

CHAFFCOMBE PARISH COUNCIL

Minutes of the Annual Meeting of Chaffcombe Parish Council held in the Village Hall on Monday 14th May 2018

1. Attendance and Apologies

Those present:

Mrs J Miles (Chairman)
Mr K Dunthorne (Vice Chairman)
Mr R Bale
Mrs M Butler
Mr S Robinson
Mrs L Vijeh (County Councillor)
Mrs S Morley (Clerk)
3 Members of the public

Apologies - Mrs S Osborne (District Councillor), PC Alan Hollick

2. Election of the Chairman of the Parish Council

Mrs Butler proposed Mrs Miles for Chairman, seconded by Mr Robinson. There were no other nominations and Mrs Miles was duly elected as Chairman of the Parish Council.

3. Declaration of acceptance of office by the Chairman

Declaration of acceptance of office was signed by Mrs Miles.

4. Election of the Vice Chairman of the Parish Council

Mrs Miles proposed Mr Dunthorne as Vice Chairman, seconded by Mr Robinson. There were no other nominations and Mr Dunthorne was duly elected as Vice Chairman of the Parish Council.

5. Report by County Councillor

Mrs Vijeh's report was circulated by email. Mrs Vijeh highlighted Chaffcombe's efforts to take responsibility for their own community and the initiative with the 'Adopt a Drain' scheme to monitor possible flood issues, in addition to regularly litter picking sections of the roads through the village.

Mrs Vijeh mentioned some of the current issues in the District and County Councils.

6. Report by District Councillor - Mrs Osborne sent apologies.

7. Minutes of the last meeting

The minutes of the last meeting of the Parish Council on Monday 19th February 2018 were agreed and signed.

8. Matters arising from these minutes - there were no matters not on the agenda.

9. Review Insurance cover and inventory of land and assets

Insurance cover is now being organised by BHIB Insurance Brokers who have taken over the parish council business from AON UK Ltd. The Clerk was asked to check insurance for the Waterwheel which the Parish Council now holds on a lease agreement and also whether the Orchard Plot land is covered in our insurance.

ACTION - The Clerk

10. Review Financial Regulations and Risk Assessment

- (a) No changes have been proposed to the Standing Orders or Financial Regulations.
- (b) The statement of risk now includes reference to the General Data Protection Regulations. The amendments were approved.

11. Membership of outside organisations

Currently the Parish Council is a member of SALC. It was agreed to retain this membership. The Parish Council is also registered with the Independent Commissioners Office (ICO) and pays the annual levy by direct debit.

12. Dates and times of ordinary Council meetings for the year ahead

The dates of future meetings for the year ahead were agreed as follows:

- 20th August 2018,
- 19th November 2018,
- 18th February 2019,
- 20th May 2019
- + Parish Meeting - 29th April 2019 (this is the fourth Monday because the previous Monday is Easter Monday).

All meetings to start at 7.30 p.m. in the Village Hall unless otherwise agreed. The Clerk to check with the Village Hall. **ACTION-The Clerk**

13. Planning Applications

- (a) App No 18/00730/FUL
Proposal Demolition of water tank, erection of replacement.
Location Manor Factory, Cricket St Thomas
Not in Chaffcombe parish but adjacent to it. There were no objections.
- (b) App No 18/00205/LBC
Description Carrying out of internal alterations to form ensuite bathroom.
Location Tolleys House, Tolleys Lane, Chaffcombe
Application approved with conditions.

14. Highway Matters

Drains - The drain at Kerris Vean has been jetted. The farmers have been asked to clear their ditches at this area.

The spring coming out of the hill and down the road is causing large puddles. Highways have said it is the land owners responsibility but the drain at this location used to deal with the water from the field but is now blocked. Work is to be carried out at this location soon so hopefully that drain will be dealt with.

Potholes - the one outside Rose Cottage has been repaired for the third time and there is an arrow to the side of it pointing to the blocked drain. The reason the pothole breaks down all the time is because of the blocked drain which floods the area.

15. Footpaths

- (a) 3 Stiles have recently been reported to Somerset Rights of Way as needing repair following the monthly walk, including the one at Sprays Hill. They are now logged on the system for action.
- (b) Tony Gray is happy to continue as the parish PPLO. Councillors were very pleased to confirm his continued appointment.

16. First Aid Training

The Red Cross have said they can do a course lasting 4.5 hours aimed at members of the public. The course is suitable for up to 15 delegates and costs £300 + VAT. It includes CPR.

The Village Hall have confirmed that they would like to take part in this course.

The Red Cross have confirmed that they are holding a balance of £985.20.

The Clerk was asked to get a list of possible dates when the Red Cross can run the training. It was suggested that if there are more than 15 people who would like to do the training, a second course could be run which could be part funded by the Village Hall and the Parish Council with possibly some of the money being held by the Red Cross. The decision on the way to fund a possible second course to be taken at the time. Mrs Vijeh to be kept informed. **ACTION - The Clerk**

17. Water Wheel

A 10 year lease has been agreed with the owner and has now been signed. A copy will be kept by the Clerk.

The recent concert in the Village Hall made £696.00 with £400.00 expenses including £350 to the performer, leaving a total of £296.00 profit to go towards the Water Wheel maintenance fund.

18. Dog Waste Bins

SSDC have agreed to empty two bins. They can supply and fit them using Glasdon bins. There is a choice of dual rubbish/dog bins or just dog bins. The prices are as follows:

Dual rubbish/dog bins

A Guppy Metal Bin = £314.72 + VAT (a round black bin)

Futuro Plastic Bin = £327.03 + VAT (a square bin in black or lightish grey)

A Dog Bin on a Post

Fido 25 litre = £126.69 + VAT (includes post and fixings) (in red or green)

Dog bins must be fitted a maximum of 42" to the top of the bin from the ground to allow for ease of emptying. Fitting the bins = £70.00 extra.

It was agreed to order red dog waste bins and to site one by The Pound and the other in the layby opposite Kerris Vean.

ACTION - The Clerk

19. Broadband

Gigaclear have sent a letter to all those who have registered to explain that they are behind schedule. But they will be coming through Chaffcombe. The maps of the route are not clear but they have committed to having a line in Chaffcombe. It was suggested that the more people who register an interest the more likely it is to happen. BT have said they will put in lines from Chard exchange. Mrs Miles was asked to find out where the Chard exchange is.

ACTION - Mrs Miles

Mrs Vjeh left the meeting at 8.30 p.m.

20. Correspondence

Most correspondence is now forwarded directly by email to all Councillors

- (a) Avon & Somerset Police & Crime Commissioner Newsletter
- (b) Clerks & Councils Direct

21. Annual Governance Statement

This was approved by all Councillors and signed by the Chairman.

22. Presentation and approval of accounts to year end 31/03/2018

Accounts to 31/3/2018 were distributed and approved by all Councillors and signed by the Chairman.

23. Approval of Annual Accounting Statements

The Annual Accounting Statements were approved by all Councillors and signed by the Chairman.

24. Internal Audit

There were no recommendations or comments made by the Internal Auditor.

25. Accounts payments and receipts

- (a) The following income was received - precept and grant - £3,000.00.
- (b) The balance at the bank at 31/04/2018 was £9,256.27.
- (c) The following cheques were raised:
 - 000311 - £136.26 - S Morley, salary and Clerk's expenses
 - 000312 - £242.68 - BHIB - Insurance
 - 000313 - £ 30.00 - HMRC - Paye
 - 000314 - £ 60.04 - SALC subscription 2017 / 18 (received very late)
 - 000315 - £ 62.51 - SALC subscription 2018/19

It was agreed to add Mr Dunthorne to the bank account as a signatory.

ACTION - The Clerk

26. Matters and items to report

General Data Protection Regulations - These are due to come into force on 25th May 2018. The Clerk attended the recent SSDC workshop on the new regulations. There are a number of actions the parish council needs to take including drafting a Privacy Statement which will go onto the Facebook page and the website and also be available from the Clerk, and completing a register of all the data the Council holds such as email addresses etc. Chaffcombe Parish Council holds very little data for residents, and no sensitive personal data at all.

The one important point to remember is that email addresses should not be circulated to third parties without the consent of the addressee, and group emails should be sent as BCCs. This does not apply to councillors because it needs to be shown who has been sent an email and replies should be done to all to ensure that all councillors are kept informed. Councillors' email addresses are publicly available. It was suggested at the workshop that councillors and the clerk should have separate designated email addresses for their council work. This is not a requirement and is not particularly easy for small councils.

There is still training available by SALC on Tuesday 22nd May at Somerton.

Phone Box - This needs to be repainted.

ACTION - Mrs Butler

Path at the Orchard Plot - Mr Robinson commented on the condition of the path in the Orchard Plot which is very worn and cracked in places. It also gets very slippery. The path is made of hamstone and is in a conservation area. It was agreed to check with the conservation officer what can be used to repair it. Mr Robinson will speak to the Vicar who is a trustee of the Orchard Plot and War Memorial. The Clerk will check the insurance provisions. Mrs Miles will contact the conservation officer. It was suggested it would be a good idea to get quotes for a repair using a material which is a mix of hamstone and other material but looks very similar to hamstone when it is finished.

ACTION - Mr Robinson / Mrs Miles / The Clerk

27. Date of next Ordinary Parish Council Meeting

The next ordinary meeting of Chaffcombe Parish Council will be on Monday 20th August 2018 at 7.30 p.m. at Chaffcombe Village Hall

The meeting ended at 9.20 p.m.

Josie Miles / Chairman