardens had been well attended during the spell of good weather. Beer cans were present and also a half bottle of Vodka. Cllr Jeremy Padfield stated that, if drinking at the Gardens became a problem, to contact him and he would make a visit to speak to those offending.</p> <p>12.2 Cllr Stock presented the Clerk with his weekly Inspection Report for the month, confirming that everything was in order.</p> <p>12.3 Cllr Jeremy Padfield reported that the Community Gardens Committee had been waiting for the VAT refund before going ahead with the landscaping at a cost of £4,500 c/w VAT. The Clerk to forward current balance figures to Cllr Jeremy Padfield.</p>	<p>Clerk</p>
<p><b>13.</b></p>	<p><b>STREET CLEANING/LENGTHSMAN SCHEME:</b></p> <p>13.1 Cllr Daniels gave a report on the tasks performed by the Lengthsman since the last Meting:</p> <ul style="list-style-type: none"> <li>• Tidied up footpath entrances around Village.</li> <li>• Strimmed bank at Green Lane.</li> <li>• Strimmed bank by Chicane.</li> <li>• Removed ivy behind seat near Church.</li> </ul> <p>13.2 Cllr Daniels had requested Councillors to report any jobs in need of the Lengthsman attention. Cllr Gittings requested that the Shepton end of the village be cleared, also to strim entrances to footpaths once per month. Also footpath Direction Post at Sweetleeze Lane needs re-positioning. Also trim around reflective post.</p> <p>13.3 Cllr Quinn thought that the Lengthsman should know what needed to be done, as most jobs are repetitive each month. Cllr Jeremy Padfield suggested that the Lengthsman should look at Cllr Quinn's past Book of tasks completed.</p> <p>13.4 The Clerk was still awaiting the return of the signed Contract from Chris</p>	

	Perkins, lengthsman.		CP
<b>14. HIGHWAYS:</b>	<p>14.1 The work that Highways had completed at the Crossroads to make motorists more aware of the junction was applauded by Councillors and the Clerk was asked to write and thank Jeff Bunting.</p> <p>14.2 Cllr Stock stated that the pot hole in Middlemead that had been reported to Highways had been repaired by residents.</p> <p>14.3 Councillors reported that the junction at Killings Knapp was in need of cutting, as visibility was impaired by overgrown vegetation. Also the trees at this point along the A367 towards the White Post were in need of cutting back. The Clerk to report to Highways.</p> <p>14.4 Vegetation was also causing a visibility problem at Norton Down Crossroads, the Clerk to report to Highways.</p> <p><i>Cllr Jeremy Padfield left the Meeting at this point.</i></p> <p>14.5 Cllr Gittings had retrieved the Report on drop kerbs that had been completed some time ago and all Councillors had been forwarded a copy. The Report was discussed and the Clerk was instructed to forward to Highways with a request for the drop kerbs to be inserted in the village. A copy also to be forwarded to CC Harvey Siggs.</p>		Clerk  Clerk  Clerk
<b>15. FOOTPATHS:</b>	There was nothing to discuss.		
<b>16. PARISH FORUM REPORT:</b>	There was nothing to report as Cllr Gittings had missed the last meeting of the Parish Forum as there had been no notification. The Clerk to investigate why no email had been received.		
<b>17. WEB-SITE:</b>	There was nothing to report.		
<b>18. CORRESPONDENCE:</b>	Correspondence read and dealt with accordingly:		
	1. MDC	Preservation Order – Tree at Fosse Farm	
	2. Chris Perkins	Invoice – Lengthsman duties	
	3. MDC	Temporary Road Closure A367 Bath Road Ashwick	
	4. Downside	Letter to acknowledge dog bin & sign request contribution	
	5. SAC	Meeting at Coleford 15 July 2013 – emailed to Councillors	
	6. HRMC	VAT Refund £795.33 (Community Gardens £ 604.58)	
	7. MDC	Council Tax Grant £698.82	
	8. W Palmer	Invoice grass cutting	

