

SHEPTON BEAUCHAMP PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE SHEPTON BEAUCHAMP PARISH COUNCIL

Held on Monday 20th April 2020 at 7:30 PM
held remotely using Zoom software (due to the Coronavirus pandemic)

Councillors Present: Nigel Wylie Carrick (Chairman) Richard Martin (Vic-Chairman)
Roger Cripps Andrew Rowswell
Stella Davies – Clerk

District/County Councillors in Attendance: SCC Cllr Adam Dance and SSDC Cllr Crispin Raikes

SSDC Cllr Raikes reported that small businesses were applying for rate relief and over £19m had been paid out through the District Council.

SCC Cllr Dance reported that SCC were looking for short-term foster carers due to the Pandemic. He reported that Somerset had not been affected by Coronavirus as badly as other areas. SCC have been paying for all PPE equipment across the county in addition to government supplies. He said many local businesses in the area were delivering food to people in self isolation.

Ser Item

- 316 To receive apologies for absence and to approve the reasons given** (LGA 1972s85(1))
Apologies received from Clare Lillywhite, Sarah Brunt & Ed Wakely due to workload.
Apologies received from Angie Joy who tried unsuccessfully to log into the meeting.
Innis Finlay also absent.
Resolved. To accept and approve the apologies given.

The Chairman highlighted the 6-month rule (where if a councillor was absent for 6 months they would be discharged as a councillor), however NALC think this would not apply during this lockdown period when remote meetings were being held.

- 31 Declarations of interest** – Members to declare any interest, including Disclosable Pecuniary
7 Interest they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for dispensations that accord with the Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations).

Cllr Roger Cripps item 331 Future grant to Cowleaze Meadow. Runs Cowleaze Meadow committee.

- 31 To approve as a correct record the minutes/decisions of the Extraordinary Parish Council**
8 Meeting held by email on Wednesday 25th March 2020 (LGA 1972 sch 12, para 41(1)). To be signed at the next convened meeting.
Resolved. That the minutes of the Parish Council meeting held on 25th March be approved and signed as correct at the next convened meeting.

The Chairman referred to the meeting held on 16th March item 306 and corrected the minutes where it stated that a member of the council should be on the Events Team working party to make the Insurance valid for events held. He has subsequently checked and there is no requirement for Councillors to be members of a Working Group, however we do need to ensure we meet the requirements of the Insurance company and

demonstrate that we are in control of the events.

- 319 Coronavirus Act 2020.** The Chairman to update the Councillors on the implications of the Coronavirus Act 2020 and how this will affect the Parish Council working practices. This enables all local authority meetings held before 7th May 2021 to be held remotely. It also removes the requirement for the annual meeting to be held in May. It has postponed all local elections and by-elections until 6th May 2021. The Parish AGM and the Council AGM can either be postponed to a suitable date in the near future or delay until May 2021. The audit has been delayed.

For information only

- 320 Parish AGM and Parish Council AGM.** To resolve the proposal to postpone the Parish AGM and Parish Council AGM (election of Chairman and Councillors) until the Coronavirus 'Lockdown' has been lifted.

Resolved. That the Parish AGM and the Parish Council AGM both be postponed until the current restrictions have been lifted.

- 321 Neighbourhood Support Group.** To receive an update on the support scheme and consider any other support that may be required and to resolve additional actions to be taken.

Cllr Martin reported that the scheme is working well. Vulnerable villagers are mainly being looked after by family and neighbours. Medicines are distributed through the village on a Wednesday. Deliveries from the shop are as required.

The original group that set up the scheme comprised Cllr Finlay, Rev Geoff Wade, Cllr Martin and Karen Martin, Cllr Joy, Jane Weaving, Peter and Dorothy Miles, Cllr Rowswell and Bridget Turner. On the original survey there were 44 households with 62 inhabitants over 70 and 136 volunteers.

Cllr Wylie Carrick proposed a vote of thanks to the Neighbourhood Support Group and its key players – in particular Cllr Joy, Cllr Martin, Cllr Rowswell, Jane Weaving and Bridget Turner which was unanimously carried.

For information only

- 322 Planning procedures. Planning procedures.** To resolve the proposal for un-contentious Planning Applications requiring Council comment before the next Council Meeting are to be delegated to the Clerk, who in consultation with the Chairman and Vice-Chairman of Council will respond. Members of the Council will be informed of applications and will be invited to submit comments to the Clerk before the submission date. Contentious applications will be put forward to the full council.

Resolved. That non-contentious planning applications are delegated to the Clerk, following consultation with the Chairman and Vice-Chairman and other members. This is for applications received before the next convened meeting.

- 323 Allotments.** To approve the distribution of the National Allotment Society guidance on how to manage allotments in accordance with government regulations during the Coronavirus situation.

Resolved. That "Allotment Holders only" notices should be (and have been) placed on the access routes into the allotments.

- 324 Insurance.** The insurance falls due for renewal on 1st June 2020. To review the Parish Council Insurance Policy and to resolve the actions to be taken.

It was agreed that the Clerk clear with the Insurance company that if we have Terms of Reference for the Events Team working party, which are reviewed annually, that they will recognise the Events Team as a working party for approved Parish Council events, and that this would make the Insurance valid.

Action - Parish Clerk

Cllr Wylie Carrick noted that we were insuring the laptop which is not necessary due to the value. We are insuring the War Memorial and, the street furniture (benches, dog poo pins, Victorian street lamps etc) which are on the asset register but may not be worth £1,500 The Clerk to check the assets and that they are worth the amount of money we are insuring them for. We have also itemised the Defibrillators and these show under core sums insured, so we are insuring them twice. These all need to be checked with the Insurance company.

Action - Parish Clerk

Resolved. That Pen Underwriting Limited be chosen as the insurance company and the spend to be up to £550

325 Parish Council website. To resolve the proposal for posting selected Public Notices from Local Authorities and Agencies of interest to the community, together with regular updating, is delegated to the Clerk. Any major changes to be brought to the Parish Council for agreement.

Resolved. That authority be delegated to the Clerk to post public notices from an official source together with regular updating.

326 Parish Clerk working hours. To delegate to the Staffing Committee the power to agree additional hours as required for the Parish Clerk (reasons to be evidenced by the Parish Clerk).

Resolved. That the approval of additional hours as required by delegated to the Staffing Committee, provided reasons are evidenced by the Parish Clerk.

327 Performance Review of Parish Clerk. To update council members on results of initial performance review.

Resolved. That the initial performance review be ratified and that the clerk has completed her six-month probationary period and this does not need to be extended.

328 Incremental Pay Rise. Subject to a satisfactory performance review, to approve the increase in pay for the Clerk/RFO by one increment to point 20, backdated to 1st April (as per Contract section 9.2).

Resolved. That the increase backdated to 1st April be approved.

329 Audit dates. To note that publication date for audited accounts will move from 30th September to 30th November 2020. Draft accounts therefore need to be approved by Council by 31st August 2020 at the latest. The start date for the public inspection period has moved and is now on or before the first working day of September 2020.

It was requested that the Clerk contact the internal auditor to see if they were working and how books could be delivered to them.

Action – Parish Clerk

Resolved. The new timetable for the 2019 accounts were approved.

330 Finance.

To review Bank Reconciliation to 25th March 2020 (previously circulated). To be signed at next convened meeting.

To Approve payments:

Chq 605 HMRC – PAYE £76.80
Chq 606 PATA UK – Payroll charges £7.75
Chq 607 S Davies – Salary £306.68

Resolved. Bank reconciliation approved and will be signed as correct at the next convened meeting. Payments agreed and cheques issued.

- 331 Future Grant to Cowleaze Meadow.** To consider the proposal that the Parish Council would fund the Cowleaze Committee with an annual grant should the Cowleaze Meadow fund become depleted.

It was noted that the only sources of income were fund-raising. The current funds stand at about £1,800 so funds would not be needed this current financial year. Cllr Wylie Carrick thought that the current council could not commit a future council to an expenditure, but could commit the council to support the Cowleaze committee should monies be needed in the future. It was suggested that the Events Team limit their donations to worthy causes within the village.

Resolved. That the Parish Council would listen positively to any reasonable request brought by the Cowleaze committee for work that might be needed in the forthcoming years.

Note – Cllr Cripps did not take part in this resolution.

332 Reports.

Highways

Cllr Rowswell reported that potholes around the village had now been filled in and that work was starting at Washcross.

Lethbridge Recreational Ground Committee

Cllr Wylie Carrick noted that we had not heard from the solicitors regarding Lethbridge and that this should be followed up.

Action – Parish Clerk

It was noted that the car park had been closed as well as the play equipment and MUGA. At the time this was justified but it was thought that the Parish Council should have been consulted. As the car park is also used for access to the allotments, it was decided to ask SALC advice on whether we need to keep the gates locked to deter people from using the facilities or just have the play area and MUGA taped off. When the response is received circulate email to Chairman & Vice-Chairman for decision on whether to leave the gates closed or not.

Action – Parish Clerk

Environment

Nothing to report

Ranger

The Ranger starts back working from Tuesday 21st April and is working on footpaths.

Allotments / Cowleaze

Already dealt with in previous items 323 and 331.

Footpaths

Nothing to report

333 Annex A – Deferred items register

No outstanding actions completed

334 Annex B – Official correspondence received

Cllr Wylie Carrick asked to be sent the following correspondence:

SALC advice on Dormant Assets

Keep Britain Tidy – Dog fouling campaign videos

Mallatite – marketing emails re SIDs

Playforce UK – marketing email

Action – Parish Clerk

Meeting closed: 9.00 pm