

**Minutes of the 974th Meeting of the Stratton-on-the-Fosse Parish Council
Held in the Village Hall on 21 May 2018**

PRESENT: Councillors: Mrs J Davies(Vice-Chair), Mr A Norris, Mr M Daniels,
Mrs H Murtagh,

IN ATTENDANCE: Dist Cllr Rachel Carter, Cllr Jeremy Padfield (for Planning), Clerk.

PUBLIC FORUM:

Action

1. TO ELECT A CHAIRPERSON:

The Clerk asked for nominations for Chairperson. Cllr Daniels nominated John Padfield and Cllr Norris seconded this proposal. The Clerk asked if there were any other proposals and, as there were none, asked for a vote by a show of hands for John Padfield to be Chairman. This was carried unanimously.

2. DECLARATION OF ACCEPTANCE OF OFFICE:

As Cllr John Padfield was unable to attend the Meeting he would sign the Declaration of Acceptance at the next meeting in June.

3. ELECTION OF VICE-CHAIR:

3.1 Cllr Judy Davies was proposed for vice-Chair by Cllr Norris and seconded by Cllr Stock. This was carried unanimously and Cllr Davies duly accepted.

3.2 In the absence of the elected Chairman, Cllr Davies would Chair the Meeting.

4 TO APPOINT COUNCILLORS:

Councilors to oversee various items were as follows:

Planning Working Party: Councillors Davies, Norris, and Daniels.

Burial ground Working Party: Councillors John Padfield, Stock, Fosdike.

Financial Working Party: Councillor Daniels, Fosdike, Murtagh.

Lengthsman: Councillor Jeremy Padfield.

Web-site: Councillor Daniels.

Footpaths: Mr Trevor Letcher.

Com Gardens Committee: Councillors Daniels, Jeremy Padfield and Marie Taylor

Bank Signatories: John Padfield, Judy Davies, Valerie Attwood.

5. APOLOGIES: Cllr John Padfield, Cllr Jeremy Padfield, Cllr Fosdike,
Cllr Crawshaw, Dist Cllr Carter, CC Mike Pulling, PCSO Housley.

6. MINUTES:

The Minutes of the previous Meeting held on 23 April 2018 were approved and signed.

7. DECLARATION OF NEW INTEREST:

There were none.

8. COUNTY COUNCILLOR'S REPORT:

No Report received.

9. DISTRICT COUNCILLOR'S REPORT:

- 9.1 Dist Cllrs Rachel stated that John Carter was attending a MDC Meeting and that she also would have to leave to attend.
- 9.2 It was noted that Mendip District Council were not in favour of Unitary proposals. Although it would save Somerset money. The vote on whether to join the scheme was to be taken tonight, therefore more information would be available at the next meeting.
- 9.3 It was reported that John Carter had spoken to the Police, regarding the lack of attendance and reports from Stratton's PCSO with the result that Sheila Thomson would try to attend Meetings and send a monthly Report in future.
- 9.4 Dist Cllr Rachel Carter reported that the Rubbish Bin had been purchased by herself and installed at the lay-by at the Shepton Mallet end of the village near Sweetleze Lane. An inscription of "Rachel says thank you" was on the bin. The Chair thanked Rachel on behalf of the Parish Council for donating the rubbish bin.
- 9.5 Cllr Norris suggested that any rubbish seen near/outside of the bin was placed into the bin to encourage people to keep this space clean and tidy.
- 9.6 It was confirmed that Dist Cllr John Carter would take the Minutes in June and Cllr Daniels volunteered to take the Minutes in July.

Dist Councillor Rachel Carter left the Meeting at this point 8.05 pm.

10 MATTERS ARISING:

1	Adopt Financial Regulations and place on Web-site – when completed Cllr Daniels spoken to SALC as felt too complicated. Will get together with Cllr Fosdike and then have a meeting with the Chairman.	In due course
2.	Paul Emery to paint signposts 8-off at a cost of £300 approx. , but not the BT Kiosk Clerk had emailed and would start asp	Pending
3	BT Telephone box in need of repair: <i>Perplex purchased and installed by L/man.</i> Councillors will obtain further quotes for painting the BT Kiosk. Cllr Daniels had spoken to Wayne and felt that a major job to par back – thought best to just tidy up and repaint.	Cllrs l/man
4	Stones fallen onto pavement from a stone wall at Nettlebridge. Investigate who the landowner is and contact. An engineer has been arranged to inspect the wall. Dist Cllr John Carter stated that according to MDC the wall was in private ownership – but has asked for this to be double-checked. Ask John Carter if knew who the householder was at next Meeting.	pending Dis Cllr Carter
6	Enquire whether MDC supplies No Dog signs – left message no response to date. Clerk to make enquiries about purchasing and price. Established that MDC will supply – emailed location will place as soon as able.	Pending
8	New Contract for Lengthsman Will present at next Meeting	May Mtg
10	Chase promised Chevrons on bend just before Stoke Bottom junction. Chris Betty stated: added for the provision of chevrons on the bend to new financial years programme.	pending
11	To investigate other solicitors to engage re Community Gardens lease. Talk again to Thatcher & Hallam re costs. Chairman will make enquiries	Clerk Chair

12	Grit Bin located in South Street in need of cleaning around – a task for the L/Man	completed
13	Plaque for Defibrillator to be sited.	completed
14	Lack of communication from the police to be investigated.	completed
15	Footpath at Sweetleeze Lane overgrown and reported by Chilcompton PC – Footpath Officer to be asked for further information	T Letcher
16	Letter to be sent to Su Bartucca(editor) and Mike Broadway(printer) of the Parish Newsletter to thank for their past involvement (Newsletter now going on- line.	Clerk pending
17	Letter to wish best of luck and every success in future to be sent to Landlord(Derek) and Landlady(Gill) of Kings Arms	Not necessary

11. POLICE:

PCSO Sheila Thompson had sent a Report as follows:

03/04 – Suspicious possibly wildlife incident.

12/04 – RTC, Chilcompton Rd, non-injury.

14/04 – A367, RTC Non injury.

19/04 – Attempted burglary to two local Farm buildings.

22/04 – Report of small group of people walking in the road, in dark clothing, not visible to motorists.

23/04 – Suspicious male, reportedly asking for scrap metal.

12. AUDIT RETURN:

- 12.1 The Internal Auditor's Report was received and read out by the Chairman. It was noted that the Internal Auditor had made no comments for consideration, but had ticked "not applicable" for petty cash. This was in line with instructions from the External Auditor last year that the Parish Council did not operate a Petty Cash system. After review, all Councillors present approved the Report
- 12.2 Section 1 (Annual Governance Statement 2017/18) was read out to Councillors, by the Chairman, and agreed and approved by all Councillors present. It was then signed by the Chairman and Clerk.
- 12.3 Section 2 (Accounting Statements 2017/18) which had been prepared and signed by the Clerk was read to Councillors and approved, then duly signed by the Chairman.
- 12.4 The External Auditors had changed this year to PKF Littlejohn LLP. This year, Parish Councils can opt out of having an external audit if its Payments and Receipts are each less than £25k in Year End 2018. In line with this, all Councillors present agreed that the Parish Council would submit an Exception Certificate to the External Auditors, along with a Contacts List.
- 12.5 The Clerk reported that the completed Annual Return for Yr End 2018 along with any variances and all relevant documents would be given to Councillor Daniels to be placed on the Parish Web-site.
- 12.6 For Audit purposes the Notice of Inspection (of the Accounts) now had to include 10 days in July, therefore the inspection dates this year will be 04 June -13 July 2018 to be confirmed with the Chairman before placing the Notice on the Parish Web-site and Notice Board.

- 12.7 Parish Council Reserves were £17,589.23 and Community Garden ring-fenced monies £3,374.13

Cllr Jeremy Padfield arrived at this point 8.35 pm

- 12.8 As the Parish Council will not be paying out for the External Audit this year, the Clerk suggested that the Internal Auditor's payment be increased. The Clerk pointed out that most of the work involved with the Audit was between the Clerk and the Internal Auditor. It was deferred to discuss at a later date.

13. ANNUAL INSURANCE:

- 13.1 The Clerk was in receipt of Came & Company's renewal for the Parish Council's Insurance cover. The Annual Premium amounted to £649.68 This was in line with a 4% index linked increase and a 12% Insurance Premium Tax (IPT) increase.
- 13.2 This policy is with Hiscox insurers; within the 3 year contract that had been taken out in 2016. Therefore the price increase was not as great as it would have been, as Hiscox have not increased its prices.
- 13.3 The Chairman read out the policy schedule to Councillors to ascertain the Council had adequate insurance and that risks were covered such as indemnity and public liability. It was agreed by all Councillors present that these were covered within the policy.
- 13.4 The extra street furniture of one extra Grit Bin and the Defibrillator had been added making the total cost insured £7,129 Also the Clerk's lap-top had been insured away from home. All at no extra charge.
- 13.5 The Clerk to forward payment to be received by the renewal date of 01 June 2018.

14. PLANNING MATTERS:

Cllr Jeremy Padfield declared an interest in the following planning matters

Applications:

Ref:2018/0842/FUL Fosse Farm, South Street, SOF
Change of Use of 1 agricultural bldg. to B8 (Storage & distribution)

The Chair read out a letter from Jeremy Padfield outlining in detail the above proposal. All Councillors present agreed to recommend approval, and agreed that it would reduce the traffic farm noise, provide local employment, tidy up barns and generally improve the look. The Clerk to forward the PC's comments to Mendip.

Ref:2018/0700/FUL Nettlebridge Inn, Billingsley, Bath Road Oakhill
Proposed detached holiday let.

Cllr Daniels pointed out that a previous restriction of Holiday Lets at Pitcot Lane was requested to be removed with the reason given that Holiday Lets were not viable in this area. After discussion, all Councillors agreed to recommend approval, but to note the Parish Council's concern regarding the shared entrance.

Permission granted by MDC

Ref:2017/2724/LBC Downside St Benedicts Primary School, Abbey Rd, SOF
Conversion of single storey bldg. to form dwelling.

Ref:2017/2720/FUL Downside St Benedicts Primary School, Abbey Rd, SOF
Conversion of single storey bldg. to form dwelling.

Permission refused by MDC

None received.

Temporary Road Closure

None received

Jeremy Padfield left the Meeting at this point 9.00pm.

15. FINANCIAL MATTERS:

An Invoice for **Printer Ink** amounting to **£50.70** was agreed to be paid by all Councillors present to the Clerk. **Cheque No.001168**

The Clerk's expenses amounting to **£15.84** were agreed to be paid by all Councillors present. **Cheque No.001169**

An Invoice for Lengthsman duties amounting to **£350** was agreed to be paid by all Councillors present to **Wayne Palmer** – subject to Invoice. **Cheque No.001170**

An Invoice amounting to **£108** for grass cutting the football field was agreed to be paid to Brian Bailey by all Councillors present (subject to Invoice). **Cheque No.001171**

The Annual Subscription for **SALC** amounting to **£185.27** was agreed to be paid by all Councillors present. **Cheque No.001172**

The Annual Insurance premium from **Came & Co** amounting to **£649.68** was agreed to be paid by all Councillors present. **Cheque No. 001173**

Invoice from the **Internal Auditor**, Ty Schlecter, amounting to **£40** was agreed to be paid by all Councillors present – subject to Invoice. **Cheque No.001174**

An Invoice from **The Soccer Store**, for the purchase of Goal Posts by the **Community Gardens Committee**, amounting to **£695.00** was agreed to be paid by all Councillors present. **Cheque No.001167**

The Clerk stated that the Parish Council **Precept** amounting to **£10,000** had been received.

The Bank Statements were reconciled and signed

16 DATA PROTECTION REGULATIONS:

Clr Daniels was due to attend a course on the new Data Protection regulations and would report back at the next Parish Council Meeting.

17. BURIAL GROUND:

There was nothing to report.

18. COMMUNITY GARDENS:

18.1 The monthly Inspection Report for the Community Gardens was received from Cllr Stock, with nothing to report on maintenance.

18.2 It was reported however, that there had been an incident with youths causing fire damage to the band-stand. Cllr Stock had put the small fire out with water and also contacted Cllr Daniels who joined him at the scene. Three Downside boys stated that two local Radstock boys were responsible. There were numerous matches at the scene and it was thought that maybe it was a case of youths playing around and the matter getting out of hand. The matter had been reported on the Avon & Somerset Police web-site.

18.3 This had been a worrying incident and it was suggested that a CV Camera might be worth considering. This to be placed on the end of the Village Hall. Cllr Daniels will contact Barbara Jones regarding the purchase of a camera. Consider purchasing a camera to be placed on the next Agenda.

19. STREET CLEANING/LENGTHSMAN SCHEME:

19.1 The Lengthsman had not submitted a report of work undertaken.

19.2 The Clerk stated that the Internal Auditor had questioned whether the Parish Council was receiving best value from employing the Lengthsman, as it was almost a third of the Parish Council's Precept. Cllr Daniels reported that it had been suggested that the Lengthsman use a spreadsheet to monitor how efficiently the time is used.

19.3 The Lengthman's contract would be discussed at the next Meeting.

19.4 After discussion, it was decided to go ahead and purchase a Litter-bin for the lay-by at the Radstock end of the village. The Clerk was instructed to place an order with Glasdon.

20. HIGHWAYS:

It was noted that the grass verges had been cut by Highways at Norton Down and Killings Knapp crossroads and at Watery Lane junction.

21. FOOTPATH:

Nothing to report.

22. WEB-SITE:

Cllr Daniels reported that his time was being spent with re-organisation of the site at the moment.

23. CORRESPONDENCE:

- | | | |
|---|------|------------------------------------------------------|
| 1 | SALC | Data Protection Info |
| 2 | SALC | GDPR Training Session 22 May _Cllr Daniels attending |
| 3 | MDC | Parish Info Bulletin |
| 4 | MDC | Parish Forum Meeting Q&A & Action List |

Commented [St1]:

5	MDC	Consultation on Drat Statement Principles
6	MDC	Unitary Proposal
7	SALC	Salary and briefing from NALL on General Data Protection Regs
8	PCSO	Report PCSO not available until 01/06/18
9	Dept of Bus,Energy & Industrial Strategy	Eligible to join Aerial Photographic Great Britain Agreement. FOC access.
10	Spark	Working across Somerset to launch a network of people interested in fair sustainable local economy
11	Somerset Libraries	Consultation ends on 13 June 2018
12	SCC	Survey on facilities for adults living with dementia or other functional health needs.
13	Came & Co Insurance	Renewal policy.

24. MATTERS OF REPORTS & ITEMS FOR NEXT MEETING:

- 24.1 Cllr Daniels reported that the Defibrillator was not yet commissioned, as all the paper-work had not been completed. Cllr Daniels would attend to this.
- 24.2 Also a plaque (giving instructions on use) had not been placed. Cllr Daniels would site the instructions in the next couple of days.
- 24.3 Items for the next Agenda
Positioning of Flag & Pole
Celebrations for WWI
- 24.4 Purchase of CV Camera
- 24.5 July Agenda
- 24.6 Consider Wi Fi for the Village Hall.

25. DATE OF NEXT MEETING:

- 25.1 The date of the next Meeting will be on **Monday 18 June 2018**
- 25.2 There being no other business the meeting closed at 9.30 pm

CHAIRMAN _____ **DATE** _____