

BICKNOLLER PARISH COUNCIL
11th May 2022

MINUTES, THE ANNUAL MEETING OF THE PARISH COUNCIL, HELD IN THE VILLAGE HALL,
COMMENCING AT 7.00PM

(in the format to be presented to the next meeting for approval)

PRESENT: Councillors C Warren (Chairman), S Dowding, M Andersen, A Harrison
After co-option (item 6) Cllr M Rawle and Cllr D Leggetter

IN ATTENDANCE: SCC Cllrs C Lawrence & M Kravis. C Morrison-Jones (Parish Clerk)
1 member of the public

PARISH FORUM:

- No matters raised

REPORT FROM SC WARD CLLR C LAWRENCE:
Cllr Lawrence reported on current matters of interest

REPORT FROM SC WARD CLLR M KRAVIS:
Cllr Kravis reported on current matters of interest

REPORT FROM SWT WARD CLLR A TROLLOPE-BELLEW:
Cllr Trollope-Bellew had sent his apologies for not being able to attend the meeting

Cllrs C Warren, S Dowding, M Andersen and A Harrison signed their Acceptance of Office forms prior to the start of the meeting

1. **ELECTION OF CHAIRMAN**
Councillors resolved that Councillor Chris Warren be elected as Chairman for the ensuing year and he signed his Acceptance of Office form
2. **ELECTION OF A VICE-CHAIRMAN**
Cllrs resolved not to elect a Vice-Chairman at this meeting
3. **APOLOGIES FOR ABSENCE**
Apologies of absence received from SWT Cllr A Trollop-Bellew
4. **DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**
None
5. **MINUTES OF THE MEETINGS HELD ON 9th MARCH AND 9th APRIL & MATTERS ARISING NOT COVERED BY THE BELOW AGENDA ITEMS**
Councillors resolved to approve the minutes of the above meetings as a true record, and they were signed by the Chairman

6. COUNCILLOR CO-OPTION

The recent elections had seen four Members returned to Bicknoller Parish Council uncontested, leaving three vacancies on the Council to be filled by co-option.

Councillors resolved to co-opt Mike Rawle to the Parish Council and he signed his Acceptance of Office form and joined the meeting.

Councillors resolved to co-opt Daphne Leggetter to the Parish Council and she signed her Acceptance of Office form and joined the meeting.

There is still one space on the Council which can be filled by co-option. Any interested parishioners are invited to contact the Chairman or the Council for further information.

7. CHAIRMAN'S REPORT

The Chairman reported that the plans in the village for the Jubilee celebrations were progressing well.

8. REPORTS FROM COUNCILLORS

8.1. Environment

No report

8.2. Police Liaison & Neighbourhood Watch

Cllr Harrison – nothing to report

8.3. Rights of Way

Cllr Warren reported that there had been an issue with a footpath across the village, but it is now resolved

8.4. Roads

Chilcombe Lane is to be closed at the end of May for repairs

8.5. Community Resilience

Cllr Andersen reported there had been no feedback regarding preferred dates for the defibrillator training. If he has no feedback /specific date request, he will book a session with the provider and inform of the date booked.

Volunteers are still required to fill roles of Coordinator, two Deputy Coordinators and one Flood Warden for the Community Emergency Plan. Interested parties can contact Cllr Andersen directly for more information.

8.6. Bicknoller Volunteer Group

No report

8.7. Quantock Hills & Farming

Cllr Rawle reminded that it is the time of year on the Quantocks that ponies are foaling and the stallion is out. Do not feed the horses. Ewes are also out with lambs. Dogs must be kept on leads.

The 'leaky dams' in Bicknoller Combe appear to be working ok but there hasn't been a large amount of rain recently to really test them

The road over the Quantocks from Crowcombe to Nether Stowey is in bad repair, lots of potholes

9. COUNCILLORS ROLES AND RESPONSIBILITIES FOR THE MUNICIPAL YEAR

Councillors resolved that roles and responsibilities for the year be allocated as follows:

Environment - Cllr Leggetter

Police Liaison & Neighbourhood Watch – Cllr Harrison

Rights of Way – Cllr Warren
 Roads – Cllr Andersen
 Community Resilience & Defibrillator – Cllr Andersen
 Bicknoller Volunteer Group – Cllr Dowding
 Quantock Hills & Farming – Cllr Rawle
 Planning – Cllr Dowding
 Representatives of the PC as Village Hall Trustees – Cllrs Warren and Dowding

10. PLANNING

- 10.1. To note the following decisions of Somerset West & Taunton Council:
- i) Application 3/01/22/001, 8 Combe Close, Bicknoller. Granted 18.2.22
 - ii) Application 3/01/22/002, Chilcombe Stables, 30A-A Trendle Lane, Bicknoller. Granted 17.3.22
 - iii) Application 3/01/22/003, 14 Dashwoods Lane, Bicknoller. Granted 4.4.22
- 10.2. Appeals:
 Application 3/01/21/003, Newton Farm, Newton Lane, Bicknoller.
 Appeal dismissed 20.4.22
- 10.3. General Planning Update
 Nothing to report
- 10.4. To update BPC Standing Orders (item 8) with the Parish Council’s revised process when considering planning applications
 Draft wording for the changes to be made had been circulated to Councillors prior to the meeting and they resolved to adopted them unaltered

11. FINANCE

- 11.1. End of year Bank Reconciliation, 31.3.22
 Councillors resolved to approve the year end bank reconciliation, dated 31.3.22, of £9,808.77
- 11.2. Review Asset register (valuations for insurance purposes)
 Councillors reviewed the previously circulated asset list and resolved to keep the valuations for insurance purposes as listed
- 11.3. Consider insurance renewal
 The clerk had previously circulated quotes from three separate companies. Councillors resolved to take out a three-year long-term agreement with Zurich Municipal (the Council’s current insurers) at a cost for 22/23 of £314.19.
- 11.4. NALC pay award, April 2021
 The clerk reported that the proposed pay award for 2021-22 has now been approved by NALC and that the subsequent back pay is to be awarded from 1st April 2021.
 Councillors resolved the back pay owed to the clerk will be added to the salary payment in May and that future salary payments would be made according to the revised scales of pay.
- 11.5. Payment for clerk’s annual SLCC membership
 Councillors resolved to reimburse the clerk for the relevant proportion of the clerk’s annual SLCC membership
- 11.6. Income received
- | | | |
|---------|---|----------|
| 2.2.22 | Santander, interest deposit account 21/22 | £0.33 |
| 1.4.22 | Mrs C Richards, sale of PC filing cabinet | £20.00 |
| 20.4.22 | SWT, precept 22/23 | £6000.00 |

11.7. Payments to authorise

Village Hall	£40.50	(Invoice no. 756) Room hire (April 22) (Invoice no. 763) Room hire (May 22)
C Morrison-Jones	£348.46	Salary – Mar & April 2022
C Morrison-Jones	£166.58	expenses and reimbursements-March & April 22
HMRC	£87.00	PAYE
C Skinner	£81.49	Reimbursements for refreshments for APM
Zurich	£314.19	insurance

12. TO CONSIDER PC COMMUNICATIONS AND THE ADOPTION OF A COMMUNICATION POLICY

Councillors had previously received a draft communication policy and resolved to adopted it unaltered.

13. TO CONSIDER THE ADOPTION OF THE LGA CODE OF CONDUCT

Councillors had previously received a draft of the new LGA Code of Conduct and resolved to adopt it unaltered.

14. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN

The Clerk reported that the Internal Auditor, Mrs C Martin, had carried out the internal audit and found the internal audit control arrangements to be satisfactory. Accordingly, the Internal Auditor had signed-off Page 4 of the Annual Return without qualification, a copy of which had been circulated to Councillors

14.1. Annual Return – approve Section 1, the Annual Governance Statement
Members agreed that replies to Questions 1 to 8 all be “Yes” and Question 9 be “N/A”
The page was then signed by the Chairman and the clerk.

14.2. Annual Return – approve Section 2, the Accounting Statement
The Council considered the information prepared and signed by the Clerk that had been previously circulated. The statement was approved by councillors, and signed by the Chairman.

14.3. Annual Return - confirm that the Council wishes to certify itself as exempt from the Limited assurance review
Councillors resolved that the PC wished to certify itself as exempt from the limited assurance review as it had an income / expenditure of less than £25,000 for 21/22.
The document was signed by the Chairman and the clerk.

14.4. Dates of the Period for the Exercise of Public Rights
Councillors resolved that the dates for the Period of the Exercise of Public rights would be those advised by the external auditors PKF Littlejohn; commencing on Monday 13th June 2022 and ending on 22nd July 2022

15. POST AND RAIL FENCING AT WOOLSTON MOOR

Cllr Harrison had previously circulated photographs of the fencing along the lane from little moor down to Woolston. The fence is in very poor repair with safety concerns as it is a steep bank and also looks poor. Councillors believed that historically it was responsibility of the railway, and it was agreed that Cllr Harrison would approach West Somerset railway saying that it is believed to be their responsibility and could they please effect the necessary repairs.

16. BICKNOLLER VILLAGE HALL:

To consider, as a trustee, the Village Hall Committee's wish to take out a loan:
This request has now been withdrawn by the Village Hall management committee

17. REQUEST FOR PERMISSION TO INSTALL EQUIPMENT AT WOOLSTON MOOR FOR SUPERFAST BROADBAND

Parishioner Mrs Skinner reported to Council that the recently arranged meeting with an Airband representative had not occurred as they didn't turn up as arranged.
As Mrs Skinner was no longer a Parish Councillor, Cllr Leggett agreed to take over this area of responsibility and liaise with Airband on behalf of the Parish Council.
Councillors again raised the concern that the extent of the wider infrastructure and network was not clear and requested mapping showing the planned network beyond the area of the moor that the PC is responsible for; the PC has a responsibility to ensure that the whole community at Woolston benefits from the network expansion of faster broadband.
It was also noted that the interests of the land users at the moor would need to be taken into consideration before entering into any agreement with Airband.

18. PARISH COUNCIL IT ARRANGEMENTS

The clerk reported that the laptop PC passed to her by the outgoing clerk was not fit for purpose (the previous clerk had used her personal computer for PC business) and, since the HMRC software updates in April 2022 failed to function at all. Additionally, there was no BPC printer or Office software. In order to save BPC having to immediately purchase the required IT equipment to allow the clerk to carry out her duties, the Chairman approached Stogumber PC (for whom the clerk also works) regarding the possibility of sharing IT equipment. It was agreed between Chairs, that BPC could use the laptop, software and printer belonging to SPC. In return BPC would agree to finance the supplies of office consumables (for example ink cartridges, copier paper). It must be noted that this arrangement is only to continue with the agreement of SPC. If this agreement is withdrawn in the future, then BPC will need to make provision for alternative IT provision. Councillors agreed that this was a very generous offer from Stogumber PC and agreed with the arrangement made.

19. CONSIDER PROPOSAL FOR A VILLAGE SIGN

Councillors resolved to consider this at next meeting

20. BICKWATCH COMMUNITY TRANSPORT

Cllr Harrison had no formal report to present but noted that the vehicle is being used and a new coordinator is now in place. There are plans to involve other local community transport schemes.

21. ITEMS OF REPORT AND MATTERS FOR THE NEXT MEETING

None

22. MEETING DATES FOR 22/23

Councillors resolved that the following meetings are to be held at the Village Hall, commencing at 7pm, on the following dates

Wednesday July 13th 2022
Wednesday Sept 14th 2022
Wednesday Nov 9th 2022
Wednesday Jan 11th 2023
Wednesday March 8th 2023

There being no further business, the meeting closed at 20.34