

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 24th MAY 2018, COMMENCING AT 7.30PM, AT CHURCH ROOM, DITCHEAT.

062/18 ELECTION OF CHAIRPERSON of the Parish Council for the year 2018 – 2019 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.

063/18 ELECTION OF VICE-CHAIRPERSON for the year 2018 - 2019.

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

064/18 APOLOGIES FOR ABSENCE.

065/18 COUNTY AND DISTRICT COUNCILLORS REPORTS.

066/18 REPORT FROM AVON & SOMERSET CONSTABULARY- PCSO DURY/BEAT OFFICER.

067/18 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.

068/18 MINUTES - To approve the minutes of the meeting held on 12th April 2018.

069/18 MATTERS ARISING - from the meeting held on 12th April 2018.
a) Painting and repair of fingerpost signs.
b) Mural board in the bus shelter in Ditchheat.
c) Pooling of water at entrance to Haddon Wood by Jacob's Lane and at the end of Snagg Lane – CE/HH.
d) Gate closure for the gate into the small children's playground – The Clerk.
e) Disposable of dog waste by users of Haddon Wood – CE.
f) Replacement hydraulic arm for gate closure in to small children's playground.
g) Waste spilling out of waste recycling vehicles.

070/18 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.

071/18 ELECTION OF MEMBERS' TO SPECIAL AREAS OF RESPONSIBILITY.
a) Highways and Road Safety.
b) Footpaths and Rights of Way.
c) Playground.
d) Finance and Budget (including checks of the Parish Council Finances).
e) Mendip District Council Strategic Plans, Housing and Planning.
f) Standing Orders.

- g) Press and media.
- h) Insurance.
- i) Legal
- j) Other if/as required.

072/18 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.
- g) Disclaimer relating to the PC website – to consider if one is required and to agreed how to proceed.

073/18 GENERAL DATA PROTECTION REGULATION (GDPR).

074/18 APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES TO PARISH ORGANISATIONS.

- a) Jubilee Hall committee.
- b) Parish plan steering group (PPSG).
- c) Other if required.

075/18 PLANNING

- a) To consider the following planning applications:
 - 1) Householder application – Single storey rear extension, Ringwell Lodge, Ditcheat. Ref. 2018/0730/HSE.
 - 2) Householder application – Demolition of single storey lean-to extension, erection of a proposed two storey and single storey rear extension. Replacement of existing timber windows with flush casement, powder coated aluminium windows and enlargement of two existing windows, The Old Stable, Wraxall. Ref: 2017/1067/VRC.
- b) To note that planning permission has been granted for the following:
 - 1) The Trap House, Ditcheat. Ref: 2017/3255/HSE and 2017/3256/LBC.

076/18 PARISH COUNCIL INSURANCE – to confirm that the current policy remains appropriate – RH.

077/18 FINANCE

- a) Annual Return – Section 1: to approve the Annual Governance Statement – sent via email attachment.
- b) Bank balances as at May from latest statements - to receive a verbal report.
- c) To consider the 'Legal Briefing' note issued by NALC via SALC regarding the provision by Parish Councils of financial assistance to Parochial church Councils for churchyard maintenance.
- d) Approval of Parish Council payments and authority to sign cheques.
 - 1) Parochial Church Council of Ditcheat for room hire 18th January to 3rd May inclusive - £54.00.
 - 2) SALC Affiliation fees 2018/19 - £191.78.
 - 3) CPRE for membership fee – minimum £36.00.
 - 4) Mr C Evans for building sand for footpath repair work - £342.00.
 - 5) Mr C Evans for paint for the bus shelter - £47.40 and for materials to repair concrete footpath - £15.27 = total of £62.67.

- e) To note the payment to Tony's Garden Services for grounds maintenance for April - £210.00.
- 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 2018 – 2019.
- h) Assets Register – review and update further if necessary.
- i) Risk assessment – review and amend as appropriate.

078/18 PLAYGROUND

- a) Any matters of report.

079/18 HIGHWAYS

- a) Update on items/matters for repair previously reported.
- b) To agree new matters for report to the Highways authority.

080/18 FOOTPATHS, BRIDLEWAYS AND RIGHTS OF WAY.

- a) Update on matters previously reported.
- b) Any matters for report.

081/18 PROPOSAL ON BUILDING AND DEVELOPER CONTROL – To consider and if appropriate respond to the survey issued by Barrowden Parish Council. (Circulated via email).

082/18 NATIONAL PAY AWARD FOR CLERKS

- a) To consider the annual increase as agreed with the NALC and confirm that the Clerk should receive an increase as per the agreement.

083/18 FEEDBACK FROM COUNCILLOR ATTENDING 'THE RENDEZVOUS'.

084/18 HEALTH & SAFETY.

085/18 CLERK'S REPORT AND CORRESPONDENCE.

- a) Correspondence:
 - 1) Seafarers UK – request to help raise public awareness by flying a Red Ensign on Merchant Navy Day, 3rd September.
- b) Reports/items for information.

086/18 ITEMS OF REPORT AND INCLUSION ON AGENDA FOR THE NEXT MEETING.

- a) Chairman.
- b) Members.

Signed: P Griffiths Clerk to Ditcheat Parish Council.

Dated: 19th May 2018.

DATE OF THE NEXT MEETING – 5th JULY 2018 AT 7.30 pm in the Church Room.

If necessary, a Planning meeting will be held on 14th June 2018 the Church Room at 7.30 pm.

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