

Date of Meeting:	17 th March 2022	Time:	19:30
Location of Meeting:	Hembry Room, Westfield Church Hall		
Present:	Cllr. N. Smith, Cllr. John Vassalli, Cllr. N. Myers (via Zoom), Cllr. R. Leighton, Cllr. M.Mead, Cllr. J. Johnstone		
In Attendance:	Tammy Weeks (Clerk), Cllr. G. Slocombe (via Zoom), Cllr. M. Caswell, Cllr. R. Lilley		
Apologies:	Cllr. A. Bown		

Ref:	Topic of Discussion
1-17/3/22	Chairman's Comments
	The Chairman welcomed everyone and explained that we had quite a bit to get through as this was our first parish council meeting since November, due to the January meeting being cancelled due to Covid and the 'work from home' directive at that time. The January meeting was replaced by an extended Finance Sub Group Committee meeting to discuss and agree the budget, but this was held remotely via Zoom.
2-17/3/22	Public Question Time
	No members of the public were present.
3-17/3/22	Declarations of Interest
	No Declarations of Interest were declared.
4-17/3/22	Minutes of Last Meeting
	<p>The Chair ran through the minutes of the November parish council meeting. Actions are detailed in point below.</p> <p>Minutes were approved as a true and accurate record of the meeting. Proposed by Cllr. M. Mead, seconded by Cllr. A. Leighton. All in agreement.</p> <p>The Chair then ran through the Finance Sub Committee meeting minutes from 20th January.</p> <p>One question arose; the Chair stated he had received his council tax bill and the increase was showing lower than the increase we agreed for the overall precept. It was discussed that this can change as a result of the number of houses that have a reduction on their council tax bill. Action for clerk to check and confirm that precept received is in line with what we budgeted for and requested.</p> <p>Minutes were approved as a true and accurate record of the meeting. Proposed by Cllr. A. Leighton, Seconded by Cllr. J Vassalli. All in agreement.</p>
5-17/3/22	Update on Actions from Previous meeting
	<p>New Road signs – Cllr. Vassalli has written approximately every two months to Katherine Tyson at Somerset Highways. No recent response at present. In November, the response from Katherine Tyson stated that there was a period of 12 weeks lead time, but to date there are still no new signs.</p> <p>This was further discussed as to how to follow this up. Cllr. Slocombe, Cllr. Tilley and Cllr. Caswell were in agreement that this should be followed up by contacting Cllr. John Woodman (john.woodman@somerset.gov.uk), copy to David Fothergill.</p> <p>Action: Cllr. Vassalli to email John Woodman</p>

	<p>Speeding Data – Cllr. Vassalli has emailed Katherine Tyson (on Monday) to see if there was any more additional data, from additional sites, around Durleigh. No response yet.</p> <p>Safety Improvement Scheme – We have had an update via email from Cllr. Bown and the application for the Safety Improvement Scheme has still not been submitted, as they have not opened it up for new schemes, but will be carried over and on the list for the new elected councillors to carry forward. Cllr. Caswell said that he is hoping that the new scheme will be launched in April and if so, our application will be put in immediately.</p> <p>Photos of Parish – Due to weather conditions no photos have been taken yet, but the Clerk will aim to take photos when weather good. Councillors to forward ideas for location to the Clerk.</p>																									
<p>6-17/3/22</p>	<p>Matters Arising (Including Consultation Responses)</p>																									
	<p>There were none.</p>																									
<p>7-17/3/22</p>	<p>Financial Matters</p>																									
	<p>The Clerk reported that the Bank balance at 7 Feb 2022 was £11,799.55</p> <p>Expenditure since the last bank statement was detailed:</p> <table data-bbox="339 952 1244 985"> <tr> <td>Expenditure since</td> <td>£802.53</td> <td>Income Received</td> <td>£0</td> </tr> </table> <table border="1" data-bbox="339 996 1177 1361"> <thead> <tr> <th>Date:</th> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>8/2/22</td> <td>Clerk's Overtime</td> <td>22.19</td> </tr> <tr> <td>15/2/22</td> <td>Zurich Munciple - Insurance</td> <td>309.02</td> </tr> <tr> <td>28/2/22</td> <td>Clerk's Salary</td> <td>359.27</td> </tr> <tr> <td>28/2/22</td> <td>Clerk's Expenses (WFH)</td> <td>26.00</td> </tr> <tr> <td>2/3/22</td> <td>Amazon - projector bag and HDMI</td> <td>38.78</td> </tr> <tr> <td>8/3/22</td> <td>Clerk's Overtime</td> <td>47.27</td> </tr> </tbody> </table> <p>*expenditure since bank reconciliation#</p> <p>The clerk explained with the payments listed above, the bank balance will reduce to £10,997.02.</p> <p>There is no Expenditure waiting to be paid, with the exception of the pay award back pay discussed at agenda item 9.8. Also, the invoice from Sedgemoor DC for bin emptying up to the end of March has already been received. This would normally be paid in April, but it was agreed that as we have the funds, we will go ahead and pay it from this year's budget.</p> <p>The Clerk circulated, prior to the meeting, the Finance Report up to 2nd March 2022, which includes the cashbook showing expenditure, the actual expenditure against budget and the bank rec @ 2nd March. The councillors had no comments or queries in relation to this.</p> <p>All payments that have been processed are either all pre-approved on the 'Schedule of Payments 2021-22' authorised at the March meeting, or are within the levels for delegated authority as detailed in the Financial Regulations. Therefore, these do not need further approval, but are just to note.</p> <p>The Clerk explained that the Budget for 2022/23 was approved at an extended Finance Sub Committee on 20th January. This was due to the Parish council meeting being cancelled due to</p>	Expenditure since	£802.53	Income Received	£0	Date:	Description	Amount	8/2/22	Clerk's Overtime	22.19	15/2/22	Zurich Munciple - Insurance	309.02	28/2/22	Clerk's Salary	359.27	28/2/22	Clerk's Expenses (WFH)	26.00	2/3/22	Amazon - projector bag and HDMI	38.78	8/3/22	Clerk's Overtime	47.27
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	<p>coronavirus restrictions at the time, including the ‘work from home’ directive. The Precept was set at £9,695 and all councillors were in agreement with this increase.</p> <p>The Clerk referenced the application made to the Opening up Safely and Reconnecting grant. We have been successful in our application to cover the costs of two benches, one of which will be a commemorative bench for the Platinum Jubilee. The amount we will be receiving later this month is £1280 which covers the cost of the benches and the ground fittings (this was based on prices at the point the application was submitted, but like everything else, there may be increases in the price), but does not cover the cost of having them installed. The grant money has to be spent by the end of August.</p> <p>The Clerk stated that as per the last two years, a ‘Schedule of Known Payments’ has been prepared, so that these expected payments can be approved in advance and will prevent any delays in payment.</p> <p>Cllr. Smith asked if we could amend this schedule mid-year to include the defibrillator maintenance once known, all in agreement with this suggestion. All in agreement to proceed. Proposed by Cllr. M. Mead, seconded by Cllr. J. Johnstone. The Schedule was then signed by Cllr. N. Smith and Cllr. J. Vassalli as members of the Finance Sub Committee members to authorise it.</p> <p>The Clerk explained that she has spoken to the Internal Auditor and she is happy to carry out the work again. All Councillors in agreement that we continue with the same internal auditor. Cllr. Smith asked the Clerk to confirm if this will be at the same rate. Proposed by Cllr. N. Smith, Seconded by Cllr. J. Johnstone</p> <p>The Clerk explained that the National Pay Award for 2021-22 was eventually agreed and we were notified on 4th March. This pay award is from the 1st April 2021. The Clerk had prepared a calculation for backpay which totals £85.84. This includes March as it is unlikely that we will be able to get the standing order changed in time for the end of the month. Therefore, from April, the salary payments will include the increase and will be £365.53 per month and then the increment rise will be applied from October, in line with contract, if there are no issues with the standard of work.</p> <p>All in agreement that the pay award should be awarded. Proposed by Cllr. N. Smith, Seconded by Cllr. M. Mead</p>
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8-17/3/22	Planning Matters
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Items for Discussion:

3/22/00001	145 Holford Road - Erection of two storey side (NW) extension on site of existing (to be demolished). Action Clerk to respond No Observation, proposed MM, seconded JV
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Items for Update:

	None
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9-17/3/22	Review of Policies
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	Policy	Date Due for Review
	Code of Conduct	March 2022
	Financial Regulations	March 2022
	Standing Orders	March 2022
	Privacy Notice	March 2022
	Data Protection Policy	March 2022

	<p>The Clerk referred to the email sent to councillors on 10th February. The Clerk explained that there was no need to update them as there has not been any national update at present. The update to the national template for the Code of Conduct is still due (was expected last year), but hasn't happened yet.</p> <p>All in agreement to continue using current versions. Proposed by Cllr. N. Smith, Seconded Cllr. A. Leighton</p>
10-17/3/22	Review of Risk Register
	<p>The Clerk referred to the email sent to Councillors on 10th February with an updated draft of the Risk Register. Cllr Smith asked for the new projector to be added to the register, with a with same kind of risk as the laptop. Also, to note that the Defibrillator will need to be added later in year once it has been installed.</p> <p>All in agreement that once projector added, this can be used as the current Risk Register. Proposed by Cllr. N. Smith, seconded Cllr. J. Johnstone</p>
11-17/3/22	Jubilee Benches
	<p>Cllr. Vassalli referred to the conversations and survey of locations with Cllr. Mead.</p> <p>Also discussed the suggestions from parishioners in response to the post on Facebook.</p> <p>It was agreed that the following locations would be looked into further;</p> <ul style="list-style-type: none"> • Pyrland walk – the location is good, but we need to engage with nearby residents to gauge their views and take into consideration any concerns they have. • Bottom of Luxborough Road – discussed as possible location for Commemorative bench (lots of cyclists and walkers stop at this point for a rest). • By the parish council noticeboard was agreed to be a good spot for a perch bench. <p>Cllr. Slocombe agreed to look at the three locations above to explore further and progress, with the help of Cllr. Lilley. This will include checking with Nest Homes (the developers) as at present, the fencing to the site on Luxborough Road, appears to have encroached onto the land donated to the parish council by Wessex Water (by our noticeboard).</p> <p>Action: Cllr. Vassalli to forward information/ details of communications with Scott Mason, including photos, to Cllr. Slocombe for her to follow up.</p> <ul style="list-style-type: none"> • Wetlands area – Agreed that this would be a good place for the commemorative bench as so many residents now visit this area and it would be nice to have a seat for them to watch the stream and birds. Cllr. Leighton to write to Wessex Water to see if they will consider a bench (Cllr. Smith to discuss with Cllr. Leighton). <p>This does need to be progressed asap so that decisions can be made for work can be completed in line with the grant conditions.</p>
12-17/3/22	Speed Indicator Device (SID)
	<p>Cllr. Vassalli referred to an email that he had sent to all councillors with details of the research he had undertaken. It was noted that members of Kingston St Mary Council had been particularly helpful and had shared a lot of knowledge and experience. Cllr. Vassalli explained that there is a lot involved with having a SID in the parish and not just a case of putting them up. Contract needs to be signed with Somerset County Council and this states that the SID can only be in a location for two weeks and then needs to be moved to another location (cannot return to the original location for a period of two weeks). So, we would need to identify at least two or three suitable sites.</p>

	<p>We would also need to establish who will maintain the SID, as those maintaining it need to undertake a course The training currently costs £150 per person and has to be renewed every three years.</p> <p>Due to the complexities, it was agreed that this would be put on hold at the present time, awaiting to see how the Safety Improvement Scheme progresses.</p> <p>Cllr. Slocombe said that she is hoping that there will be improvement with moving schemes forward with the new unitary council. It was agreed that info re the SIS will be sent to Cllr. Slocombe (Cllr. Smith to send info) and she will look into it.</p>
13-17/12/22	Facebook
	<p>Cllr. Myers explained that as expected there is not a huge amount of engagement to posts on Facebook, but we are getting engagement, especially the post in relation to the new benches, which reached around 500 people. There are new group likes/followers each day.</p> <p>It was discussed and agreed that it would be good to make a short snappy post after each meeting with '5 key things from meeting'. Cllr. Myers to progress this.</p>
14-17/3/22	Meetings Attended
	<p>Elections Training- The clerk referred to the online Elections Training run by Sedgemoor District Council. All slides and documents from this training have been forwarded to the councillors to aid them with completion of their nomination forms.</p>
15-17/3/22	Items for Next Agenda
1.	<p>LCNs – Clerk to assess assets by next meeting, Cllr. Vassalli to provide details of contact at Green Surrounds asap.</p>
16-17/3/22	Date & Venue of Next Meeting
Date / Time:	19 th May 2022
Venue:	Hembry Room, Westfield Church, if possible, under Covid Safe regulations. If not, another virtual meeting will be held.

Meeting Closed at:	21:17
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Minutes Signed by: Date:
(Chairman)