

Stogumber Parish Council.

Draft Minutes of meeting held in Deane Close Common Room on 12th May 2016

The meeting started at 19:40

Present

J. Spicer (Chairman), T Brick, M Symes, J Hull, V Sellick, G Tuckfield, T Vesey, C Bramall
C Morrison-Jones, Clerk

A Trollope-Bellew (District Councillor), 1 member of the public, C Perks from SWAS

Item	Topic.	Action
1.	Appointment of Chairman. J Spicer was unanimously voted as Chairman for the next municipal year and signed the Declaration of Office	
2.	Apologies C Bramall who would be arriving late, C Lawrence (SCC), C Matravers	
3.	Declarations of Interest and requests for Dispensations. There were no declarations of interest or requests for dispensations.	
4.	Public comments, questions or suggestions. There were no public comments, questions or suggestions made. <i>C Bramall arrived at this point in the meeting</i>	
5.	Defibrillator Chris Perks of South West Ambulance service was in attendance to hand over the defibrillator. The standard Memorandum of Understanding between SPC And SWAS amended and agreed by the PC and signed by the clerk on behalf of the PC. The PC unanimously agreed to authorise payment for the defibrillator and associated maintenance and first aid package that will last 4 years (£1,800 + VAT). Electrician was already booked for the next morning to wire the defibrillator into the church porch. C Perks then ran through key features on the defibrillator. Thanks were given to J Hull for all his hard work in fundraising and organising the project. <i>C Perks left the meeting. Two additional members of the public arrived</i>	JH
6.	Neighbourhood Plan – consider changes in light of formal consultation J Spicer ran through proposed changes to be made to the Neighbourhood Plan in light of comments made during the formal consultation which were discussed and modified as seen appropriate by the council. C Bramall congratulated the chairman for his work on the plan. Next steps: <ol style="list-style-type: none">1. Incorporate amendments2. Hand over plan to WSDC to conduct a formal consultation3. Stogumber to discuss comments arising from WSDC consultation4. Plan goes before Planning Inspector5. To referendum WSDC have yet to have their Local Plan adopted; Stogumber will not push the NP forward until after this as the 'newest' adopted plan always takes precedence. Resolved to amend plan as discussed and move onto the next stage <i>One member of the public left the meeting</i>	JS
7.	County Councillor Report There was no County Councillor present to report. District Council Report A Trollope-Bellew reported that WSDC had accepted the review of the Local Plan by the Inspector and the six week consultation period was due to begin in June with the hope that the LP would be adopted by September. Hinkley Point C – the chances of it proceeding are reducing, French unions have now demanded a three month consultation period and build costs are likely to exceed the worth of EDF. The future of WSDC is in the balance – three options are being currently being considered <ol style="list-style-type: none">1. Continue as now with merged officer team	

2. WSDC merges with an adjacent council
3. Function as a totally separate council

A Trollope-Bellew left the meeting

8. Minutes

It was resolved that the draft minutes of the meeting held on 10/3/16 and the three planning meetings held on 2/4/16 were a fair and reasonable record of the meetings.

9. Matters Arising from the minutes

None

10. Appointment of Vice-Chairman

C Bramall was unanimously voted as Vice-Chairman for the next municipal year and signed the Declaration of Office

11. Police Report

No report received

12. West Somerset Local Plan examination – Chairman to report

J Spicer had attended some of the sessions where the Local Plan was under examination by the Inspector and reported on the various comments made.

13. Playground

- a) **Lease** The Chairman reported on a meeting held with Magna to be positive and that Magna was happy to revoke the lease to the Playground Association and FIT and grant a new lease to the Parish Council if the Charity Commission were in agreement. Fields in Trust (FIT) are to meet in May to discuss the proposal. If all parties are in agreement and there is a clear 'exit strategy' then clear for PC to become corporate trustee later in the year. Resolved to continue on this course of action. JS/
CMJ
- b) **Repairs** The wooden castle repairs have nearly been completed by C Moss. Re-inspection is required before it can be opened to children to play on. JS
- c) **Spoil** a parishioner has offered to take all of the spoil and will have it removed in the next week or two
- d) **Woodchip** C Bramall reported that it was hoped to have the woodchip to put under play equipment delivered in early June but needed volunteers to help spread it. CB
- e) **Benches** C Moss has made two benches to go into the playground as previously agreed

14. Grant request toward the Queen's 90th birthday celebrations

It was resolved to offer financial assistance of up to £100, if it were required, towards the village celebrations of the Queen's 90th birthday celebrations

15. Erection of a Notice Board at Capton

Following on from a request from a resident at Capton, consideration was given to the provision of a notice board which would be placed next to the post box, inside a garden wall. The clerk had found on Amazon an aluminium framed, perspex fronted board that could take 4x A4 notices for £73. Wooden legs would also have to be sourced. Resolved to purchase and install. JS

16. Insurance Renewal for 1st June

Clerk reported that renewal on 1st June 2016 was last year in a long term three year agreement with Aviva, via brokers Came and Company. The quoted renewal premium is £273.75

Resolved to renew with Aviva.

17. The Beacon Field

- a) **Funds available** funds available / offered so far this year:
 - £3,000 (from precept, available after 2nd half paid by WSDC in Sept 2016),
 - £5,000 (soft loan offered from CRASH)
 - £1,000 (sec 106 funds held by WSDC for Stogumber)
 - £500 (from the Stogumber Festival)
 - £1,000 (from the Village Hall)
 - £500 (from StoGo)
- b) **Quotes** 3 estimates had been received for significantly differing totals. It

was wished to use Mr Criddle (the lowest quote) to do the work. Resolved TV
to request from Mr Criddle a fixed quotation rather than an estimate

- c) **Parking requests** received from the Stogumber Festival (2-4th September) and Open Gardens (22nd June & 25-26th July) to use the Beacon Field for parking. Unanimously resolved to allow.

18. **Finance.**

a) **Payments to approve:**

i.	Clerk's salary (April & May)	£359.33
ii.	The Post Office (HMRC) –clerk's PAYE contribution	£89.60
iii.	Clerk's expenses	£90.11
iv.	Wessex water (Beacon Field)	£11.47
v.	South West Ambulance Service (inc £360 VAT)	£2,160.00
vi.	SALC, annual affiliation fee	£173.04
vii.	K Smith, Internal Auditor	£30.00
viii.	Came and Company, Insurance renewal	£273.75
ix.	Magna, Deane Common Room Hire	£50.00
x.	C Moss, Bench x 2 at playground	£200.00

- b) **Year End Accounts** to 31/3/16, year end, had previously been circulated amongst member showing closing balance of £7,493.67. Resolved to agree accounts as correct. The Clerk informed the council that preparation of the year end accounts for the auditors had taken considerably longer than anticipated as records were in disarray for the period between June and September last year, when the previous clerk was incapacitated. Rather than ask for financial reimbursement for the extra hours, she was happy to take time off in lieu at an appropriate time.

- c) **Consider Clerk's Home Working Reimbursements** The clerk explained that her contract allowed reimbursement for itemised telephone calls. Telephone providers had been changed recently to enable an 'all inclusive' package to be purchased which would result in low telephone costs to the PC. Resolved for to reimburse clerk £2 (1/4 of package cost) per month towards telephone calls made on behalf of PC

- d) **Internal Auditor** resolved to approve appointment of K Smith as internal auditor

- e) **Approve payments made last year under delegated powers** two payments had been made last financial year but not recorded in the minutes:

i.	Fields in Trust, Playground Insurance	£122.75	24/07/15
ii.	J Bryant, clerical duties	£83.44	27/07/15

The PC resolved to approve both payments

- f) **Risk Management Document** the risk management document presented by the clerk at the last PC meeting in March had been examined by C Matravers and C Bramall and Council was advised that it was fit for purpose and advised approval. Resolved to approve

- g) **Internal Controls Document** the internal controls document presented by the clerk at the last PC meeting in March had been examined by C Matravers and C Bramall and Council was advised that it was fit for purpose and advised approval. Resolved to approve

19. **Internal Auditors Report** The clerk had already drawn the Internal Auditor's attention to two payments, made under delegated powers, that had not be minuted in the year 15/16 and to the fact that the Financial Regulations had not been updated as advised by the previous year's audit. The internal auditor had reported that she found no other items that raised concern and considered the internal controls to be satisfactory

20. **Planning Updates**

- a) **3/31/16/003 Deane Close, Stogumber, TA4 3TE** site meeting on 2/4/16 supported the application. Permission granted
- b) **3/31/16/004 James Barton, 4 Vellow Road, Stogumber TA4 3LT** site meeting on 2/4/16 supported the application

- c) **3/31/16/005 Preston Farm, Preston Lane, Stogumber TA4 3QQ** site meeting on 2/4/16 supported the application
- d) **3/31/16/001 Capton Farm, Capton Lane, Stogumber** Permission granted
- e) **3/31/16/002 Derby House, Station Raod, Stogumber** Permission granted

21. **Highways**

- i. **Updates** no updates on previous issues raised
- ii. **Stogumber signs** J Spicer reported that three stones had been obtained to place at the three main entrances to the village – Station Road, Vellow Road and Ashbeer. The clerk advises that a license would be required from Highways to place on the verge and that permission should be sought.

JS

22. **Proposed meeting with Taunton Deane (planning), AONB, Stogumber, Bicknoller & Crowcombe parishes** an evening meeting had been proposed by Taunton Deane, probably early June. Members to be kept informed and invited once a date and venue had been set

V Sellick and M Symes left meeting

23. **Approve Update Financial Regulations** the clerk had noted that financial regulations for the Parish Council had not been updated as recommended in last year's audit report. The regulations issued by SALC in November 2014 had been circulated to members prior to the meeting. The clerk read out those statements that required information to be considered by the council and agreement was reached on the appropriate wording to insert /delete in each case. The resulting Financial Regulations document was then approved by the Parish Council

G Tuckfield left meeting

24. **Annual Return – Section 1, the Annual Governance Statement** The chairman read out and stated each section of the Annual Governance Statement that the council had carried out its duties correctly. This was approved.

25. **Annual Return – Section 2, the Accounting Statement** The clerk read out each section of the Accounting Statement. This was approved.

26. **Any Other Business** None

The meeting closed at 11:00 p.m.

The next meeting will be at 7:30pm on Thursday 14th July 2016 at Deane Close Common Room.