

## STOKE ST. GREGORY PARISH COUNCIL

### Minutes of the Parish Council Meeting held on Monday 11<sup>th</sup> June 2018 in the Meeting Room, Williams Hall

**Present** Nick Sloan (Chairman), Graham Glead (Vice Chairman), Glynn Banks (arrives later), Ann Finn, John Hembrow, David House, Peter House, Sara Sollis, Heather Venn, David Fothergill (County Councillor), Phil Stone (District Councillor).

**In Attendance** - Becky Goodchild and 2 members of the public.

**Public Question Time** - No issues raised.

**Apologies for absence** - None received

**21. Declarations of Interest and dispensations** – None received.

**22. Minutes of previous meeting** - The minutes of the Parish Council meeting held on Monday 14<sup>th</sup> May were agreed by all to be accurate, and were signed by the Chairman.

*(GB arrives)*

**23. Presentation of preliminary plans for development on the allotments field** – Deferred to next meeting.

#### **24. Planning**

**36/18/0008/CQ Crossway Farm, Slough Lane** – TDBC: Conditional approval 25-05-2018

**36/18/0007 Huntham Farm** – TDBC: Conditional approval 16-05-2018

**Proliferation of mobile homes** – The Parish Council previously wrote to local land owners (April 2017) expressing concern that some mobile homes being used as residences on farms may not have been appropriately established in terms of planning permission and council tax. It is thought that this might still be the case and it was agreed that the issue would be discussed at the next PC meeting for decision as to whether or not to refer the issue to TDBC.

**Research obligations of tenants and farmers for next PC meeting.**

**Request that SALC email other PCs asking what they have done in similar circumstances.**

**25. Rose and Crown – 3 questions from a member of the public** – A member of the public had submitted questions to the PC about the Rose and Crown (concerning why not a community asset, whether the PC intends to submit a business plan, and impartiality of the members of the FSG). A response had been made prior to this meeting. It was noted that errors had been made in the TDBC planning minutes which state that the PC is being given the opportunity to submit a business plan for the purchase of the Rose and Crown. It appears that TDBC is confusing the situation of the Rose and Crown with that of the Royal Oak.

**NS to draft (and circulate to the PC) a letter to TDBC highlighting their mistake in the planning minutes and clarifying the situation. Clerk to send to Planning Department and copy to Chairman of Planning.**

**26. Community pub/shop steering group – PC representative** – The steering group has not been formed yet but the PC agreed that it would select a PC representative at this meeting. SS and HV were proposed and seconded.

*(SS and HV leave the room while voting takes place)*

SS was elected to represent the PC on the steering group and report back to the PC following meetings.

*(SS and HV return to the room)*

**27. Problem with eroded road edges** - NS had previously emailed DF with questions to which DF is researching the answers. DF advised that if there is a danger to vehicles using the roads then SCC will repair the edges. SS questioned whether the section of Willey Road with potholes near the entrance to the playing field had been reported. Broken edges of roads can be reported by any member of the public via the Somerset County Council website.

*SS to report uneven road surface on Willey Road.*

**28. Village gateway** – GG gave the Coates a plan for the gateway a couple of months ago and the work is in progress.

**29. Whistle blowing policy** – SALC has advised there to be no need for a whistle blowing policy unless it is for a very large council with many employees.

**30. General Data Protection Regulations** – The clerk and SS had attended a SALC training session and the clerk had circulated a list of changes that the PC must make in order to comply with the GDPR.

*Clerk to work through the list and keep a record of all that the PC does to demonstrate compliance.*

**31. Consultation: Survey on Planning / Building Control Functions (Closes 11-05-2018, 17:00)** – As the survey did not remain accessible past 17:00 the PC was unable to make a response.

**32. Citizens Advice Bureau: Rural transport survey** – Answers were agreed at this meeting.

*Clerk to submit the PCs responses.*

**33. Pannal and Burn Bridge Parish Council CIL survey – Sustainable Communities Act** – Questions were completed online.

**34. Silhouettes to mark World War One Centenary** – It was agreed that this would be more relevant to other village groups than the PC.

*NS to pass on to groups this might be relevant to.*

**35. Forward Strategy Group** – HV had asked for some issues to be clarified relating to the relationship of the FSG to the PC, and the remit of the FSG. NS advised that the FSG is an advisory group, not a sub committee of the PC and that the remit of the FSG had been discussed at previous PC meetings and minuted. The FSG was created in part to have a research function which, with the complicated nature of the issues it was addressing, would not be possible to cover during PC meetings. However the FSG has no executive authority. JH questioned whether there could be a future possibility of conflict of interests if a member of the FSG should want housing for themselves, or if they wanted to develop their own land.

*(PS leaves)*

*NS to list members of the FSG on the village website.*

*GG to publish FSG minutes on the village website to ensure transparency.*

## **36. Footpaths**

**Footpath strimming** - SS advised that the footpath on the left from the entrance to the playing field is in need of strimming.

*(PS returns)*

**Dog waste complaints** - GG advised that he has recently received 2 complaints about dog waste. It has been noted that the dog bin ordered by the PC to be placed on the Polkesfield footpath has still not arrived. It was agreed that it would be more practical to place the bin next to the green refuse bin which is to the left of the Royal Oak as more dog walkers are likely to pass it. It was also agreed to request a lid for the bin by the bus stop.

Clerk to chase up previously ordered dog waste bin and request it be placed beside green bin to left of Royal Oak. Clerk to request lid for bus stop bin.

### 37. Highways

**White lines at the Willey Road / Griggs Hill bend** - It was suggested at the last PC meeting that white lines painted along the centre of the road on this bend could help to keep vehicles on the correct side of the road. DF is looking into whether the road is wide enough for painting of the lines to be approved.

**Parking near the school (H bars and zig zags)** – TDBC have responded that the painting of H bars is kept to an absolute minimum, and that requests for zig zags must come from the PC. The PC previously agreed that they would take no further action as zig zags could move the parking problem further along the road.

**Blocked drains in Huntham Lane** – JH advised of the blocked pipe on Huntham Lane.

NS to follow up.

**38. New headteacher** – HV suggested the PC write a welcoming letter to the new headteacher.

HV to write letter to the headteacher.

**39. Allotments** – GG advised that the recent attempt to obtain a water supply was not successful. It is noted that the grass at the Church Close end of the allotments is in need of cutting and this will be done shortly.

**40. Playing Field** – SS advised that there have been 2 incidents of vandalism recently: Paint splashed at the back of the pavilion (the culprits have since cleaned this up), and damage to the fencing surrounding the cricket square.

**41. Village website** – No issues.

**42. Broadband** – NS advised that he will be arranging a meeting with Gigaclear to ensure that coverage of the parish is as comprehensive as possible.

NS to arrange a meeting with Gigaclear.

**43. Flood** – No issues.

**44. Police issues** – GG advised that the police office previously offering litter picking equipment has since closed.

*(DF leaves)*

### 45. Financial Matters

#### Authorisation of cheques

996 Somerset Association of Local Councils – Clerk and councillor training in GDPR	£50.00
997 Nicholas Sloan – Reimbursement of fee paid to Croft Castings for numeral patterns	£30.00
998 G Wagen James – Strim and mow burial ground (April 2018)	£33.00
999 Mark Prior – Casting of finger arms	£505.00
1000 Information Commissioner – Data protection fee 2018/19	£40.00
1001 Stoke St Gregory Allotments Association - Internal audit fee donated by auditor to the allotments	£30.00

#### Standing order

1-07-2018 R. Goodchild – Clerk's salary for June 2018	£317.63
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It was agreed that the above cheques be signed and payments be made.

#### Received

Kathy Davidson – Contribution towards First Aid training session	£30.00
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**Other financial items**

**Bank reconciliation to end of April 2018** – Checked by GG

**Online banking** – Lloyds Bank has advised that a signatory must contact them should the PC want information about changing its' account to online banking.

NS to follow this up.

**Completion of internal audit** – The clerk advised that the internal audit has been completed and circulated a letter from the auditor confirming this. The clerk suggested the PC allocate amounts to specific projects or specific contingency funds at the next budget as the new AGAR form now requests this information.

**Approval and signing of Annual Governance and Accountability Return** – The Chairman and the clerk signed Section 1 followed by Section 2.

Clerk to supply NS with financial documents for display on the village website.

**Approval and signing of Certificate of Exemption** – This was signed by the chairman and clerk.

Clerk to post Certificate of Exemption to external auditor.

**46. Pending / Feedback from meetings:**

**Village Hall** – GG advised that a new trustee is required for the Village Hall. Anyone interested is asked to contact a member of the Village Hall Committee or the clerk.

**Business Growth Survey** – This survey was circulated to Parish Councils by Somerset County Council.

NS to put a link to the survey on the village website for business owners to respond to.

There being no further business the meeting closed at 9:25pm.

**The next meeting will be held on July 9th at 7.30pm in the Meeting Room at the Williams Hall. Please email any items for the agenda to the clerk and the Chairman by 28<sup>th</sup> June if possible.**