

# Priddy Parish Council

## Finance Committee

Minutes of a meeting of the Finance Committee held on **22<sup>nd</sup> October 2020**  
at **7:30pm** as a virtual meeting on the Zoom platform

**Present:** Cllrs Alan Adams, Alan Butcher (Chairman), Chris Dyke, Juanita Glass  
**In attendance:** William Newton Newey (Clerk)

PPF20/01 **Apologies for absence:**  
Cllrs Andrews, Leach and Thompson

PPF20/02 **Resolutions relating to the Conduct of the Meeting**  
*That, in accordance with Standing Order 24, the press and public be excluded from the meeting due to the confidential nature of business to be discussed.*  
This was resolved unanimously.

PPF20/03 **Declarations of Interest:** None.

PPF20/04 **Acceptance of the Minutes of previous meetings:**  
Minutes of the Finance Committee held on 20<sup>th</sup> March, 2019 were signed as a true and correct records of proceedings.

PPF20/05 **Appointment of an Internal Auditor**  
The Chairman would pass details of a possible auditor to the Clerk. AB

PPF20/06 **To review the 2020 / 201 Budget**  
The Clerk spoke to the budget statement which had been circulated to councillors. Expenditure and income were as predicted with a few minor variances. The year-end forecasts were accepted.  
It was noted that the Council was still holding £319 of a grant from Priddy Folk Festival for Priddy Pool. As this was unlikely to be spent, the Clerk was asked to contact the Folk Festival and to arrange the return of the funds if requested.

PPF20/07 **To agree tender documents for:**

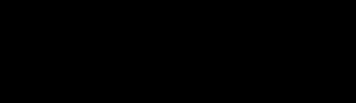
a) **Mowing Village Green**

It was noted that due to the Clerk's illness and the Covid-19 pandemic, the tendering exercise had not been completed before 2020 and the previous arrangements had been continued.

The Clerk presented the tender document which had been used four years ago.

**It was resolved to use the same document.**

The following list of tenderers was then compiled:



b) **Strimming the Village Green and Other Areas**

It was noted that due to the Clerk's illness and the Covid-19 pandemic, the tendering exercise had not been completed before 2020 and the previous arrangements had been continued. The Clerk presented the document which had been used four years ago with the addition of the Townsend Stones and Layby.

**It was resolved to use the amended document**

The following list of tenderers was then compiled:



PPF20/08 **Project Funding**

a) **Bus Shelter Roof**

The Chairman reported that the existing roof had largely delaminated and that a new structure would need to be put in place to support the Unduline roofing previously purchased. He proposed that three sheets of moisture resistant, 18mm composite board be purchased for the purpose which he would then fit.

**It was resolved to recommend a budget of £100 for the purchase of the boards.** AB

b) **Bus Shelter Noticeboards**

The Chairman reported that this was still a work in hand. AB

c) **Bus Shelter Preservative**

It was agreed that the Shelter would receive a coat of Cuprinol or other quality

# Priddy Parish Council

preservative.

**It was resolved to recommend a budget of £50 for the purchase of preservative.**

This work would be undertaken in the Spring of 2021

AB

d) **Re-siting of the Nordrach Noticeboard to the Fountain**

The Chairman said that he would arrange a working party to re-site the Nordrach noticeboard in place of the decayed board at the Fountain on the village Green. This would be undertaken in the spring of 2021.

AB

e) **Parish Pools**

It was noted that action had been taken by parishioners to place large rocks so as to prevent abuse of Priddy Pool by the drivers of 4 x 4 vehicles. It was thought that there were unlikely to be any further works required at Priddy Pool as the School had not taken up the offer of a dipping platform. It had already been noted that the Clerk should contact Priddy Folk Festival about the £319 remaining from a grant. It was agreed that the £500 of Council funds which had been allocated to Priddy Pool works should be transferred to any future works at Townsend Pool. It was noted that the AONB had been involved with the clearing of the Pool but that this had probably be disrupted by Covid-19 restrictions. It was agreed that further discussion of Townsend Pool be deferred to spring 2021.

f) **Bristol Plain Fingerpost**

The Chairman reported that the current post was with the contractor who had undertaken the refurbishment of previous posts. It was agreed that there should be three fingers, showing 'Draycott', 'Cheddar', 'Priddy / Wells' and distances. The original post had been broken and it was probable that a new post would also be required. The Chairman would arrange for the fingers to be cast and the post re-erected in new location at the junction to avoid further damage to the post.

AB

**It was resolved to recommend that the budget for the refurbishment of the Bristol Plain finger post be increased to £1,750.**

g) **Children's Road Safety Poster Competition**

The Clerk reported that eleven entries had been received and that three winning entries had been selected by the nominated judges. The judging had been entirely blind as only the competition organiser knew the names of the entrants.

**It was resolved to recommend that each winning entrant would each receive an Amazon voucher of £20 and that all other entries would receive a £5 Amazon voucher.**

WNN

PPF20/09 **Review of Banking Arrangements**

The Clerk said that the service provided by the current Bankers, NatWest plc, was more than adequate. Interests were universally low. Although electronic banking had been disused the Chairman was of the opinion that the current paper-based system with payment being made by cheque offered the greatest level of security.

It was confirmed that the current signatory arrangements complied with the Councils financial regulations and did not to be changed.

PPF20/10 **Risk Assessment**

The Clerk had included two extra items in the Risk Assessment related to the Covid-19 Pandemic; Infection Risk and Disruption to Council Business. Both had been mitigated by the introduction of control measures, including virtual meetings.

**It was resolved to recommend that Risk Assessment as updated for 2020 / 2021 be adopted.**

PPF20/11 **Budget for 2021 / 2022 and Outline Budgets for 2022 / 2023 and 2023 / 2024**

It was noted that the budget for Greens Maintenance in 2020 /2021 had been increased and the scope widened to include verge maintenance. This change had been reflected in the Clerk's budget for 2021 / 2022, and the projections for the following two financial years, which had been based on a 1% increase.

The Chairman asked about the Clerk's remuneration and the Clerk replied that a cost of living increase from 1<sup>st</sup> April had only been agreed in the summer. It was noted that it had not be able to hold the Clerk's appraisal in December 2019 and that it might not be possible to hold such meeting in December 2020. The Clerk stated that the budget figures did include an allowance for the increase. He also stated that he was on the scale maximum nationally agreed for the Council and so no recommendation as to an incremental increase could result from any appraisal meeting.

**It was resolved to recommend that the increase in the cost of living element of the**

# Priddy Parish Council

## **Clerk's remuneration be back dated to 1<sup>st</sup> April 2020.**

It was noted that the budget projection included an increase in the precept to £11,110. Given the level of Council spending and reserves, and the current economic situation, it was felt inappropriate to recommend an increase in the Precept for 2021 / 2022. There would be an opportunity to consider future years a later date.

## **It was resolved to recommend that the Precept for 20201 / 2022 remain at £11,000.**

The Chairman said that he had recently attend at SALC Faience course. During the course it had been suggested that Council's would be prudent to clearly ring-fence any monies which they were holding for specific purposes such as affordable housing schemes or other capital projects.

PPF20/12

### **Recommendations to Council**

- a) that tenders be invited for mowing the village green using the specification and list of tenderers proposed by the Finance Committee
- b) that tenders be invited for strimming the village green and other areas using the specification and list of tenderers proposed by the Finance Committee
- c) that of £100 be allocated for the purchase of the boards required to re-roof the bus shelter
- d) that £50 be allocated for the purchase of preservative for the bus shelter
- a) that the budget for the refurbishment of the Bristol Plain finger post be increased to £1,750.
- b) that Risk Assessment as updated for 2020 / 2021 be adopted.
- c) that the budget as discussed and agreed (revenue expenditure £7,425, capital expenditure £3,574) be set for 2021 / 2021
- d) that the outlines budgets for 2022 / 2023 and 2023 / 2024 be adopted
- e) that the increase in the cost of living element of the Clerk's remuneration be back dated to 1st April 2020.
- f) that the precept for 2021 / 2022 be set at £11,000

PPF20/13

### **Matters of Report**

#### a) **Planning for the Future**

The Chairman had circulated a draft response to the government white paper Planning for the Future. This had used material from the Town and Country Planning Institute's submission. Consideration of the response had been delegated to the Finance Committee meeting due to the deadline for submissions.

**It was resolved that the submission drafted by the Chairman should be submitted on behalf of Priddy Parish Council.**

#### b) **Lighting at Dale Farm**

The Chairman reported that he, the Clerk and other councillors had received an email about the lighting at Dale Farm which was felt to be quite intrusive. Cllr Adams said that he seen the lights from the Plummers Lane / Townsend junction and they did seem very bright. It was noted that there was a Dark Skies policy in relation to the Mendip Hills AONB.

The Chairman and Clerk would review planning applications for reference to lighting and the matter would appear on the agenda for the next Council meeting.

#### c) **Litter Bin**

Agreement of budget for a new litter bin to be sited on the village green near Manor Farm was requested to be included on the agenda for the next Council meeting.

#### d) **Newsletter**

The Chairman proposed that a Parish Council Newsletter be distributed before Christmas. He felt that there were significant matters to be included and that it would be good to send greetings to parishioners during the time of pandemic. He also thought that it should be a paper mailing to every address in the parish.

It was agreed that the Newsletter and its content would appear on the agenda for the next Council meeting.

#### e) **2020/1162/FUL - Erection of agricultural building on land at Pelting Drove**

It was noted that this application had been withdrawn from the agenda Mendip District Council Planning Board on 21<sup>st</sup> October due to a potential requirement for a Habitats Regulations Assessment (HRA) in relation to the Somerset Levels. If no assessment were required the application would be considered by the November or December meetings of the Planning Board.

## Priddy Parish Council

f) **Heavy Goods Vehicle Signage**

The Clerk reported that Somerset Highways had agreed to erect the signage on Nine Barrows Lane at their expense.

He also reported that Somerset Highways were agreeable to signage at the Somerset end of Western Lane if their counterparts at Bath and North East Somerset would erect the signage at their end of the lane. The Clerk had written to Bath North East Somerset Council but they were unable to trace his request made earlier in the year. The request had been re-made.

PPF20/14 **Date and Time of Next Meeting**

To be confirmed.

The meeting closed at 8:31pm

Signed: .....

William Newton Newey, Parish Clerk

[parish.clerk@priddyparish.org](mailto:parish.clerk@priddyparish.org).

24<sup>th</sup> October 2020

Draft for Comment