

## **ANNUAL MEETING of DITCHEAT PARISH COUNCIL**

MINUTES OF THE ANNUAL MEETING OF DITCHEAT PARISH COUNCIL HELD ON THURSDAY 24<sup>th</sup> MAY 2018 AT 7.30PM AT CHURCH ROOM, DITCHEAT.

**PRESENT:** Chairperson – Councillor Evans (CE) and Councillors – Clark (HC), Harrison (HH), Kerr (SK), Dando (JD), Travis (RT), Clifford (SC), Hutton (RH) and Hughes (LH).

**IN ATTENDANCE:** Miss P Griffiths – Clerk to the Council.

**062/18** ELECTION OF CHAIRPERSON of the Parish Council for the year 2018 – 2019 and signing of declaration of acceptance of office. Following a proposal by RH, seconded by HH, it was resolved by unanimous vote to elect Charles Evans as Chairman. CE signed the Declaration of Acceptance which was countersigned by the Clerk as the Proper Officer.

**063/18** ELECTION OF VICE-CHAIRPERSON for the year 2018 - 2019. On a proposal by JD seconded by SC, it was resolved by unanimous vote to elect Roger Hutton as Vice-Chairman.

**PUBLIC PARTICIPATION** – Opportunity for members of the public to address the Parish Council. There were no members of the public present.

**064/18** APOLOGIES FOR ABSENCE - Apologies for absence - None. County Councillor Hewitt-Cooper, District Councillor Greenhalgh (JG) and PCSO Dury had sent their apologies.

**065/18** COUNTY AND DISTRICT COUNCILLORS REPORTS – CE read out behalf of JG a brief update on matters relating to the District Council as follows:  
There have been no major announcements recently. However there have been a number of developments as follows:

- Dick Skidmore has been elected Chair of the Council with Bryan Beha as his deputy.
- The chairs and members of all the Council's committees and boards have been agreed. Few changes from last year's members.
- Following the announcement that Mike Hillman is to retire on a phased basis as the Council's Independent Person a replacement has now been appointed.
- The Council and Capita have successfully migrated the Council's e-mail and calendar system to Office 365 leading to a more flexible and reliable system.
- In view of the pace and extent of change happening in the Council a decision has been made to create a new post to oversee the transformation agenda.
- Following a recent meeting about Somerset becoming a unitary authority, the Leaders of all five district councils and Somerset County Council have pledged to work together on a joint review of local governance in Somerset. The aim of the review will be to determine the best way of delivering local public services and meeting community outcomes in Somerset in the future. Work will now commence on drawing up detailed plans and timetables for the review and further updates will be issued in due course.
- Somerset Waste Partnership (SWP) has announced that every recycling site is now taking plastic food pots, tubs and trays - the rigid plastic containers for yoghurt, margarine, fruit and other foods - as well as all plastic bottles. This is in advance of these items being collected kerbside from 2020. Further details are available on the Mendip web site.
- Recruitment of a new Group Manager for planning and growth continues.

- 066/18 REPORT FROM AVON & SOMERSET CONSTABULARY- No report available.
- 067/18 CODE OF CONDUCT – Declarations of interest and dispensations.
- a) Declarations of interest on items included on the agenda: LH declared an interest in Item 077/18c) as a Church Warden and member of the PCC. CE declared an interest in Item 077/18c) as a member of the PCC and in Item 077/18 d) 4) and 5) as recipient of the payments.
  - b) Requests for dispensation for disclosable pecuniary interests - None.
- 068/18 MINUTES - The minutes of the meeting held on 12<sup>th</sup> April 2018 were approved and signed by the Chairman.
- 069/18 MATTERS ARISING - from the meeting held on 20<sup>th</sup> April 2017.
- a) Painting and repair of fingerpost signs – CE reported that there had some progress with fundraising for the project. The clerk reported that the Rendezvous had offered to make a donation of £100.00. The Clerk confirmed that the money would be accounted for separately specifically for the project. CE will continue to contact local business and parishioners who may be interested in make a contribution. Once some money had been received a further notice will be out in the FTN inviting anyone interested in donating to contact the Clerk. **Action: The Clerk and CE.**
  - b) Mural board in the bus shelter in Ditchat CE reported that the sides and the back board in the bus shelter had been painted ready for the Arts Group.
  - c) Pooling of water at entrance to Haddon Wood by Jacob’s Lane and at the end of Snagg Lane – HH reported that she had met with Mr Corp from the Highways Department who indicated that in his opinion the pooling of water was caused by blockage of the ditch to the north of Jacobs Lane meaning that the water run-off from the adjacent fields had nowhere to go except on to the road. CE will speak to the owner of the field to request that the ditch is cleared. Highways will then install 2 grips (gulleys in the road verge in t the ditch) to allow the water to run away in to the ditch. HH will take some photos to forward to Mr Corp once the ditch has been cleared if the pooling of water recurs. CE had previously written to Mr Corp about the pooling of water at the end of Snagg Lane who will arrange for someone to assess the situation when the pooling occurs again. CE had also drawn Mr Corp’s attention to pooling at the end of Smiths Lane. Mr Corp will arrange for this to be inspected when the pooling occurs again. **Action: HH and CE.**
  - d) Gate closure for the gate into the small children’s playground – CE explained that the hydraulic arm on the gate closure is damaged. The Clerk had received a quotation of £170.40 for a replacement; agreed that the order should be placed. **Action: The Clerk.**
  - e) Disposable of dog waste by users of Haddon Wood – HH confirmed that the Friends of Haddon Wood nor the Woodland Trust considered it appropriate to install dog waste bins.
  - f) Waste spilling out of waste recycling vehicles – The Clerk confirmed that the matter had been reported and the crews would be reminded again to take care when transferring the waste to the vehicles.
  - g) Litter bin in playground – CE confirmed that the bin had been installed.
  - h) Shroud on Elephant rocker mobile in playground – CE confirmed that this would be fitted in due course.
  - i) Uneven surface on concrete footpath running alongside the playground – CE reported that the matter had be resolved using quick drying cement rather than using a scabblar.
- 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.

RESOLVED – to continue with the membership of the above organizations.

071/18 ELECTION OF MEMBERS' TO SPECIAL AREAS OF RESPONSIBILITY.

a) Highways and Road Safety - CE.

b) Footpaths and Rights of Way – CE and JD.

c) Playground – CE and HC.

d) Finance and Budget (including checks of the Parish Council Finances) – JD and LH.

e) Mendip District Council Strategic Plans, Housing and Planning – RH and HH.

f) Standing Orders – LH.

g) Press and media – SC and the Clerk.

h) Insurance – RH.

i) Legal – LH.

RESOLVED to elect the councillors as detailed above.

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.

RESOLVED to confirm the use of the above policies.

g) Disclaimer relating to the PC website – resolved that a disclaimer should be added to the website. LH will circulate a draft for consideration at the next full meeting. **Action - LH.**

073/18 GENERAL DATA PROTECTION REGULATION (GDPR) – The Clerk gave an update following the training day run by SALC on GDPR. The Clerk will work with RT to undertake an audit of data currently held by the PC and make a recommendation of any actions required by the PC at the next meeting. Advice from SALC given at the training day included the recommendation that the PC should have its own computer for the Clerk to use who should not use a personal computer/laptop for PC business. The Clerk will obtain a quote for a laptop to present at the next meeting. **Action - The Clerk and RT.**

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

a) Jubilee Hall committee - It was RESOLVED that HC will continue to represent the PC.

b) Parish plan steering group (PPSG) - following the resignation of HH from the committee any request for a representative from the PC would be considered at the time of the request.

078/17 PLANNING

a) The following planning applications were considered:

1) Householder application – Single storey rear extension, Ringwell Lodge, Ditchat. Ref. 2018/0730/HSE. **Outcome:** Unanimous "Recommend approval".

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. **Outcome:** Unanimous "Recommend approval".

b) It was noted that planning permission has been granted for the following:

1) The Trap House, Ditchat. Ref: 2017/3255/HSE and 2017/3256/LBC.

076/18 PARISH COUNCIL INSURANCE – RH confirmed that the current policy was appropriate.

077/18 FINANCE

- a) Annual Return - Section 1: Annual Governance Statement – it was resolved to approve the Governance statement.
- b) Bank balances as at May from latest statements – The Clerk reported that the current balance of all accounts as per the cash sheet is £18,821.35 with the remaining defibrillator project money accounted for separately.
- c) The 'Legal Briefing' note (L01-18) issued by NALC via SALC concerning, amongst other matters, the provision by Parish Councils of financial assistance to Parochial Church Councils for churchyard maintenance was discussed. LH reported that having sought further advice from the Church Commissioners it would appear on balance that it was acceptable to continue to give a grant to the Parochial Church Council (PCC) towards the upkeep of the churchyard. It was resolved to continue to consider giving a grant to the PCC unless or until further information and/or advice is forthcoming.
- d) Approval of Parish Council payments and authority to sign cheques.
  - 1) Parochial Church Council of Ditcheat for room hire 18<sup>th</sup> January to 3<sup>rd</sup> 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.

RESOLVED: that the above expenditure is approved and the cheques signed.

- e) RESOLVED: that the Clerk is confirmed as the Responsible Financial Officer (RFO).
- f) RESOLVED: to appoint Longhill Accounting as the Internal Auditor for the year 2018 – 2019.
- g) Assets Register – was reviewed; the Clerk will amend the register to show that both the benches in the playground are in the small children's play area. **Action - The Clerk.**
- h) Risk assessment – was reviewed; no amendments required.

078/18 PLAYGROUND

- a) Matters of report:
  - CE reported that one of the seats in the small children's play area needs some repairs to the wooden slats. As the seat was a donation as a memorial JD will make enquires to see if those connected with the donation of the bench wish to give some assistance for its repair. **Action – JD.**
  - HC reported that there are some gaps appearing in the safety matting underneath the cradle swings – agreed that it will be monitored and repairs under taken as necessary.

079/18 HIGHWAYS

- a) Update on items/matters for repair previously reported:
  - Noted that work had been done on West Lane.
  - HH reported that the Highways Department believe that the water seeping out of the bank along side the road by the Hire Shed in Sutton is due to a mains leak and is the responsibility of Bristol Water to rectify. RH reported that Bristol Water had dug out the pipes and had not found a leak and believed that it was a Highways department matter. CE will contact the Highways Department and Bristol Water to try and resolve the matter. **Action – CE.**
- b) New matters for report to the Highways authority.

- RT reported that there is a small water meter cover recessed in the road by the turning into Smiths Lane. The Clerk will report the matter to the Highways Department. **Action - The Clerk.**

080/18 FOOTPATHS, BRIDLEWAYS AND RIGHTS OF WAY.

- Update on matters previously reported: none
- Any matters for report – CE reported that the repairs to the Alhampton to Sutton footpath are progressing well. The Clerk will order another kissing gate from the Rights of Way Department. **Action - The Clerk.**
- CE will review the gate into the field at the end of the path that runs alongside Orchard House in Alhampton as it is not automatically closing as it should. **Action - CE.**

081/18 PROPOSAL ON BUILDING AND DEVELOPER CONTROL – The survey issued by Barrowden Parish Council was considered. The Clerk will complete the survey as agreed at the meeting. **Action - The Clerk.**

082/18 NATIONAL PAY AWARD FOR CLERKS

- RESOLVED to award the Clerk the annual increase for 2018/19 as agreed with the NALC.

083/18 FEEDBACK FROM COUNCILLOR ATTENDING 'THE RENDEZVOUS' - nothing to report.

084/18 HEALTH & SAFETY – nothing to report.

085/18 CLERK'S REPORT AND CORRESPONDENCE.

- Correspondence – Seafarers UK – request to help raise public awareness by flying a Red Ensign on Merchant Navy Day, 3<sup>rd</sup> September. It was agreed that this was a matter for the church as the PC had no access to any public buildings/land on which to fly the Ensign. LH agreed to discuss the matter with the PCC. **Action – LH.**
- Reports/items for information – none.

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

- Chairman – nothing.
- Members – none.

Signed: Chairman to Ditcheat Parish Council.

Dated: 5<sup>th</sup> July 2018.

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

A Planning meeting will be held on 14<sup>th</sup> June 2018 the Church Room at 7.30pm.

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