STOKE ST GREGORY PARISH COUNCIL

51 Polkes Field, Stoke St Gregory, Taunton, Somerset. TA3 6EX

Minutes of Meeting held on Monday 8th July 2024 in The meeting room. Williams Hall, Dark lane, Stoke St Gregory at 7.30pm

Present: John Hardy (Chair), Jessie Cartwright (Vice Chair), Heather Venn, Lawrence Bostock, John Hembrow, Peter House, Ann Finn, Sally Taylor (Clerk), David Fothergill

Apologies for Absence: Janice Pearce. Voted to accept apologies: proposed HV Seconded AF

47. Approve and sign the minutes of the June Meeting: The minutes were agreed to be an accurate record of the meeting and were signed accordingly.

48. Declarations of interests and dispensations: None

49. Questions and comments from the public (limited to 15 minutes in total)

None

50. Planning

36/24/0005 Pincombe House - Application withdrawn

51. Councillor non attendance at meetings

ST had written to David Cuthbertson out of courtesy to establish if he wished to continue as a Councillor. His wife replied to advise that due to ill health and a move from the Parish he would resign. Resignation Accepted

ST to advertise for another co-opted Councillor

52 Stoke St Gregory 2023 Community Plan

Review of Community Plan and Tracker Update

It is a PC plan now and we should be able to amend. ST to obtain copy of the Tracker file.

PC will make notes on and update, it was questioned whether other organisations should be updating their own sections of the plan.

ST to check with Danny James.

Website needs to be updated as PC is now the delivery team.

ST to review and update as deemed necessary

53 CIL Grants - Progress Reports

HOTV projects are in progress. May change the specification for the lift, if so the money received will be added to by HOTV. Expenditure will all be in 2024-5.

Baptist Chapel disabled lift repairs are complete. Letter of thanks has been received.

Willowset Forest School project nearing completion. Target date end July.

DRAFT

Original SEG grant claim is different from reported expenditure.

ST to request SEG go back to claim to say what they have done and future plans for spending.

Any CIL grant recipients must bring proposed changes to spend to the PC.

Need to know as PC has to establish any changes meet CIL criteria.

ST to request updates on a quarterly basis

54 Somerset Councillor report

David Fothergill outlined the outcome of the Waste contract renegotiations with Suez. In addition to the annual cost of the contract the Council will pay additional funds of £3m this year rising to £9m in two years, a total of an additional £47m.

55 Annual Governance and Accountability return (AGAR)

Annual Governance and Accountability return (AGAR) The Clerk informs the annual accounts and AGAR has now been internally audited by Rebecca Goodchild who has confirmed the PC have complied with the relevant procedures and controls throughout the financial year to a satisfactory standard which meets the need of the authority and RG has signed the Internal auditors report.

6.1 Stoke St Gregory Parish Council agree that the Annual Governance statement in Section 1 of the AGAR, which requires the PC to ensure a sound system of internal control is in place and that the preparation of the accounting statements was adhered to. It was signed by the Clerk / RFO Sally Taylor and is now signed by the Chair, John Hardy

6.2 Stoke St Gregory Parish Council agree that the accounting statement in Section 2 of the AGAR as presented by the Clerk / RFO were accurate for the 2023-24 financial year. This was signed by the Clerk/RFO Sally Taylor and is now signed by the chair, John Hardy.

Clerk to publish the notice for the public rights period and send the AGAR to the external auditors PKF Littlejohn.

A full copy of the annual accounts and supporting documentation can be found on the village website at https://www.stokestgregory.org/parish-council/documents/financial-regulatory-documents

56 Scribe Accounts Package

ST reported that the Excel Spreadsheet used for the accounts is very difficult to work with due to it's size. In preparing the AGAR there were issues with corrupted cells which made the task considerably more onerous than it should be.

ST reported that she had reviewed specific Parish Council accounting packages, and had taken up a free trial for one called Scribe. It will produce the reports for the AGAR and for financial control at the push of a button. It will link with HMRC for the VAT reclaim and will automate bank reconciliations. It will save a considerable amount of time and will be far more informative.

There are also free training seminars within the system which may be of interest to Clerk and to Councillors.

The cost of the system is £9.99 per month

Voted unaminmously to adopt this system, ST to check when signing up after the trial finishes if an annual fee would be cheaper

57 Complaints Process

ST reported that the PC has not adopted a Complaints Process.

Voted unanimiously to adopt

DRAFT

58 Talking Café and Carers Group (e mail 29-6-24)

ST reported that a Talking Café and Carers Group has been set up for Stoke St Gregory. All Members agreed this was welcome, one already in place at North Curry has been found to be very helpful.

59 Telephone Box at Playing Field

Anne Merritt to use for displaying children's artwork to keep Project Play high profile. Discussion about what to do with it going forward. Playing Field may use - make the area more attractive

SEG had reported that it is leaking, so it was agreed that the PC will look into refurbishment.

DF advised that there is a website for replacement parts- DF to send link

60 Emergency and Incident Response Plan

JC advised this is now complete, has made amendments - just needs to remove the watermark.

Everyone to review and send comments to JC. To be signed off at next meeting.

61 Broomfield Park

Transfer of land - NC has reported he understands it is complete

Management company GTH are still managing as can't transfer to residents in Church Close

JHa to contact GTH - Olivia Saunders.

A tree has been broken but JHa has tried to repair.

62 Highways

JHe has picked up empty salt bin on Griggs Hill. Curload Hill one is ok and full of salt one falling apart but full. Dark Lane one needs to be moved or get the empty one put in the best place.

Meare Green drain and pothole repaired.

AF reported that one Network is showing Huntham Lane and Meare Green closed on same day, 25th July

All thought Meare Green unlikely to be closed all day may be rolling closure. AF had written to ask about access.

SID pole has been ordered.

63 Footpaths

ST has received an e mail from the Footpath Group requesting funding for warning triangles where they are working

It was suggested that if not working on highway maybe not necessary. But if a risk assessment says need then should.

To be funded through CIL (SEG) or PC if not.

ST to ask IU

64 Stoke Environment Group

DRAFT

SEG (IU's) e mail to go on the next agenda. As will be on the agenda will be an item and therefore not restricted to 5 minutes.

65 Defibrillators

ST reported that the electrician had made contact with The Old Stores, was due two weeks ago but had an urgent issue to attend to. Will be installed Thursday 18th July.

66 Flooding

PH had circulated a map of the gullies - discussion around what are the red ones as opposed to the blue ones.

67 Playing Field

Tidying around back of pavilion. Building around back to be removed.

Fete maybe next year to do more advertising as attendance was quite low. Needed some signage outside. Not a PC event and need to get that across. Need a fete committee. Discussion took place about initiating a Committee.

68 Heart of the Village

Nothing to report

69 Councillor Training

Nothing to report

70 Financial matters

Payments to be authorised

01-07-24 N Sloan - Website Admin	£120.00
04-06-24 Parish Online:Domain and e mail addresses	£144.00
01-06-24 Josh Williams inv 75	£105.00
01-06-24 Cumbria Clock Company	£234.00
14-06-24 Hanover Lifts Ltd (Baptist Church CIL)	£1755.60
01-07-24 Stoke St Gregory Baptist Church (Balance CIL grant)	£287.00
01-07-24 John Hardy Reimbursement for Dr Hickman Gift	£120.00
01-07-24 Becky Goodchild for Internal Audit	£120.00
01-07-24 S Taylor Clerk Salary for June	£391.50
01/07/2024 Reimbursements to S Taylor:	
Microsoft Subscription (June)	£4.95
Replacement Mouse	£9.49

Approved:HV proposed JC seconded.

71 Other items for discussion

JHe had several points to raise regarding Burial Ground: Church car park belongs to church. PC bought burial ground area. PC have access only over church car park.

DRAFT

Church car park has potholes so should we contribute?

Watering cans don't always get taken back to Church. Should PC have a water butt for burial ground? Suggested could put gutter on shed and butt in burial ground. HV won a water butt at Envirofair and would donate. Church will have to agree.

Field behind - IU keen to buy for trees. BG now half full after 25 years. Should we think about buying more field.

All agree these are good points.

As changes happening with that land now maybe it should be considered.

ST to add Agenda to discuss in future.

HV reported that communications are getting lost as 2 emails being used. JHe or LB not on new e mails at all. HV proposes include both e mails in communications. (except PH, JC and JHa who are fully set up on gov.uk email)

Noticeboard - arrived and is extremely heavy it's at Pound Close Cottage - needs painting varnishing etc. HV to check what the wood is and what we should put on it. Needs to be done professionally as it is very big. HV to get advice from Paul. Need to write to thank and to recognise it has been donated by Margaret Hogan.

August Meeting: All agreed don't have meeting just have a planning meeting if need to.

Discussion around cutting back of hedges and whether roads are getting narrower.

Burrowbridge have asked residents to cut back their hedges to their boundaries.

The next meeting date will be as follows ***Monday 9th September 2024 at 7.30pm at The Williams Hall, Stoke St Gregory.***

Meeting Closed at 21.37

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