

MEETING of DITCHEAT PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF DITCHEAT PARISH COUNCIL HELD ON THURSDAY 16th MAY 2019 AT 7.30PM AT CHURCH ROOM, DITCHEAT.

PRESENT: Chairperson – Councillor Evans (CE) and Councillors – Clark (HC), Harrison (HH), Dando (JD), and Hutton (RH).

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

069/19 ELECTION OF CHAIRPERSON of the Parish Council for the year 2019 – 2020 and signing of declaration of acceptance of office. Following a proposal by JD, seconded by HC, 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.

070/19 ELECTION OF VICE-CHAIRPERSON for the year 2019 - 2020. On a proposal by HC seconded by HH, it was resolved by unanimous vote to elect Roger Hutton as Vice-Chairman.

PUBLIC PARTICIPATION – The Chairman invited the public present to address the Parish Council. Mr Travis confirmed that he wished to be considered for co-option on to the Parish Council.

071/19 APOLOGIES FOR ABSENCE - Apologies for absence – Councillor Hughes (LH). County Councillor Hewitt-Cooper, District Councillor Greenhalgh (JG) and PCSO Dury had sent their apologies.

072/19 CO-OPTION TO FILL THE VACANCY ON THE PARISH COUNCIL - to receive nominations for co-option and to vote on any nominations received. Mr R Travis (RT) nominated by HH and seconded by HC was duly co-opted on to the Council by unanimous vote. RT signed the Declaration of Acceptance of Office which was witnessed and countersigned by the Clerk as the Proper Officer. RT then joined the Council.

073/19 COUNTY AND DISTRICT COUNCILLORS REPORTS - None.

074/19 REPORT FROM AVON & SOMERSET CONSTABULARY- The Clerk read out the report which included the following incident:
26th April – A vehicle being driven along Wraxall Hill was stopped by police and the driver arrested for Drink Driving.

075/19 CODE OF CONDUCT – Declarations of interest and dispensations.
a) There were no declarations of interest on items included on the agenda.
b) There were no requests for dispensation for disclosable pecuniary interests.

076/19 MINUTES - The minutes of the meeting held on 25th April 2019 were approved and signed by the Chairman.

077/19 MATTERS ARISING - from the meeting held on 25th April 2019.
a) New signs for playground – The Clerk confirmed that the quote from Wicksteed Leisure for the new signs was £193.00 each for the smaller sign plus 5% carriage on the order. It was resolved to accept the suggestion from the Clerk to undertake a temporary amendment of the signs pending getting further quotes. **Action: The Clerk.**

- b) Lintern Close – signs requesting dog walkers to clear up any dog waste – The Clerk reported that MDC were no longer putting up signs but advised that all incidents of dogs seen fouling without the owner picking up after the dog should be reported to the department of Neighbourhood Services at MDC who will then take action to fine the owner of the dog. The Clerk will put a notice in the FTN. **Action: The Clerk.**
- c) Parking at Southview – CE reported that MDC had confirmed that they would be prepared to transfer the ownership of the land to the PC at a cost of approximately £1,000.00 to £1,500.00 plus legal costs. However, this would mean that the PC would be responsible for all maintenance of the area including the cutting of the grass. Furthermore, the PC would be responsible for any application to create a parking area which would involve a planning application. Resolved that CE would investigate the whole matter further and the results would be considered at a future meeting. **Action: CE.**
- d) Floodlights causing hazard on Ditchat Hill – The Clerk reported that Neighbourhood Services at MDC were looking into the matter.
- e) Dog fouling on Ditchat Hill – The Clerk reported that Neighbourhood Services at MDC were looking into the matter.
- f) Water main replacement Wraxall Road – CE reported that small investigative works had been done on Ditchat Hill but that no road closures had taken place. Work on the Wraxall Road to install new valves to facilitate water shut downs in preparation for the replacement pipe were taking place.
- g) Public Sector Bodies Accessibility Regulations 2018 - The Clerk reported that SCC had confirmed that they believed that the website did comply with the new regulations and had sent the Clerk some guidance. The Clerk will check further and report back. **Action: The Clerk.**
- h) Overhanging hedge on footpath in Smiths Lane – CE reported that this work had been completed.

078/19 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.

079/19 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 – HC and CE.
- 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 – The Clerk.
- h) Insurance – RH and the Clerk.
- i) Legal – LH.
- j) Other if/as required.

RESOLVED to elect the councillors as detailed above.

080/19 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 with the amendments as circulated.

081/19 APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES TO PARISH ORGANISATIONS.

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

082/19 PLANNING

- 1) The following planning application was considered:
 - 1) Full application: Erection of two storey and single storey side extensions, Brookfield, Ditchat. Ref: 2019/0784/FUL. **Outcome:** 'Recommend approval'.
- 2) It was noted that planning permission has been granted for the following:
 - 1) The Alhampton Inn. Ref: 2019/0633/FUL.
 - 2) Wraxall Lodge. Ref: 2010/0685/HSE.
- 3) CE reported that the Inspector had confirmed the arrangements for the hearing and that Ditchat PC had not been called to give evidence on the basis that the written submission had been accepted and will be considered.

083/19 PARISH COUNCIL INSURANCE – to confirm that the current policy remains appropriate – RH confirmed that the current policy was appropriate and recommended that the PC accept the quote from Hiscox prepared by Came & Company and take advantage of the option to enter into a 3 year agreement subject to the Clerk clarifying the quote being based on the correct population for the Parish. RESOLVED to accept the recommendation. **Action: The Clerk.**

084/19 FINANCE

- a) Cash book balance as at 10th May - £20,889.48 plus £140.50 in the Fingerpost sign project account and £982.00 in the Alhampton defibrillator account.
 - b) The purchase of the most recent (11th) edition of Local Council Administration by Charles Arnold-Baker - £129.99. – APPROVED. **Action: The Clerk.**
 - c) Approval of Parish Council payments and authority to sign cheques.
 - 1) SALC Affiliation fees 2019/20 - £196.20.
 - 2) Tony's Garden Services for grounds maintenance for April 2019 - £210.00.
- RESOLVED: that the above expenditure be approved, and the cheques signed.
- d) RESOLVED that the Clerk is confirmed as the Responsible Financial Officer (RFO).
 - e) RESOLVED: to appoint Longhill Accounting as the Internal Auditor for the year 2018 – 2019.
 - f) Assets Register – was reviewed; no amendments required.
 - g) Risk assessment – was reviewed; no amendments required.

085/19 PLAYGROUND

- a) Any matters of report – HC reported that the wood work had been cleaned and CE confirmed that the painting of the equipment had been started.

086/19 HIGHWAYS

- a) Update on items/matters for repair previously reported - It was noted that the previously reported damage to the wood fence alongside the Alham Bridge had not yet been repaired. RH will follow up with the Highways Department. **Action: RH.**

- b) JD reported that he had removed the black bags of rubbish which had been left in the layby on the Wraxall Road and that the Clerk had informed MDC of the fly tipping. Investigation by the MDC enforcement officer had not revealed the identity of the culprit and the bags had been disposed of. All Councillors to monitor the situation. **Action: All Councillors.**
- c) There were no new matters for report to the Highways authority.

087/19 FOOTPATHS, BRIDLEWAYS AND RIGHTS OF WAY.

- a) Update on matters previously reported – noted that the stile at Easton Trow did not need replacing and that the kissing gate will now be kept in store for future use.
- b) Any matters for report - none.

088/19 FEEDBACK FROM COUNCILLOR ATTENDING 'THE RENDEZVOUS'.

CE reported that he had received a query as to why the Ditchheat post box had been blocked off - this was due to Royal Mail assuming that the water mains replacement work had commenced and would unduly delay staff when collecting the post. Other query was regarding the need to cut back the flowers growing alongside the path in the playground – CE will investigate. HC volunteered to attend on 11th June. Volunteer required for the 9th July.

089/19 HEALTH & SAFETY - None.

090/19 CLERK'S REPORT AND CORRESPONDENCE.

- a) Correspondence.
- b) Reports/items for information.
- 1) For information: Seafarers UK – request to help raise public awareness by flying a Red Ensign on Merchant Navy Day, 3rd September 2019. CE will check if anyone can assist the Church with providing a Red Ensign. **Action: CE.**

091/19 ITEMS OF REPORT AND INCLUSION ON AGENDA FOR THE NEXT MEETING.

- a) Chairman – Co-opted of councillors. It was agreed that all councillors should make efforts to promote and encourage parishioners to come forward for nomination to be co-opted. Agreed that RT should, having checked with the Head Teacher, use social media to spread the word about the vacancies through the village school parent community.
- b) Members – nothing to report.

Signed: Chairman to Ditchheat Parish Council.

Dated: 4th July 2019.

DATE OF THE NEXT MEETING – 4th JULY 2019 AT 7.30 pm in the Church Room.

If necessary, a Planning meeting will be held on **13th June (please note change of date)** in the Church Room at 7.30 pm.

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