

# **Minutes, Stogumber Parish Council Meeting**

**Thursday 10<sup>th</sup> March 2022, commencing at 7.30pm**

**Held at Stogumber Village Hall**

(in the format to be approved by the council at the next meeting)

## **Present:**

Cllrs C Bramall (Chair), M Symes (Vice-Chair), T Brick, C Matravers, A White, V Sellick  
C Morrison-Jones (clerk)

1 x member of the public (David Mansfield, potential SCC Councillor candidate)

Cllr M Kravis (arrived at the end of the meeting)

### **1) To receive any apologies for absence**

Apologies received from Cllrs T Vesey, R Foster, G Tuckfield  
SCC Cllr C Lawrence

### **2) Declarations of Interest/Dispensations**

CB & AW – Beacon field, as neighbours

### **3) Public comments, questions or suggestions**

None

### **4) District and County Councillor reports**

SCC Cllr C Lawrence had sent a report that had been circulated prior to the meeting  
SWT Cllr M Kravis report

- Recycle “on the go” bins are now in place in Watchet
- Water bottle filling station is now in Minehead
- ‘Museum of the Moon’ is coming to Taunton
- ‘Afterlife’ benches are in place in Minehead and Vivary park

### **5) Minutes of the Parish Council meetings held on 11<sup>th</sup> November, 11<sup>th</sup> December and 16<sup>th</sup> December 2021**

The minutes were approved by Members and signed by the Chairman as a true and accurate record of the previous meetings.

### **6) Any matters arising from the minutes not covered by the agenda items below**

None

### **7) Somerset Unitary – update**

None

### **8) The Beacon Field: Any matters concerning the Beacon Field or car park**

C Moss has installed the new gate post between Beacon Field and the adjacent field

### **9) Climate Emergency Fund**

#### **a) Outdoor Hub**

Sam Shaw’s (Climate Emergency Fund) scheduled December visit was delayed from December until the new year when she was delighted to see the shelter and meet with the group of children that were using it at the time of her visit. Since then the shelter and biodiversity project have featured in Somerset County Council press releases and articles promoting successfully completed Climate Emergency funded projects

### **b) Biodiversity Project**

The bulk of the project is completed with the bulbs in the green now planted and the majority of the swift and house martin boxes recently installed. The outstanding project items to complete are the information board, the completion of the fencing, 2 swift boxes left to install and the installation of the owl/kestrel box in the Beacon Field. An additional kestrel box has also been donated to the bio diversity project by the Hawk & Owl Trust.

The cost of the information board is proving to be higher than the budgeted figure, however The Orchard Group have offered to donate £240 funds to the Bio diversity funding held by the PC which will ensure that the purchase of the information board can be completed.

## **10) Highways / Footpaths**

### **a) Previously reported matters concerning Highways or Footpaths**

- i) The clerk reported that she had no further updates from Highways regarding the previously reported matters
- ii) It was noted that the three posts on road side of the raised footpath have broken further since previously reported and represent a serious safety risk. This fence is the responsibility of Highways and the clerk was requested to again request when these repairs would be carried out
- iii) The overhanging hedge opposite the Limekiln in front of Quantock View to past the Tythe Barn still has not be cut back. The clerk was requested to write to the owner again to request that it is cut back
- iv) The clerk was requested to re-report the following longstanding issues to Highways:
  - Potholes by Hartrow manor
  - 3 grips needing clearing up Ashbeer Hill
  - Road edge collapsing 100yrd up from Escott turning on Vellow Road
  - Gullies need emptying at Hill Farm junction on Ashbeer Hill, outside James Barton on Cridlands Steep and at Lane end Cottage Cridlands Steep
  - Vegetation removal overhanging the highway at the Almhouses at MaJors Corner/Station Road junction.

### **b) Raised footpath and fencing along Station Road**

MS reported that two quotes had been received from C Moss

- One for £1400; new posts rails kickboard, reuse netting
- One for £1500; the above plus bitumen sleeves to encase the posts below ground level to prevent rotting

Councillors resolved to accept the £1500 quote and MS agreed to liaise with C Moss regarding the work

### **c) Any other matters concerning Highways or Footpaths**

The footpath outside Pitts Cottage is impeded by a fallen tree. MS offered to talk to the landowner

## **11) Queen's Jubilee celebrations**

The clerk reported that the Stogumber Beacon has been registered on the national register of beacons joining the formal celebrations.

CB outlined the plans that have been organised by the village to date:

Thursday 2<sup>nd</sup> June – the Beacon to be lit at 9.45. Refreshments in Beacon Field

Friday 3<sup>rd</sup> June – evening plans not yet finalise

Saturday 4<sup>th</sup> June – it is hoped to hold a music event in the evening

Sun 5<sup>th</sup> June - it is planned to hold a party in the square in the afternoon, bring your own picnic. Open microphone at the pub.

The celebration floral cascade that is to be hung from on the church tower is progressing well

## 12) New Item of Playground Equipment: Fundraising update

The clerk reported that several grant funding applications had been made to raise funds for the new pyramid climbing playground equipment and to date three grant offers had been received by SPC.

- 1) A grant of £750 has been awarded by a grant giving organisation that prefers to remain anonymous
- 2) A grant of £500 has been awarded by Magna Housing
- 3) Tesco have awarded the Stogumber Playground project one of 3 spaces in the community grants scheme in store token scheme in the Minehead Tesco store. Voting runs from the 1st week in April until 30th June 2022. The project with the greatest number of votes at the end of June will be awarded £1500, the second £1000 and the third £500.

The clerk was requested to send details of the Tesco voting scheme to the Stogumber Standard to raise awareness and encourage parishioners to cast their vote in store

## 13) Planning:

### a) Any current planning concerns

None

### b) Previously reported planning concerns

None

### c) Any other matters concerning planning

None

## 14) Parish Council IT provision

As resolved at the November meeting, the clerk has purchased a laptop, laptop bag, mouse, printer and software. The cost were £670.15 (ex VAT) for the hardware and £99.98 for the initial subscriptions to software services – therefore falling below the authorised spending limit of £850 set by councillors at the November meeting

Bicknoller PC (for whom the clerk also works) have approached Stogumber PC regarding the possibility of sharing IT equipment. It has been agreed that BPC could use the laptop, software and printer belonging to SPC. In return BPC would agree to finance the supplies of office consumables (for example ink cartridges, copier paper). It must be noted that this arrangement is only to continue with the agreement of SPC and is a similar arrangement to that which Stogumber PC had, until recently, benefitted from by using another PC's IT equipment.

## 15) Finance

### a) To approve bank reconciliation

Councillors resolved to approve the bank reconciliation, dated 31.1.22, of £35,657.56. £7,255.60 of this balance is held in reserved funds

### b) Payments to approve

#### Cheque payments

C Moss	£85.00	Beacon field gate post installation
C Morrison-Jones	£580.40	Salary – Feb 22 & March 22 – and expenses (10.3.22)
HMRC	£59.60	PAYE (10.3.22)
Greentech	£272.50	Tree guards and stakes– biodiversity project (17.11.21)
Farm Forestry Co Ltd	£254.40	Mesh tree guard – biodiversity project (17.11.21)
Naturescape ltd	£360.00	Yellow rattle seed– biodiversity project (17.11.21)
NBHS	£882.81	Bird and bat boxes– biodiversity project (9.12.21)
Information commissioner	£40.00	Data registration (16.12.21)
Triscombe Nurseries	£1243.75	Trees – biodiversity project (16.12.21)

C Morrison-Jones	£622.90	salary & expenses, Dec 21 & Jan 22 (13.1.22)
HMRC	£59.60	PAYE (13.1.22)
Naturescape ltd	£479.60	Bulbs in the green– biodiversity project (10.2.22)

Debit card payments

Currys	£848.30	laptop, mouse, printer, ink (12.11.21)
Microsoft	£59.99	office 365 subscription (18.11.21)
Macaffee	£39.99	anti virus subscription (22.11.21)
Amazon	£28.99	laptop bag (23.11.31)
Amazon	£112.32	bat boxes– biodiversity project (26.11.21)

**c) Amounts received**

HMRC	£3,422.06	vat reclaim (19.11.21)
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**d) Review Asset Register**

Councillors agreed that the circulated list of council assets was correct

**e) Review Internal Controls Document**

Councillors agreed that the previously circulated internal control document was fit for purpose

**f) Review Risk Management Document**

Councillors agreed that the previously circulated internal control document was fit for purpose

**g) Appointment of Internal Auditor**

The clerk was authorised to request that Katriona Smith carries out the audit for the 2021/22 financial year

**h) NALC pay award, April 2021**

The clerk reported that the proposed pay award for 2021-22 has finally been approved by NALC and that the subsequent back pay is to be awarded from 1<sup>st</sup> April 2021. News of the approved award had not been received before payroll had been run so councillors resolved the back pay owed to the clerk will be added to the next salary payment in May and that future salary payments would be made according to the new scales of pay.

**i) Any other financial matters**

None

**16) Parish Council Elections**

The Parish Council and County elections are to be held on 5th May 2022

The clerk reported that she has been sent Parish Council Nomination forms. There are 9 Parish Council seats available in Stogumber and anyone wishing to stand for election to the Parish Council is invited to obtain a form from the Parish Clerk or Somerset West and Taunton's Returning Officer. Completed nomination forms must be delivered to Somerset West and Taunton Council no earlier than 22nd March 2022 and no later than 5th April 2022

**17) Annual Parish Meeting**

It was agreed to hold the APM immediately prior to the Annual Parish Council Meeting on 12<sup>th</sup> May 2022

**18) Any other business by permission of the Chairman**

None

There being no further business, the meeting closed at 20.50

# Minutes, Stogumber Playground Association Meeting

Commencing at 8.51pm on 10<sup>th</sup> March 2022,

At Stogumber Village Hall

(in the format to be approved by the council at the next meeting)

## **Present:**

Cllrs C Bramall (Chair), M Symes (Vice-Chair), T Brick, C Matravers, A White, V Sellick  
C Morrison-Jones (clerk)

- 1) **To receive any apologies for absence**  
Cllrs T Vesey, R Foster, G Tuckfield
- 2) **Public comments or questions**  
None
- 3) **To approve the minutes of Playground Association meeting held on 11<sup>th</sup> November 2021**  
The minutes were approved by Members and signed by the Chairman as a true and accurate record of the previous meeting.
- 4) **Any matters arising from the minutes not covered below**  
MS reported that the new version of the weekly inspection form is working well
- 5) **Playground upkeep: Any other matters concerning playground upkeep**  
More woodchip is needed for under the swings but the ground needs to dry out before it can be delivered. CM to investigate/organise a price
- 6) **Finance:**
  - a) **Payments to approve**  
C Moss    fuel reimbursement    £42.51
  - b) **Amounts received**  
No amounts received
  - c) **Approve bank reconciliation**  
No new transactions have occurred since the bank reconciliation approved at the November meeting with the balance remaining at £270.47.
- 7) **Any other business by permission of the Chairman**  
None

There being no further business, the meeting closed at 21.13