

MEETING of DITCHEAT PARISH COUNCIL

AGENDA

NOTICE OF MEETING - MEMBERS OF DITCHEAT PARISH COUNCIL ARE HEREBY SUMMONED TO THE MEETING OF DITCHEAT PARISH COUNCIL TO BE HELD **REMOTELY**, as per the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) England Regulations 2020, ON THURSDAY 28th MAY 2020, COMMENCING AT 7.30PM.

Any members of the public who wish to participate in the meeting should contact the Clerk – Pam Griffiths clerk@ditcheatparishcouncil.org.uk or tel. 01749 860443 for details of how to do so. If you wish to ask the council a question this must be provided at least 24 hours in advance of the meeting to the Parish Clerk.

058/20 ELECTION OF CHAIRPERSON of the Parish Council for the year 2020 – 2021 and to agree the signing of declaration of acceptance of office at a later date or to approve arrangements for the receipt of the declaration of office if elected Chairperson is not present at the meeting.

059/20 ELECTION OF VICE-CHAIRPERSON for the year 2019 - 2020.

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

060/20 APOLOGIES FOR ABSENCE.

061/20 COUNTY AND DISTRICT COUNCILLORS REPORTS.

062/20 REPORT FROM AVON & SOMERSET CONSTABULARY- PCSO DURY/BEAT OFFICER.

063/20 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.

064/20 MINUTES - To approve the minutes of the meeting held on 23rd April 2020 and resolve that the minutes will be signed at a later date when physical meetings are re-convened.

065/20 MATTERS ARISING - from the meeting held on 23rd April 2020.
a) Gulley in Lintern Close down which petrol or diesel had been poured.
b) Grant application for the replacement for the safety matting in the playground – update from the Clerk.

066/20 PLANNING
a) To consider the following planning application:
1) Full application – Change of use of land to residential, erection of a detached garage with associated hardstanding and the construction of a landscaped bund, Owley Farm, Ditcheat. Ref: 2020/0740/FUL.
2) Full application – Erection of detached single storey dwelling with associated access and landscaping, The Mill House, Alhampton. Ref: 2020/0827/FUL.
b) To note that planning permission has been granted for the following:
1) Construction of equestrian ménage, Wraxall House. Ref: 2020/0485/CLE.

067/20 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.

068/20 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.

069/20 CONFIRMATION OF USE OF ADOPTED POLICIES and PROCEDURES and approve draft policies/procedures and consider if others are required:

- a) Standing Orders – for review.
- b) Financial Regulations– for review.
- c) Code of Conduct – for review.
- d) Freedom of Information Act Scheme & Schedule of Charges – for review.
- e) Privacy Policy – for review.
- f) Disciplinary Procedure – for review.
- g) Equal Opportunities Policy – for review.
- h) Business Continuity Plan – for review.
- i) Complaints Procedure – for review.
- j) Policy for the recoding of Council meetings – for review.
- k) Social Media Policy – draft for adoption.

070/20 APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES TO PARISH ORGANISATIONS.

- a) Jubilee Hall committee.
- b) Other if required.

071/20 PARISH COUNCIL INSURANCE – to note that RH has reviewed the current policy and has confirmed that it remains appropriate. The redundant telephone kiosk in Alhampton used to house the defibrillator has been added to the policy.

072/20 FINANCE

- a) Annual Return - Section 2: To note that the accounting statement has been completed and signed by the RFO – sent via email attachment.
- b) To note the Annual Internal Audit report and agree any actions required – sent via email attachment.
- c) Annual Return – Section 1: to approve the Annual Governance Statement to be signed by the Chairman and the RFO – sent via email attachment.
- d) Annual Return - Section 2: to approve the Accounting statements for 2019/2020 to be signed by the Chairman – sent via email attachment.
- e) To agree and approve the Certificate of Exemption to be signed by the Chairman and RFO – sent via email attachment.
- 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 2020 – 2021.
- h) Assets Register – review and update further if necessary.
- i) Risk assessment – review and amend as appropriate.
- j) Balance of accounts as at 28/05/2020 – verbal report from the Clerk.

- k) The note the payment to the Information Commissioner's Office for Data Protection fee - £35.00 will be paid by direct debit on 30th May 2020.

073/20 PLAYGROUND

- a) To note that the grass cutting contractor has resumed the cutting of the grass.
b) To confirm that in light of the current pandemic situation that the current grass cutting contractor retains the contract until the end on March 2021 with no increase in cost per cut.
c) To note that a homeowner has been granted access to the small fenced off play area to facilitate house repairs.
d) Any matters of report.

074/20 HIGHWAYS

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

075/20 FOOTPATHS, BRIDLEWAYS AND RIGHTS OF WAY.

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

076/20 HEALTH & SAFETY.

077/20 CLERK'S REPORT AND CORRESPONDENCE.

- a) Correspondence.
b) Reports/items for information.
1) Update on Support group for COVID -19 pandemic.

078/20 ITEMS OF REPORT AND INCLUSION ON AGENDA FOR THE NEXT MEETING.

- a) Chairman:
- to note that a serious incident in Ditcheat village regarding two dogs not under control has been reported to the Dog Warden and the Enforcement Officer at Mendip District Council (MDC).
 - To note that another of the trees planted to commemorate the Queen's Jubilee has failed to thrive and needs to be placed in the Autumn.
- b) Members.

Signed: P Griffiths Clerk to Ditcheat Parish Council.

Dated: 21st May 2020.

DATE OF THE NEXT MEETING – 9th July 2020, or sooner if urgent business necessitates, at 7.30 pm to be held remotely due to COVID-19 unless otherwise advised.

If necessary, a Planning meeting will be held remotely due to COVID-19 unless otherwise advised on 18th June 2020 7.30 pm.

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