

MEETING of DITCHEAT PARISH COUNCIL

AGENDA

MEMBERS OF DITCHEAT PARISH COUNCIL ARE HEREBY SUMMONED TO THE MEETING OF DITCHEAT PARISH COUNCIL TO BE HELD ON THURSDAY 19th MAY 2016, COMMENCING AT 7.30PM, AT CHURCH ROOM, DITCHEAT.

065/16 ELECTION OF CHAIRPERSON of the Parish Council for the year 2016 – 2017 and signing of declaration of acceptance of office or to approve arrangements for the receipt of the declaration of office if elected Chairperson is not present at the meeting.

066/16 ELECTION OF VICE-CHAIRPERSON for the year 2016 - 2017.

PUBLIC PARTICIPATION – Opportunity for members of the public to address the Parish Council.

067/16 APOLOGIES FOR ABSENCE.

068/16 COUNTY AND DISTRICT COUNCILLORS REPORTS.

069/16 REPORT FROM AVON & SOMERSET CONSTABULARY- PCSO DURY/BEAT OFFICER.

070/16 CODE OF CONDUCT – Declarations of interest and dispensations.
a) To receive any declarations of interest on items included on the agenda.
b) To consider any requests for dispensation for disclosable pecuniary interests.

071/16 MINUTES - To approve the minutes of the meeting held on 21st April 2016.

072/16 MATTERS ARISING - from the meeting held on 21st April 2016.
a) Post Office Home Service.
b) Parish Council website.
c) Fencing around the green at Southview, Ditchheat.
d) Signs by the car parking for Haddon Wood – HH.
e) Access onto Class 4 road on land opposite The Lodge on the A37.

073/16 REVIEW OF COUNCIL MEMBERSHIP TO OTHER BODIES.
a) Somerset Association of Local Councils (SALC).
b) Somerset Playing Fields Association.
c) Community Council for Somerset.
d) CPRE.

074/16 ELECTION OF MEMBERS' TO SPECIAL AREAS OF RESPONSIBILITY.
a) Highways and Road Safety.
b) Footpaths and Rights of Way.
c) Parish Council website.
d) Playground.
e) Finance and Budget (including checks of the Parish Council Finances).
f) Mendip District Council Strategic Plans, Housing and Planning.
g) Other if/as required.

- 075/16 CONFIRMATION OF USE OF ADOPTED POLICIES and approve policies/procedures and consider if others are required:
- a) Standing Orders.
 - b) Financial Regulations.
 - c) Code of Conduct.
 - d) Freedom of Information Act Scheme & Schedule of Charges.
 - e) Disciplinary Procedure.
 - f) Complaints Procedure.
- 076/16 APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES TO PARISH ORGANISATIONS.
- a) Jubilee Hall committee.
 - b) Parish plan steering group (PPSG).
 - c) Other if required.
- 077/16 PLANNING
- a) To consider the following planning applications:
 - 1) Single storey workshop, Rose Cottage, Alhampton. Ref: 2016/0965/HSE.
 - 2) Single storey extension, 2 Longhill Lodge, Ditcheat. Ref: 2016/0919/HSE.
 - 3) Two storey extension to main office, Maryland Farm, Ditcheat. Ref. 2016/0982/FUL.
 - b) To note that planning permission has been granted for the following:
 - 1) Amberwell, Alhampton. Ref. 2016/0592/FUL and 2016/0593/LBC.
- 078/16 FINANCE
- a) Internal Audit for year ended 31st March 2016 – to consider the report from internal auditor and clerk’s response.
 - b) To approve the accounts for 2015/2016.
 - c) Annual Return Section 2 Statement of Accounts; to approve and sign.
 - d) Bank balances as at May from latest statements - to receive a verbal report.
 - e) Approval of Parish Council payments and authority to sign cheques.
 - 1) Mr C Evans for materials for the repair of the Ditcheat to Sutton footpath - £184.85.
 - 2) SALC membership fee - £183.23.
 - 3) Tony’s Garden Services for grass cutting on 11th, 22nd and 29th April 2016 - £195.00.
 - 4) SALC for training session (Clerk) - £25.00.
 - f) To confirm the Clerk as the Responsible Financial Officer (RFO).
 - g) To confirm the appointment of Longhill Accounting as the Internal Auditor for the year 2016 – 2017.
 - h) Assets Register – review and update further if necessary.
 - i) Risk assessment – review and amend as appropriate.
- 079/16 Parish Council Insurance – to confirm Came & Company as the insurers for the year 2016/17 and to consider entering into a 3 year binding agreement to take advantage of reduced premiums. (Information circulated with the agenda).
- 080/16 Minerals and Waste Development Scheme – consultation on Statement of Community Involvement. To consider and agree the PC response.
- 081/16 PARISH PLAN
- a) Update on action plans – HH/R.Y.

- 082/16 PLAYGROUND
a) To note that the replacement of the safety matting in the toddlers' play equipment area has been completed.
b) Any matters of report.
- 083/16 HIGHWAYS
a) Speed limit through Alhampton – update from The Clerk.
b) Update on items/matters for repair previously reported.
c) To agree new matters for report to the Highways authority.
- 084/16 FOOTPATHS, BRIDLEWAYS AND RIGHTS OF WAY.
a) Update on matters previously reported:
1. Replacement of stile with a Bristol gate on footpath SM 6/32.
b) Any matters for report.
- 085/16 FEEDBACK FROM COUNCILLOR ATTENDING 'THE RENDEZVOUS'.
- 086/16 HEALTH & SAFETY.
- 087/16 CLERK'S REPORT AND CORRESPONDENCE.
a) Correspondence.
b) Reports/items for information.
- 088/16 ITEMS OF REPORT AND INCLUSION ON AGENDA FOR THE NEXT MEETING.
a) Chairman.
b) Members.

Signed: P Griffiths Clerk to Ditchat Parish Council.

Dated: 14th May 2016.

DATE OF THE NEXT MEETING– 30th JUNE 2016 AT 7.30 pm in the Church Room.

If necessary, a Planning meeting will be held on 9th June 2016 the Church Room.

PLEASE CHECK THE NOTICEBOARDS FOR AGENDAS AND DATES.
MEMBERS OF THE PARISH AND PRESS WELCOME.