



Minutes 2022

Date of Meeting:	19 th May 2022	Time:	19:30
Location of Meeting:	Hembry Room, Westfield Church Hall		
Present:	Cllr. N. Smith, Cllr. John Vassalli, Cllr. N. Myers, Cllr. R. Leighton, Cllr. M. Mead, Cllr. J. Johnstone		
In Attendance:	Tammy Weeks (Clerk), Cllr. M. Caswell, Cllr. B. Bolt		
Apologies:	Cllr. G. Slocombe, Cllr. R. Lilley, Cllr. L. Duddridge		

Ref:	Topic of Discussion
1-19/5/22	Election of Chairman and Chairman's Acceptance of Office
	<p>The Clerk asked if any of the councillors would like to nominate a Chair, and all nominated Cllr. Smith to continue for a second year.</p> <p>Cllr. Smith was happy to accept the position of Chair. All in agreement. The 'Acceptance of Office' was duly completed and signed in the presence of the Clerk, and thus duly countersigned.</p>
2-19/5/22	Election of Vice Chairman and Vice Chairman's Acceptance of Office
	<p>Cllr. Vassalli volunteered to take the Vice Chair role. There were no other nominations or offers. All Councillors were in agreement that Cllr. Vassalli take the Vice Chair role.</p> <p>The 'Acceptance of Office' was duly completed and signed in the presence of the Clerk, and thus duly countersigned.</p>
3-19/5/22	Chairman's Comments
	None – Comments / report read at prior meeting.
4-19/5/22	Public Question Time
	None. No members of the public were present.
5-19/5/22	Declarations of Interest
	No Declarations of Interest were declared.
6-19/5/22	Minutes of Last Meeting
	<p>Minutes were approved as a true and accurate record of the meeting.</p> <p>Proposer Cllr. M. Mead, seconder Cllr. A. Leighton</p> <p>All agreed.</p>
7-19/5/22	Update on Actions from Previous meeting
	<p>Spaxton Road Safety – Cllr. Vassalli updated the other councillors; a response from Katherine Tyson, Somerset Highways, has been received that answered queries raised. Painted road markings have been done, but no new/replacement signs at present.</p> <p>No further update in regards to the Safety Improvement Scheme.</p>
8-19/5/22	Matters Arising (Including Consultation Responses)
	There were none.
9-19/5/22	Financial Matters
9.1	The Clerk reported that the Bank balance at 7 Apr was £11,719.78

	Expenditure and receipts since the last bank statement was detailed:																					
	<table border="1"> <thead> <tr> <th>Date:</th> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>21/4/22</td> <td>Precept</td> <td>-£ 4,847.50</td> </tr> <tr> <td>26/4/22</td> <td>CIL monies</td> <td>-£ 752.53</td> </tr> <tr> <td>03/05/2022</td> <td>Clerk's Salary</td> <td>£ 365.53</td> </tr> <tr> <td>03/05/2022</td> <td>Clerk's Expenses - Work from Home Allowance</td> <td>£ 26.00</td> </tr> <tr> <td>10/5/22</td> <td>Clerk's Overtime</td> <td>£ 41.08</td> </tr> <tr> <td>17/5/22</td> <td>Internal Audit</td> <td>£ 100.00</td> </tr> </tbody> </table>	Date:	Description	Amount	21/4/22	Precept	-£ 4,847.50	26/4/22	CIL monies	-£ 752.53	03/05/2022	Clerk's Salary	£ 365.53	03/05/2022	Clerk's Expenses - Work from Home Allowance	£ 26.00	10/5/22	Clerk's Overtime	£ 41.08	17/5/22	Internal Audit	£ 100.00
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9.2	<p>The clerk explained with the payments made and receipts, the bank balance has increased to £16,877.20</p> <p>The Clerk referenced the Finance Reports up to 11 May 2022, circulated to councillors prior to the meeting, which includes the cashbook showing expenditure, the actual expenditure against budget and the bank rec @ 7th April, no questions or queries were raised by the councillors.</p>																					
9.3	<p>There were no payments to be approved. The expenditure above is either pre-approved on the 'Schedule of Payments 2022-23' authorised at the March meeting, or are within the levels for delegated authority as detailed in the Financial Regulations and the new procedures. Therefore, these do not need further approval, but are just to note.</p>																					
9.4	<p>The Clerk referenced the Year End Account documents ('Receipts/Payments Summary', 'Supporting Statement' and year end finance report. We ended 2021/22 with a carry forward balance of £11,473.02. These will be published on our website. No queries or comments were raised by the councillors.</p> <p>Approval to sign the accounts off was ascertained. Proposed by Cllr. Mead, seconded by Cllr. Myers. All in agreement.</p> <p>Cllr. Smith and the Clerk duly signed off the accounts.</p>																					
9.5	<p>The Clerk stated that the Internal Audit has been carried out and the AGAR has been signed off by the Auditor with 'all control objectives being achieved' (copies sent to councillors prior to the meeting). Only two points were made in the Internal Audit Report, both in relation to the Asset Register. In regards to those findings, this is a new requirement and an update in the JPAG Practitioners Guide 2022, so before its release in April, was not a requirement. It will however be noted going forward.</p> <p>No comments or queries were raised in regards to the AGAR or Internal Audit Report. Approval to sign off the AGAR was ascertained. Proposed by Cllr. Myers, Seconded by Cllr. Smith. All in agreement.</p> <p>Cllr. Smith and the Clerk duly signed off the AGAR.</p>																					
9.6	<p>The Clerk explained that she requires a new desk chair, so is asking if the parish council could make a contribution to this. Not asking for the full cost as it will be used for other purposes too. The Chair suggested a contribution of £25.</p> <p>Proposed by Cllr. Smith, seconded by Cllr. Johnson. All in agreement.</p>																					

10-19/5/22	Planning Matters
Items for Discussion:	
23/22/00004	<p>8 Spaxton Road – Variation of Condition 2 Planning Permission 23/21/00007 (Erection of single storey front (south) extension with a balcony.) to allow for alterations to the front (south) balcony.</p> <p>Cllr. Smith said he had spoken to one of the direct neighbours, who had no issue as privacy screens are now within the plans. The increased length of the balcony does not cause concern for them.</p> <p>All in agreement to respond ‘No observation’. Action: Clerk to respond to planning</p>
Items for Update:	
	None
11-19/5/22	Jubilee Benches
	<p>Cllr. Vassalli contacted Scott Mason, Parks & Open Spaces, in reference to siting a new bench at the bottom of Luxborough Road. This, however, has a number of drawbacks and obstacles and would present installation problems and excessive costs. It was agreed that this was, therefore, not the best siting for a bench and the other areas would be explored further.</p> <p>Pyrland Walk –The feedback from Cllr. Slocombe is that residents are unlikely to support a further bench on the green area in Pyrland Walk.</p> <p>There was further discussion about the possible locations for siting the two benches and it was agreed that we pursue the proposal of siting the commemorative bench at the Wetlands area. This has potential for 1 or 2 benches.</p> <p>Action: Cllr. Leighton to pursue with Wessex Water. ASAP.</p> <p>Also discussed further about the siting of a bench next to the noticeboard, possibly by moving the board back and putting a perch bench in front of it. This was agreed as the favourable second location. Proposed by Cllr. Smith, seconded by Cllr. Leighton.</p> <p>Action: Cllr. Vassalli to follow up with Scott Mason re siting the bench by the noticeboard.</p> <p>Due to the timeline that the grant money has to be used in, it was agreed to push forward with the plans to put benches in the two locations above, for feasibility, costings etc. and then to proceed to order benches if OK. All in agreement.</p> <p>Cllr. Johnson mentioned that the post box by the noticeboard is in need of a coat of paint. Action: Cllr. Johnson to follow up with the Post Office about repainting.</p>
12-19/5/22	Local Community Networks
	<p>The Clerk explained that fortnightly meetings continue online. The Clerk does not attend them all, but receives notes from them all. There is not really any progress happening. Pilots are still ongoing and no outcomes to report yet.</p> <p>The Clerk has contacted Clean Surrounds to see if they can provide a list of assets within Durleigh, currently being maintained by district / county. A list/map of assets has now been received and this will need reviewing and looking into further.</p>
13-19/5/22	Ukrainian Refugees
	<p>The Clerk explained that she is aware that there are now quite a significant number of refugees coming to Somerset and wondered if this is something that perhaps we should look at as a parish council to see if there is any additional support required;</p>



	<ul style="list-style-type: none"> - Use facebook to ask if/how many refugees are in the area - Contact Somerset County Council to see if they will give us numbers - In other areas, they are doing meet & greet sessions, and weekly coffee mornings both for refugees to get to meet each other, but also for mutual support of both host & guest. If there is a need within Durleigh, we could possibly contribute to the cost of hiring a room for this to take place. <p>All councillors were in agreement to move forward as above.</p> <p>Action: Clerk to do a Facebook post and contact Somerset County Council. Cllr. Vassalli offered to contact the elders of Westfield church to see if they already have anything in place or if they know of Ukrainian refugees in the area.</p>
14-19/5/22	Control of Dogs
	<p>Cllr. Mead reported that there have been a couple of incidents where aggressive dogs have been encountered in the wetlands.</p> <p>It was discussed that there are signs at Steart Marshes about close control of dogs. Discussed whether this would benefit to have at the wetlands, although we would need to approach Wessex Water for approval. All in agreement to pursue.</p> <p>Action: Cllr. Leighton to approach Wessex Water to see if they will put signs up.</p> <p>It was also discussed whether there is a need for additional dog bins, including by the reservoir bench. Agreed that we would revisit identifying additional dog bin locations.</p> <p>Action: Clerk & Chair to do walk about and suggest further locations.</p>
15-19/5/22	Defibrillator
	<p>Cllr. Smith has had email contact with Wessex Water and is happy to report that the defibrillator should be installed by the end of month, or beginning of next month.</p> <p>Action: We need to consider publicising that there is one in the area and also look into training for residents.</p>
16-19/5/22	Meetings Attended
	None
17-19/5/22	Items for Next Agenda
	<ol style="list-style-type: none"> 1. Defib – communications plan 2. Post box 3. Wetlands 4. Dog bins 5. Update from Cllr. Gill Slocombe
18-19/5/22	Date & Venue of Next Meeting
Date / Time:	14 th July 2022
Venue:	Hembry Room, Westfield Church
Meeting Closed at:	21:00

Minutes Signed by: Date:
 (Chairman)