

## Buckland Dinham Parish Council - Meeting Minutes - 3rd August 2023

|                      |  |               |             |                 |
|----------------------|--|---------------|-------------|-----------------|
| <b>Present</b>       | <b>CIlrs: JR, AK, SH</b>   |               |             |                 |
| <b>In Attendance</b> | Clerk DS, B Clarke, 1 member of the public   |               |             |                 |
|                      | <b>Comment</b>   | <b>Action</b> | <b>Date</b> | <b>Resolved</b> |
| <b>0.</b>            | <b>Public Forum</b>  |               |             |                 |
| 0.101                | Concerns were noted regarding inconsiderate parking in The Cross area. Authorities have been contacted and vehicles removed.   | none          | n/a         | n/a             |
| 0.102                | In light of the recently issued Mendip Local Plan Part 11 - Sites and Policies - adopted 2021 with revisions December 2022 document, the Mendip area need to provide 505 more homes. It is possible that previous or new planning applications will be submitted. Council would consider any application as part of the process, SCC may be able to assist with technical aspects of any application, remaining impartial according to procedures. | none          | n/a         | n/a             |
| 0.103                | The Council sadly accept the resignation of Lindsay James as a Councillor and thank her for her valuable contribution.   | none          | n/a         | n/a             |
| <b>1.</b>            | <b>Apologies for Absence, consideration of reasons</b>   |               |             |                 |
| 1.104                | IB, SB, EL   | none          | n/a         | y               |
| <b>2.</b>            | <b>Declarations of Interest</b>  |               |             |                 |
| 2.105                | None   | none          | n/a         | y               |
| <b>3.</b>            | <b>Exclusion of the Press and Public</b>   |               |             |                 |
| 3.106                | None   | none          | na          | y               |
| <b>4.</b>            | <b>Minutes of the Full Council, previous Meeting</b>   |               |             |                 |
| 4.107                | Minutes of 22Jun2023 accepted, signed by JR  | signed        | 03Aug23     | y               |
| 4.108                | B Clarke noted that the Minutes were not attached as an Appendix as stated in the Agenda, Clerk noted for future reference.  | noted         | 21sep23     | y               |
| <b>5.</b>            | <b>Chair's Announcements</b>   |               |             |                 |
| 5.109                | None   | none          | n/a         | n/a             |
| <b>6.</b>            | <b>Finance</b>   |               |             |                 |
| <b>6a.</b>           | <b>Approve or not Appointment of Paul Russell as Internal Auditor, sign letter of engagement</b>   |               |             |                 |
| 6a.110               | Council approved, JR signed letter of engagement.  | taken         | 03Aug23     | y               |
| <b>6b.111</b>        | <b>Approve Internal Auditor's expected invoice of £125 + £25 vat total £150. Any variance will be tabled at next meeting</b>   |               |             |                 |
| 6b.111               | Council approved with an additional £50 headroom should P Russell charge for extra work undertaken to assist Clerk to complete Audit and Annual Governance and Accountability Return (AGAR). Clerk to pay when invoice received.   | taken         | 03Aug23     | y               |
| <b>6c.</b>           | <b>Accept or not Internal Auditor's Report on 2022-23 Accounts</b>   |               |             |                 |
| 6c.112               | Auditor's report accepted with Clerk comments.   | taken         | 03Aug23     | y               |
| 6c.113               | Clerk to compile a list of Standing Orders, Procedures that need to be reviewed by Council annually. This will be a rolling working list with up to two items to be reviewed at each meeting, avoiding business heavy months Dec, Jan, May.  | DS            | 21sep23     | ongoing         |
| <b>6d.</b>           | <b>Approve or not Exemption Certificate</b>  |               |             |                 |
| 6d.114               | Section 2 AGAR signed by Clerk and Chair.  | taken         | 03Aug23     | y               |
| 6d.115               | Certificate of Exemption approved.   | taken         | 03Aug23     | y               |
| <b>6e.</b>           | <b>Approve or not Section 1, page 5 of AGAR 2022-23</b>  |               |             |                 |

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| 6e.116     | Council approved, JR signed. It is noted that assertion 1 is No. This is due to the delay in preparing the accounts for Audit and missing the Exercise of Public Rights to View dates, 30 working days which must include the first 10 working days of July. | taken  | 03Aug23 | y              |
| 6e.117     | The accounts, bank rec, variance sheet approved as part of AGAR.   | taken  | 03Aug23 | y              |
| <b>6f.</b> | <b>Exercise of Public Rights to view Accounts 2022-23 published 4Aug23 for period 7Aug23-18Sep23</b>   |        |         |                |
| 6f.118     | Council approved. Clerk will publish on 04Aug23 and have Accounts available for viewing at reasonable notice from the public.  | DS     | 04Aug23 | ongoing        |
| <b>6g.</b> | <b>Parish meeting expenses – approve or not catering £123.11, contribution to printer cartridge £15, ream of paper £5 for leaflet due to SB</b>  |        |         |                |
| 6g.119     | Council approved, Clerk to pay SB.   | DS     | 03Aug23 | ongoing        |
| <b>6h.</b> | <b>Village Hall – approve payment of £97.50 being £15 for BDPC 9Mar23, 20Apr23, 18May23, 22Jun23, 3Aug23 and £22.50 for Village meeting 22May23. Reissue cheque or bacs £215 as cheque issued on 18Jan23 is out of date</b>                                  |        |         |                |
| 6h.120     | Out of date cheque for £215 returned to Clerk.   | taken  | 03Aug23 | y              |
| 6h.121     | Village Hall costs totalling £312.50 approved, being £215 + £97.50. Clerk to pay.  | DS     | 04Aug23 | paid<br>4aug23 |
| <b>6i.</b> | <b>Approve or not last salary payment to outgoing Clerk up to and including 8May23 of £634.95 net (tax £158.60, gross £793.55). NI not applicable, weekly pay below threshold.</b>   |        |         |                |
| 6i.122     | Council approved, Clerk to pay.  | DS     | 04Aug23 | ongoing        |
| 6i.123     | Gill advised that this should be reduced by £30 to off set shared Council training costs. Final payment £604.95.   | DS     | 04Aug23 | paid<br>4Aug23 |
| <b>6j.</b> | <b>Approve or not new Clerk salary 2May23 to 5Jun23 £336.25. NI not applicable, weekly pay below threshold.</b>  |        |         |                |
| 6j.124     | Council approved, Clerk to pay.  | DS     | 04Aug23 | paid<br>4Aug23 |
| <b>6k.</b> | <b>Councillor and or Clerk training</b>  |        |         |                |
| 6k.125     | Clerk requested to attend SALC Code of Conduct training in Sep2023 at the cost of £25. Approved.   | DS     | Sep2023 | ongoing        |
| 6k.125a    | Noted that SB may attend Carbon Literacy in October 2023, free. DS to liaise with SB and book.   | DS     | Sep2023 | ongoing        |
| <b>7.</b>  | <b>Local Community Networks</b>  |        |         |                |
| 7.126      | SB provided notes of the meeting of 27Jul23. To be circulated with these minutes.  | none   | 03Aug23 | y              |
| 7.127      | Council reiterated SB's request that LCN Agenda, Minutes be circulated promptly to allow time to read, discuss.  | none   | n/a     | y              |
| 7.128      | It was suggested that one of the Vice Chairs could be a Parish Cllr. SB will be asked to suggest to the LCN.   | SB     | Sep2023 | ongoing        |
| 7.129      | Discussion about the name of the group, noted that the LCN meeting is still to address this. It is important for rural inclusion that the title properly represents the group.   | SB, JR | Sep2023 | ongoing        |
| <b>8.</b>  | <b>Local Authority Reports</b>   |        |         |                |
| <b>8a.</b> | <b>Avon and Somerset Police</b>  |        |         |                |
| 8a.130     | None received.   | none   | n/a     | y              |

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| <b>8b.</b>  | <b>Somerset County Council (SCC)</b>  |        |         |         |
| 8b.131      | B Clarke had submitted a report, circulated prior to this meeting.  | none   | n/a     | y       |
| 8b.132      | Wessex Water and Phosphates, Spring Garden junction and local litter picking discussed. Add litter pick to next agenda.   | DS     | 21sep23 | ongoing |
| 8b.133      | B Clarke reported that Shepton Mallet LCN plan to start a Road Strategy group to consider all aspects concerning and affecting traffic in the area. They hope to expand and join up with other local LCNs to achieve an area wide Strategy. JR, SB to monitor.                                    | JR, SB | Sep2023 | ongoing |
| <b>9.</b>   | <b>Council Reports</b>  |        |         |         |
| <b>9a.</b>  | <b>Road Issues</b>  |        |         |         |
| <b>9a1.</b> | <b>SIDs, MoU</b>  |        |         |         |
| 9a1.134     | There has been no response from Sara Davis regarding the installation of the posts to mount the SIDs. Concerns raised that Council may face a supplier price increase and the Village needs all traffic compliance measures possible. Reminder email to be sent copying B Clarke and Phillip Ham. | DS     | 04Aug23 | ongoing |
| <b>9a2.</b> | <b>CSW</b>  |        |         |         |
| 9a2.135     | Approximately 10% of vehicles recorded are travelling in excess of 24mph.   | taken  | n/a     | ongoing |
| 9a2.136     | Other measures were briefly discussed - permanent speed cameras, ASW. Lack of Police resources results in ASW data being unused, rarely is action taken. DS to continue liaison with Police CSW team.   | DS     | 21sep23 | ongoing |
| 9a2.137     | B Clarke noted that there is an A&S Police PCC meeting in Oakhill Village Hall 19Sep2023 7pm if anyone would like to attend, need to register.  | DS     | 19Sep23 | ongoing |
| 9a2.138     | No response from Sara Davis regarding how to get a 'picket fence' feature added to village entry speed signs. DS to send reminder.  | DS     | 04Aug23 | ongoing |
| <b>9a3.</b> | <b>Repainting</b>   |        |         |         |
| 9a3.139     | It was reported that village entry, exit and one other road surface speed sign has been repainted. DS to request some more be done.   | DS     | 21sep23 | ongoing |
| <b>9b.</b>  | <b>Village Hall</b>   |        |         |         |
| 9b.140      | Work underway to the rear of the village hall. That and all else going well.  | none   | n/a     | y       |
| <b>9c.</b>  | <b>Playing Fields</b>   |        |         |         |
| <b>9c1.</b> | <b>Dog poo, action plan</b>   |        |         |         |
| 9c1.141     | There is no plan to deal with the continued, intermittent dog fouling. Hand written notices have been removed. Suggestion to circle each fouling with luminous paint.   | none   | 21sep23 | ongoing |
| 9c1.142     | Discussion of additional dog bins and location to be included on next agenda.   | DS     | 21sep23 | ongoing |
| <b>9c2.</b> | <b>Repair needed to repair wall, quote required</b>   |        |         |         |
| 9c2.143     | SH to follow up on quote to repair wall in playing field.   | SH     | 21sep23 | ongoing |
| 9c2.144     | Council approved a notional figure pending above. Clerk to monitor with SH and advise Council as necessary.   | DS     | 21sep23 | ongoing |
| <b>9d.</b>  | <b>Frome Missing Link</b>   |        |         |         |

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| 9d.145      | It is reported that the Great Elm bridge to the Elliots is walkable. Not yet suitable for cycling.  | none   | n/a     | y       |
| 9d.146      | There is still another section to be made ready before the path to Frome is complete.   | none   | n/a     | y       |
| <b>9e.</b>  | <b>Parish Plan progress</b>   |        |         |         |
| <b>9e1.</b> | <b>Approve or not up to £220 costs for development of website</b>   |        |         |         |
| 9e1.147     | Council approved. Clerk to liaise with SB for payment to be made.   | DS     | 21sep23 | ongoing |
| <b>9e2.</b> | <b>Approve or not up to £22.50 for village hall hire for kick off meeting</b>   |        |         |         |
| 9e2.148     | Council approved. Clerk to pay.   | DS     | 04Aug23 | ongoing |
| 9e2.149     | The next set of meetings are expected to be in domestic settings at no cost to Council.   | none   | n/a     | y       |
| 9e2.150     | It is expected that there will be Consultation, Workshop meetings when the village hall hire will be needed. PP committee to advise Council when needed and cost.   | SB     | n/a     | ongoing |
| 9e2.151     | It is noted that there is a budget line of £750 for development of the PP in the 2023-24 budget. It is ambiguous whether this is also in the 2024-25 budget. To be added to next agenda to clarify.                                 | DS     | 21sep23 | ongoing |
| <b>10.</b>  | <b>Parish Clerk</b>   |        |         |         |
| <b>10a.</b> | <b>Phone number update, approve or not purchase of basic phone £26.99</b>   |        |         |         |
| 10a.152     | Clerk reported that a cheap device needs to be purchased so it can be given to the Chair or other Cllr in the absence of the Clerk. £26.99 approved for purchase of mobile.   | DS     | 21sep23 | ongoing |
| <b>11.</b>  | <b>Planning Matters</b>   |        |         |         |
| <b>11a.</b> | <b>Unplanned development BD/Great Elm border, write to Somerset planning</b>  |        |         |         |
| 11a.153     | Clerk to draft a letter for JR to submit to SCC planning raising concern.   | DS, JR | 07Aug23 | ongoing |
| <b>11b.</b> | <b>Mendip Local Plan Part 11 – Sites &amp; Policies – adopted 2021 with revisions December 2022</b>   |        |         |         |
| 11b.154     | It was noted that the planning revisions were discussed in Open Forum.  | DS     | n/a     | y       |
| <b>11c.</b> | <b>Glebe House application update if any</b>  |        |         |         |
| 11c.155     | Updates and responses to Council concerns have been received. Clerk to request that Council would like to see any Structural Report, referred to in the response and will respond further, if necessary within one week of receipt. | DS     | 04Aug23 | ongoing |
| 11c.156     | Clerk to send links to Cllrs to the responses.  | DS     | 04Aug23 | ongoing |
| 11c.157     | It was noted that Council have expressed their concerns regarding the integrity of the wall but as with any privately owned property, the owner will have responsibility for the maintenance of their property.                     | none   | n/a     | y       |
| 11c.158     | It is noted that there are SCC teams via Democratic Services Team which may be able to provide guidance, advice, practical observations in some planning matters .  | none   | n/a     | y       |
| <b>12.</b>  | <b>Dates of Next Meetings</b>   |        |         |         |

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| 12.159     | <b>Next Meeting Thursday 21st September 2023 7pm Village Hall</b>  | All  | 22jun23 | ongoing |
| <b>12.</b> | <b>7Dec2023 – check venue availability</b>   |      |         |         |
| 12.160     | SH confirmed meeting can go ahead on 7Dec2023 in the upstairs room in the Village Hall.                                    | none | n/a     | y       |
|            |  |      |         |         |
|            | <b>JR closed Meeting at 21.00</b>  |      |         |         |
|            | Thank you.   |      |         |         |
|            |  |      |         |         |
|            | JR, John Reckless, SB, Sarah Barnett, IB, Ian Blair, LJ, Lindsay James, SH, Susie Hicks, EL Elisita Kemp, DS, Diane Sleigh |      |         |         |