

OVER STOWEY PARISH COUNCIL

OVER STOWEY PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held on June 19th 2024

Please note that these minutes are draft until approved at the
July 17th 2024 Meeting of the Parish Council

Present: Parish Councillors K. Barrow
B. Bartlett
D. Peaster
T. Lindley
B. Bartlett
R. Curtis
Somerset Councillors B. Bolt (left at 8.00pm)

1. Apologies for Absence:

Cllr Caswell

2. Members of the Public:

- No members of the public were in attendance

3. Declarations of Members Interests in Respect of Items on the Agenda

- None were declared

4. Minutes of the Annual Meeting of the Parish Council held on May 22nd 2024

Proposed: Cllr Barrow

Seconded: Cllr Peaster

5. Correspondence:

a. Email received re archived records

- The Clerk has been asked about archived records
- The Clerk is planning to undertake this work over the summer of 2024

6. Items for discussion:

a. Review of policies:

i. Complaints Procedure

- Deferred to the July 2024 meeting

ii. Freedom of Information

- Deferred to the July 2024 meeting

iii. Data Protection

- This is the policy already on the website. No changes are necessary and it was proposed that the policy is adopted for 2024/2025

Proposed: Cllr Lindley

Seconded: Cllr Barrow

- iv. Retention of Documents Policy
 - These are the documents produced by the Somerset Heritage Centre and NALC (National Association of Local Councils) and it was proposed that these are published on the Over Stowey Parish Council website
 - Proposed:** Cllr Barrow **Seconded:** Cllr Curtis
- v. Press and Media Policy
 - Deferred to the July 2024 meeting
- vi. Employment Contract
 - This has been updated with the Clerks salary and holiday entitlement. It was proposed that the updated contract be agreed
 - Proposed:** Cllr Curtis **Seconded:** Cllr Barrow
- vii. Grievance and Disciplinary Policy
 - Deferred to the July 2024 meeting
- viii. Code of Conduct – including feedback from SALC training
 - There are no amendments to be made
 - Five councillors have received relevant training with regards to the Code of Conduct
 - It was proposed that the policy is adopted for 2024/2025
 - Proposed:** Cllr Peaster **Seconded:** Cllr Barrow
- ix. Standing Orders
 - Deferred to the July 2024 meeting
- x. Financial Regulations
 - Deferred to the July 2024 meeting

b. Somerset Council update

- The Clerk attended the Somerset Council online meeting on June 12th 2024 and the main points were as follows
 - The staffing re-structure is ongoing to ensure that payroll costs become more manageable
 - The consultation with level 2 and 3 staff will have ended on June 24th 2024
 - Consultations at levels 4, 5 and 6 will then take place
 - Redundancies will then be made
 - Services will be impacted and any changes will be communicated
 - The Somerset Local Plan is being undertaken and needs to be in place by March 2028
 - This will outline the strategy for new development up until 2045
 - The work towards this is currently behind the deadline dates due to the financial situation with the consultation on the proposals likely to be later than the planned timescale of April 2025
- Cllr Bolt reiterated the information from the Clerk
- Also, on a positive note, the feedback from work undertaken by the new highways contractor has so far been positive, with work being of a higher standard

c. Highways updates and new issues

- i. Follow up re issues at Friarn
 - Inspection camera update – deferred to the July 2024 meeting
- ii. Issues at Cockercombe
 - Work has been undertaken at this location and the Highways department have passed on their thanks for this
 - With the water no longer running down the road, the damage to the road became apparent and the Clerk reported this online
 - Work has been scheduled by the Highways Department, but no date has been given for when this will take place
- iii. Pothole repair options
 - This will be taken off the agenda as work being undertaken by the new contractor is of a higher standard at present
 - It is also anticipated that the proposed introduction of a multi patcher will further improve how potholes are repaired
- iv. Feedback from Highways re Marsh Mills crossroads safety options
 - The Clerk has again contacted Traffic Management with a request to consider what safety options are available (as their policy re visibility mirrors states they are not approved for use) for this location as there are still major concerns that an accident will occur
 - Despite the Clerk following this up prior to the meeting, still no response has been received
- v. Cllr Bartlett attended the highways meeting on April 25th 2024
 - Feedback was positive with Parish Councillors able to speak directly to Highways Department officers
 - Work on various issues is being considered and some has been scheduled
 - Cllr Bartlett is hoping to be able to attend the next LCN Highways Working Group meeting to push for work to be considered on a more local basis within Over Stowey

d. Consider next step re diseased ash tree

- Some work has been undertaken; however, it is considered that the tree should be removed
- It was proposed that the Clerk contact the relevant Highways Department for further advice

Proposed: Cllr Barrow

Seconded: Cllr Curtis

e. Chair's Award

- It was proposed that a local charity as a group should be nominated for 2024

Proposed: Cllr Curtis

Seconded: Cllr Peaster

The Clerk will submit the nomination as soon as possible.

- f. Review of donation request from Over Stowey Village Hall and Recreation Ground Committee
 - The application has not yet been received and this item has been deferred to the July 2024 meeting
- g. Consider work to be undertaken at the cemetery
 - The Clerk has undertaken an inspection of the cemetery with the grounds maintenance contractor
 - It was recommended that work to reduce the height and depth of the hedging is undertaken this year
 - The rose planted by the Parish Council will be cut back and maintained to allow more space for the one next to it
 - The contractor will ensure the work required is undertaken at the correct time of year with regards to the bird nesting season and future growth
 - The contractor will also empty the green waste bin
- h. Discussion re water running down the road towards the cemetery
 - It was proposed that Cllr Lindley speak to the landowner regarding work required to prevent this happening
Proposed: Cllr Lindley **Seconded:** Cllr Bartlett
- i. Possible projects for the parish
 - i. Fingerpost signs cleaning and maintenance
 - Four quotes have been received and were reviewed fully
 - A contractor was agreed and it was proposed that the Clerk progresses to the next step of the grant application now that this has been resolved
Proposed: Cllr Lindley **Seconded:** Cllr Barrow

7. Matters arising for the July 2024 meeting:

- Consider and agree Biodiversity Policy for the parish of Over Stowey
- Highways – consider possibility of a gully’s survey
- Cattle grids – follow up re request to empty as they are full

8. Planning applications:

- a. Planning Applications
 - No applications received
- b. Planning updates:
 - Concerns have been raised that a recent planning application was granted potentially without full consideration of all the relevant information
 - It was proposed that a complaint is raised with the planning department with the issues highlighted for their response
Proposed: Cllr Barrow **Seconded:** Cllr Peaster
- c. Resolution to hold a confidential session for item 8.d below
Proposed: Cllr Lindley **Seconded:** Cllr Bartlett
- d. Potential breach of planning
 - Updates have been received from the Planning Enforcement Department with regards to three cases

9. Personnel:

- a. See item 5.a.

10. Financial Matters:

- a. Receive and approve report from Internal Auditor
 - This was reviewed and it was proposed that the document be approved
Proposed: Cllr Peaster **Seconded:** Cllr Bartlett
- b. Receive and approve the Annual Governance and Accountability Return – Section 1 The Annual Governance Statement
 - This was reviewed and it was proposed that the document be approved
Proposed: Cllr Curtis **Seconded:** Cllr Lindley
- c. Receive and approve the Annual Governance and Accountability Return – Section 2 The Accounting Statement
 - This was reviewed and it was proposed that the document be approved
Proposed: Cllr Bartlett **Seconded:** Cllr Curtis
- d. Receive and approve Certificate of Exemption re Annual Return
 - This was reviewed and it was proposed that the document be approved
Proposed: Cllr Lindley **Seconded:** Cllr Barrow
- e. Consider McAfee renewal options
 - It was proposed that the two-year option with the additional discount if available would be the most suitable
 - The Clerk will check what discounts can be used and confirm at the July 2024 meeting
Proposed: Cllr Barrow **Seconded:** Cllr Curtis
- f. Payments
 - i. Clerks Wages June 2024 325.00
 - ii. Internal Auditor AGAR 23/24 25.00
 - iii. McAfee Laptop security 119.99
 - iv. Over Stowey Village Hall and Recreation Ground Committee
(Donation request not yet received - deferred to July 2024 meeting)
 - v. Mobile phone contract D/D June 2024 11.54
 - TOTAL** **£481.53**

Proposed: Cllr Peaster

Seconded: Cllr Curtis

11. Date of next meeting:

Wednesday 17th July 2024 at 7.00pm at Over Stowey Village Hall and the next meeting after the summer break will be held on Wednesday 18th September 2024

There being no other business the meeting adjourned at 8.20pm

Amanda McMurren - Clerk to Over Stowey Parish Council

Email: clerk@overstoweyparishcouncil.gov.uk

Tel: 07391 313740

Signed:

Dated