

Priddy Parish Council

DRAFT MINUTES

COUNCIL MINUTES

Of the Annual Parish Council Meeting held on **Wednesday 5 May 2021** at 7.30 pm by Zoom Virtual Platform

1. Apologies for Absence

Michelle Phippen.

2. Declarations of Interest

None.

3. Election of Chairman for 2021 – 2022

The Clerk invited nominations for the office of Chair. Cllr Dyke proposed Cllr Thompson and Cllr Wilkes seconded the nomination. Cllr Thompson accepted the office of Chair and asked the Clerk to continue to invite nominations for the next item.

4. Election of Vice-Chairman for 2021 – 2022

The Clerk asked for nominations for the position of Vice Chair. Cllr Dyke proposed Cllr Wilkes and Cllr Thompson seconded the nomination. Cllr Wilkes confirmed acceptance of the office of Vice Chair. Declaration of Acceptance of Office to be signed electronically after the meeting.

5. Confirmation of Proper Officer and 6. Confirmation of Responsible Financial Officer (RFO)

As the temporary Clerk confirmed she did not wish to take up this position or that of RFO the Chair offered to do these duties until a new Clerk was appointed. Cllr Wilkes and Dyke confirmed their agreement to this.

7. Appointment of Internal Auditor

The Chair confirmed that Les Caple was happy to continue in this role as in previous years and Cllr Wilkes and Dyke confirmed their agreement.

8. Appointment of Parish Council Committees and Confirmation of Terms of Reference:

(a) Finance Committee

(b) Events Committee

The Chair proposed that these should be deferred until a meeting after the election for new councillors and this was unanimously agreed.

9. Agreement of Meeting Schedule for 2021 – 22

The Clerk advised that due to the difficulty of meeting the directive of no further Zoom meetings and no further relaxing of social distancing to allow a meeting in the hall that it was difficult to forecast the next meeting. The Clerk proposed looking at the possibility of an outdoor meeting for June – weather permitting at which a discussion could take place with the newly elected Councillors and meetings going forward for the rest of the year. After discussion it was agreed to put the June meeting date on the noticeboard and website.

10. Appointment of Representatives to Outside Bodies

(a) Village Hall Committee

Cllr Dyke advised she would be happy to continue and it was unanimously agreed that she should.

11. Appointment of a Parish Paths Liaison Officer

The Chair advised that Mark Gratton was unable to continue in this role due to time constraints and family commitments but offered to support the new PPLO in any way he could. Mark also recommended that due to

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the size of the Parish perhaps the role should be taken on by two people. The Chair thanked Mark for his previous work, and it was agreed to advertise the position on the noticeboards, PEW and website.

12. Appointment of Defibrillator Guardians

The Chair advised that Barry Wilkinson is happy to continue to look after the Phone Box defibrillator and that she has been doing the Village Hall defibrillator. However, the Chair advised she would like someone to take this on and it was agreed to advertise this in the usual manner.

13. Public Forum

The Chairman adjourned the meeting to allow public participation. There were none.

14. Council Reports

- (a) Somerset County Council – no report.
- (b) Mendip District Council

Cllr Killen joined the meeting and advised that frontline services continue to suffer from the impact of staff deployment to assist with the vaccination programme. Current concerns relate to the homeless losing board and lodgings due to Covid restrictions relaxing to allow B&B and hotels to reopen. Business Start Up grants are slow – so chasing these services. Cllr Killen confirmed the elections taking place across the District tomorrow are taking up further resources and mentioned the ‘Stronger Somerset’ campaign with a Poll being rolled out in mid-May. Latest news regarding Council meetings going forwards relate to pressure on the Council Chamber – due to its size and the numbers of public who may wish to attend – particularly in respect of Planning Board. A hybrid mix of meetings with Members present and participants attending via a virtual platform are being discussed. Meetings will continue to be streamed. Cllr Killen also informed that the issue of Phosphates is still affecting some of the Parish with no apparent resolution in the foreseeable future.

15. Police Matters No report received.

16. Acceptance of Minutes of the Previous Meetings:

Minutes of the Parish Council meeting held on 7 April 2021 were agreed and signed as a correct record.

17. Planning

- (a) 2021/0870/HSE erection of a single storey side extension, erection of a two-storey rear extension, erection of a double garage and internal alterations to the 1st floor. Conversion of an existing outbuilding to an annexe at Home Farm, Nordrach Lane, Priddy. After discussion it was agreed that the Clerk should respond as ‘recommend approval’ and comment that the scheme compliments the existing dwelling and surroundings.
- (b) To note approval of application SCC/3803/2021 Replacement windows, screens and doors at Outdoor Activity Centre, Charterhouse.

18. Rights of Way Matters

- (a) Dursdon Drove

The Chair reported that St Cuthbert Out PC have put in a request for a TRO with SCC and evidence is being sought.

The Chair also reported that Sgt Simon Lancey of Wells Police had been in touch to advise that due to the complaints and reports received relating to damage to Dursdon Drove and other ROW the Police have resources to assist. The Chair will prepare a report and circulate to all Cllrs with details.

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- (b) Bridleways and Restricted Byways

The chair reported that several landowners have consented to barriers on East Water Drove and was awaiting further responses.

19. Clerk's Report

- (a) Planting of Memorial Trees – the Clerk advised this was brought forward from the Annual Parish Meeting whereby a Parishioner reminded the Council of a scheme to plant trees to remember the parishioners who lost their lives in the war. This would be perhaps 4 Holly Trees placed near the wall to the school playing field. Cllr Wilkes asked if thought could be given to the siting due to the walling and Cllr Dyke suggested this was taken to the next Agenda for proper consideration.
- (b) Contract renewal arrangements for mowing and trimming of the village green and other areas – Major Maintenance is able to continue with the strimming contract and Robin will confirm arrangements regarding the grass cutting.
- (c) Arrangements for Clerks Vacancy – after general discussion it was agreed advertisement to be drafted with a view to advertising locally on the noticeboards, PEW, website and perhaps further afield via Glastonbury Opportunity Shop, internet job site, Mendip Times, Local Reach Magazine, Somerset Leveller.
- (d) Road Closure on Western Lane – TTRO419972 Western Lane 13 May 2021 for three days. Noted.
- (e) Footpath Diversion – Proposed diversion of part of public footpath CL 8/39 in the parish of Priddy – Meadow Lane Grid Ref: 355062 153067 – consultation deadline 21 May 2021. Noted and due to minimal nature, no objection.
- (f) Update on proposal to hold a local poll (referendum) on future of local government in Somerset. Noted.
- (g) Western Power request for consent to works to trees around the village green. Thanks to the input of Alan Hutfield it was noted that the trees are on the Top Green and consent should be given only to do the minimum works to make them safe and leave the site tidy.

20. Parish Council Matters

- (a) To approve the Parish's Publication Scheme (FOI)
- (b) To review and re-adopt Standing Orders
- (c) To review and re-adopt Financial Regulations
- (d) To review and re-adopt other policies and procedure

The Chair proposed these items (a) – (d) be deferred until the newly elected councillors are in place.

21. Financial

- (a) To receive the final bank reconciliation for 2020/2021

The Chair circulated the final bank reconciliation and 2021 Accounts (b) and Cllr Dyke and Cllr Wilkes confirmed acceptance. The Chair advised there is in excess of £54,000 in the account before the 2021 / 2022 precept is added and suggested ideas are invited from the Parish for new initiatives.

- (b) To receive 2020/2021 Accounts
- (c) To note Budget Statement 2021/2022

The Chair suggested the Budget Statement be formulated when the full Council is present and proposed this was deferred until then. Cllrs Dyke and Wilkes agreed.

- (d) To authorise payment of the following sums:

- Insurance Premium [Came and Company] (£499.21)
- Training: Responding to Planning Applications (£25.00) SALC * not taken up due to resignation of the attendee from the Council – the Chair advised that SALC confirmed payment is due but would offer a free place on another course. Clerk to note.
- Flag and Bunting for Somerset Day (£120.94) [Red Dragon Flag Makers]

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The above payments were authorised and cheques to be signed by Cllr Dyke and the Clerk.

(f) Bank Mandate

Cllr Dyke is attending to the changes required to reflect the change of Clerk and resignation of previous Parish Councillors. It transpires that previous Parish Councillors/Clerk have not been taken off. Cllr Dyke to rectify.

22. Matters of Report

(a) The Chair advised that 2 x footpaths had been brought to the attention of the Parish Council – WS8/18 erection of electric fence and WS8/21 no stile or signpost.

After general discussion it was agreed to publish guidelines on the website, perhaps in the PEW regarding proper reporting channels in respect of Reporting ROW issues, Fly Tipping, Enforcement Issues. It was unanimously agreed to carry this forward. Words to be drafted and prepared by the Clerk for circulation.

23. Date of Next Meeting

First Wednesday is 2 June 2021 at 7.30 pm to be proposed, weather permitting but liable to change. Notification to be sent via the usual channels.

On closing the meeting, the Chair wished good luck to the five candidates up for election as Parish Councillors, thanked them for their interest and looked forward to seeing them at the next meeting.

A parishioner, in attendance, requested the matter of the bank balance/up and coming precept to be placed on the June meeting agenda

The meeting closed at 8:20 pm.

Judith Coles
Temporary Parish Clerk Wednesday
5 May 2021
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