**Minutes of a meeting of the Parish Council held on Tuesday 15th May 2018**

**Present**: Councillors J. Knight (Chair), C. Brook, C. Donald, R. Waller and A. Wells.

**Also present:** County Councillor Anna Groskop

**Clerk:** Zöe Godden

No members of the public were present.

**The meeting started at 19:26**

1. **Election of Chairman and Vice Chairman for the year 2018/19.**

Councillor Knight opened the meeting and asked for nominations for the position of Chairman. Councillor Knight was nominated and seconded. No other member of the council was nominated.

**RESOLVED: It was proposed and unanimously agreed that Councillor Knight be elected as Chairman and the declaration of office was signed accordingly.**

There were no nominations for the role of Vice-chair and the Clerk was instructed to contact Councillor Comer to ask if she would be willing to continue in this role.

**(Action Parish Clerk)**

1. **Apologies:** Councillors Comer and Currie and PCSO Tim Russell.

1. **Declarations of Interests:** There were no declarations of interest.
2. **Minutes:** The minutes of the Parish Council meetings held on 10th and 24th April 2018 were agreed as a correct record and signed by the Chair.
3. **To receive reports from**
4. **County Councillor Anna Groskop** informed members that Somerset County Council had proposed the formation of a unitary authority, which would merge County and District councils. If this went ahead, it would take effect in approximately two years and would be designed to realise financial savings for the County. There would also be the possibility of increased devolution of services to town and parish councils.

Councillor Groskop went on to say that she was pleased that the appeal for a new dwelling at Mill Lane had been dismissed and that there had been some delays to highways work in relation to developments at Hadspen House.

1. **District Councillor Mike Beech** was not present.
2. **PCSO Tim Russell** had sent his apologies and provided a report, which is attached to these minutes.
3. **Matter Arising for report:**
4. Highways and Drains – Update.

Councillor Wells reported that he had been in contact with John Nicholson from County Highways regarding the damage caused to Mill Lane during the recent diversion along this road. John Nicholson had said that he would send a surveyor to assess the work required to make good the road.

Councillor Donald noted that the badger sett on the road between Cole and Hadspen had still not been dealt with. The Clerk and the Chairman agreed to contact John Nicholson to ask for this to be addressed.

**(Action Chairman and Parish Clerk)**

1. **To review Planning Applications, Road Closures, Foot Path Diversions.**
2. Outcomes of applications considered at previous meetings

The Chairman reported that the appeal relating to planning application 17/02162/OUT for a new dwelling on land at Mill Lane had been dismissed.

1. New Planning Applications:

**18/01155/AGN –** Notification of intent to erect an agricultural storage building. Mr R Garrett, Land East of Ridge Lane, Hadspen, Castle Cary.

**RESOLVED: It was proposed and agreed that the Parish Council wished to object to this application as members could see no good reason why feed or machinery should need to be kept at this location. A barn in this location would be a blot on the landscape and would result in an unacceptable concrete footprint on this pasture land. In addition, the Parish Council felt that a decision on this new application should be delayed until after the enforcement action being taken against the applicant relating to application 16/05189/AGN had been completed.**

**(Action Parish Clerk)**

1. Other planning matters:
2. To note correspondence from a resident relating to agricultural developments at Pitcombe Hill and to agree any action to be taken.

**RESOLVED: It was proposed and agreed that the Clerk should write to Dominic Heath-Coleman to convey the Council’s support for the resident’s concerns about the apparent development of a milking parlour without planning permission at the site on Pitcombe Hill.**

**(Action Parish Clerk)**

1. To note that SSDC may ask its Regulation Committee to make the final decision on planning applications of 10 dwellings or more.

**Noted.**

1. Temporary Road Closures – Quaperlake Street from the junction with Coombe Street, north-eastwards for a distance of 445 metres from11 June 2018 for two evenings (18:30 to 23:30).

**Noted.**

1. Path Diversions - None.
2. **Reports from Portfolio holders –** there were no additional reports.
3. **Finance.**
4. To review the Budget vs Spend sheet.

Councillor Waller noticed that the Clerk had made calculation errors on the budget vs spend sheet and the Clerk was instructed to correct these in time for the next meeting.

**(Action Parish Clerk)**

1. To approve the cash book and bank reconciliation for March 2018.

The cash book and bank reconciliation were checked by Councillor Waller.

**RESOLVED: It was proposed and agreed to approve the cash book and bank reconciliation as presented.**

1. To approve payments of:

|  |  |  |
| --- | --- | --- |
| Zöe Godden | Salary and expenses April 2018 | £222.08 |
| HMRC | Income Tax April 2018 | £ 44.80 |
| Hadspen Village Hall | Grant re Car Park extension | £500.00 |
| Lightatouch | Internal Audit work 2017/18 | £ 60.00 |

**RESOLVED: It was proposed and agreed to approve the payments as presented and that Councillors Brook and Knight would sign the cheques.**

1. To note receipt of the precept (£6995) and SSDC grant (£10)

**Noted.**

1. To consider quotes for Parish Council insurance and sign a cheque accordingly.

**RESOLVED: It was proposed and agreed to accept the quote from Inspire of £218.00 and a cheque was signed by Councillors Brook and Knight.**

1. To note that NALC has issued new pay scales following a national salary award and to consider awarding the Clerk her incremental pay rise backdated to 1st April 2018, in line with her contract of employment and the new pay award.

**RESOLVED: It was proposed and agreed to adopt the new NALC pay scales for 2018-19; it was further agreed to award the Clerk’s incremental pay rise and back-date this to April 2018.**

1. To note and approve the Parish Council’s new Risk Management document.

**RESOLVED: It was proposed and agreed to approve the Risk Management document as presented.**

1. To approve the asset register.

The Clerk was instructed to add the newly acquired BT telephone box to asset register.

**RESOLVED: It was proposed and agreed to approve the asset register, with the addition of the telephone box.**

**(Action Parish Clerk)**

1. To consider exempting the Parish Council from the need for an external audit and to sign the exemption certificate accordingly.

**RESOLVED: It was proposed and agreed that the Parish Council met the criteria for exemption from external audit and the exemption certificate was signed by the Chairman and the Clerk/RFO accordingly.**

1. To receive the Internal Auditor’s report.

**Noted.** There was no further action to take as a result of the internal auditor’s report.

1. To approve section 1 of the Annual Governance and Accountability Return

**RESOLVED: It was proposed and agreed to answer “Yes” to all of the statements apart from number 9, which was answered with “N/A” because the Parish Council did not hold any trust funds.**

1. To approve section 2 of the Annual Governance and Accountability Return

**RESOLVED: It was proposed and agreed to approve the figures in section 2 of the Annual Governance and Accountability Return as presented.**

1. **Council Matters:** To consider and approve a new Privacy Policy required under the General Data Protection Regulations and to note that the Clerk has completed the associated data audit.

**RESOLVED: It was proposed and agreed to approve the privacy policies and to note the completion of the data audit.**

1. **Correspondence/Publications received for report.**
2. Bruton Town Council: To note that Sexey’s School is making plans to sell its Walwin site.

**Noted.**

1. **Any Other Business:**

*Please note this item can only be used for statements of information and requests for items to be included on the agenda at the next meeting.*

The chairman reported that he had been consulted regarding a proposal to infill the disused slurry lagoon on Pitcombe Hill and had provided appropriate contact details for the County Planning Officer who had confirmed that Planning consent would be required and that any infill would have to inert and not capable of being recycled.

Councillor Anna Groskop gave her apologies for the next meeting.

1. **Date of the next Parish Council meeting: 12th June 2018 at 7.30pm**

**The meeting ended at 20:17.**

Signed Date