

Minutes, Stogumber Parish Council Meeting

Held on Thursday 14th September 2023, at the Village Hall

Commencing at 7.30pm

(in the format to be presented to the next meeting for approval)

Present:

Cllrs M Symes (Chairman), J Foley, V Sellick, T Vesey, C Bramall, T Brick and C Matravers
(arrived after agenda item 8c)

C Morrison-Jones (clerk)

SC Cllr M Kravis

Mr Ian Atkinson from West Somerset Citizens Advice Bureau (CAB) gave short presentation before the start of the meeting.

Mr Atkinson left after his presentation

Public speaking:

No members of the public present

County Councillor reports:

SC Cllr M Kravis gave his report

- 1) Apologies for absence
Apologies of absence received from Cllrs N Browne and A White. Apology for late arrival from Cllr C Matravers. SC Cllr C Lawrence
- 2) Declarations of Interests and Requests for Dispensation
CB – interest in the Beacon Field
- 3) Receive and approve the minutes of Parish Council meetings held on 6th July and 14th August 2023
The minutes were approved by Members and signed by the Chairman as a true and accurate record of the previous meetings.
- 4) Any matters arising from the minutes not covered by the agenda items below
None
- 5) The Beacon Field and car park
 - a) Beacon repainting and securing
Ongoing
 - b) Footpath from the car park
The clerk reported that she had asked N Staddon to carry out the survey after the July PC meeting but as yet had not received a report or update
 - c) Any other matters concerning the Beacon field or car park
 - i) It was noted that the nut wood wasn't looking a little overgrown and that the hazel appears to be having trouble establishing
 - ii) The contractor who has previously cut the hedge is retiring. MS has

approached another contractor to provide a quote.

6) Highways / Footpaths

- a) Previously reported matters concerning Highways or Footpaths
'Slow' sign repainting on roads still has not been done
- b) Tourism / Village facilities sign
Traffic management responded to the clerk with a cost of £700 for 3 signs to be installed and requesting clarification of the positioning of the sign at Hartrow. The parishioner group involved had concerns regarding the wording proposed by Traffic Management and the clerk is awaiting Traffic Managements's response to this and for clarification if the signs would all be double sided or just the one at Hartrow.
- c) Footpath ramp exiting onto Station Road
Highways still have not carried out the required work
- d) Any other matters concerning Highways or Footpaths
None

7) Planning:

- a) Any other current planning concerns
None
- b) Previously reported planning concerns
None
- d) Any other matters concerning planning
None

M Kravis left the meeting at this point

8) Finance

- a) To approve bank reconciliation, 31.8.23
Councillors resolved to approve the bank reconciliation, dated 31.8.23, of £40,966.73. £7,600 of this balance is held in reserved funds.
- b) Credit card application
This has now been completed and the clerk has a credit card on behalf of the PC with a monthly limit of £500
- c) Consider grant to Stogumber Play Ground Association
Councillors resolved to grant the Stogumber Play Ground Association £400

C Matravers arrived at meeting

- e) Payments to approve

C Morrison-Jones	£712.85	Salary & expenses
HMRC	£77.20	PAYE
Stogumber Play Ground Association	£400.00	Grant
Stogumber Village Hall	£20.00	Room hire, July 2023
PKF Littlejohn	£252.00	External audit
SALC	£275.00	Group training
Unity Trust bank (d/d 30.9.23)	£18.00	Bank charges
Unity Trust bank (d/d 16.8.23)	£50.00	Multi pay card set up fee
- f) Amounts received
None

- g) Any other financial matters reported to the clerk prior to the meeting
None

9) Annual Governance Review

a) Receive External Auditor's report

The external auditors report was received by councillors which noted that "*on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met*" was received and approved by councillors

b) Notice of Conclusion of audit

The clerk reported that the notice of conclusion of audit was posted 28th July 2023 on the website and notice boards

10) Parish Council email addresses and web presence

Councillors resolved that the Parish Council would set up its own website and council specific email addresses for councillors to use for Parish Council business. JPC Design has done similar work for other local Parish Councils and have quoted circa £800 to create a new website for Stogumber which was accepted by councillors. The clerk was requested to start the process of working with JPC Design to create a new website and buy a domain name *stogumberpc*..... (was the preferred name with an appropriate suffix as available).

Naming protocol for councillor email addresses was decided to be *cllrsurname@stogumberpc*.....

It was also agreed that the clerk would be reimbursed any additional hours required by the project over and above the six hours per week already contracted.

TV offered to speak with the provider of the village website that currently hosts the PC information to explain the Council's decision.

11) Watchet and Minehead LCN meeting

MS gave a report on the 1st LCN meeting held on 13th July that he and the clerk Attended.

The next LCN meeting is scheduled for 19th October and MS will attend on behalf of SPC

12) Items of report and suggestions of items for the next meeting

- An article to be placed in the Standard reminding those in the village that if they are wanting to hold an event in the Beacon Field they need to seek permission from the PC at least 1 month before (as per the letter sent to village organisations earlier in year)
- First Aid training at the VH. November 7th commencing at 7pm
- Joe Hull will be stepping down as defibrillator guardian after the 7th November. TV offered to take on the role of defibrillator guardian

There being no further business, the meeting closed at 21.40

Minutes, Stogumber Playground Association Meeting

on 14th September 2023,
at the Village Hall starting at 21.40
(in the format to be presented to the next meeting for approval)

Present:

Cllrs M Symes (Chairman), J Foley, V Sellick, T Vesey, C Bramall, T Brick and C Matravers
C Morrison-Jones (clerk)

- 1) To receive any apologies for absence
Cllrs A White and N Browne
- 2) To approve the minutes of the Annual Playground Association meeting held on 6th July 2023
The minutes were approved by Members and signed by the Chairman as a true and accurate record of the previous meetings.
- 2) Any matters arising from the minutes not covered below
None
- 3) Playground upkeep: Any other matters concerning playground upkeep
 - i) CB to order more 2 loads of woodchip to top up under the equipment.
 - ii) Cable ties (with the ends pointing upwards) were agreed to be a good solution to the problem of birds sitting on the swing crossbeam and messing on the seats. This solution has been implemented by other PCs successfully.
 - iii) The quote of £350 from R Hayes to clear the silt/mud from the play area was accepted. MS to progress this
- 5) Finance:
 - a) Payments to approve

R Hayes	mower servicing	£336.54
FiT	insurance	£62.00
 - b) Amounts received
None
 - c) Approve bank reconciliation
No financial movement since the bank reconciliation of 31.3.23 approved at the May meeting
- 6) Any other business by permission of the Chairman
MS to approach the playground maintenance volunteer to establish a risk assessment and work schedule for mowing and maintenance of play area

There being no further business, the meeting closed at 22.00