

## Buckland Dinham Parish Council - Meeting Minutes - 21st September 2023

<b>Present</b>	<b>Cllrs: JR, SH, SB, IB</b>			
<b>In Attendance</b>	Clerk DS, B Clarke			
	<b>Comment</b>	<b>Action</b>	<b>Date</b>	<b>Resolved</b>
<b>0.</b>	<b>Public Forum</b>			
0.161	In light of the recent flooding in parts of West Somerset, points were raised as to whether BDPC should have an Emergency plan, Business Continuity plan, make provision for emergency accommodation, what to do in the event of a major road incident.	none	n/a	n/a
0.162	Add the preparation of a Risk Assessment to next agenda.	DS	26Oct23	ongoing
0.163	Add the recruitment of a Councillor to next agenda.	DS	26Oct23	ongoing
<b>1.</b>	<b>Apologies for Absence, consideration of reasons</b>			
1.164	AK, EL	none	21Sep23	y
<b>2.</b>	<b>Declarations of Interest</b>			
2.165	None.	none	n/a	y
<b>3.</b>	<b>Exclusion of the Press and Public</b>			
3.166	None.	none	n/a	y
<b>4.</b>	<b>Minutes of the Full Council, previous Meeting</b>			
4.167	Minutes of 3Aug2023 accepted, signed by JR.	signed	21Sep23	y
4.168	Clerk to issue .pdf versions of Agenda and Minutes to preserve formatting and integrity .	DS	26Oct23	ongoing
<b>5.</b>	<b>Chair's Announcements</b>			
5.169	The Slow Ways walking, wheeling network newsletter circulated to Cllrs 19Sep23 mentions Lottery Funding. Clerk to ask AK if there are any useful connections, funds to aid the Walking, Missing Link work.	DS	29Sep23	ongoing
5.170	5Oct2023 LCN meeting in BD noted, further discussion at item 7.	none	n/a	n/a
5.171	Attended venue, as did Clerk of advertised Police and Crime Commissioners' Forum on 19Sep2023. Chair has emailed PCC. Barry Clarke received notification of cancellation hours after the end of the meeting.	JR	19Sep23	await response
<b>6.</b>	<b>Finance</b>			
<b>6a.</b>	<b>Internal Auditor's invoice was £125 + £25 vat total £150 as expected plus £8 postage. Invoice paid 31st August 2023.</b>			
6a.172	Noted.	taken	31Aug23	y
<b>6b.</b>	<b>Village Hall – approve or not payment of £15 for BDPC meeting on 21Sep23</b>			
6b.173	Approved. Clerk to pay.	DS	21Sep23	y
<b>6c.</b>	<b>Approve or not NI of £4.90 for outgoing Clerk</b>			
6c.174	Approved. Clerk to pay.	DS	21Sep23	y
<b>6d.</b>	<b>Approve or not Clerk salary 6Jun2023 to 25sep2023 (16weeks) £1076. NI not applicable, weekly pay below threshold</b>			
6d.175	Approved. Clerk to pay.	DS	21Sep23	y
<b>6e.</b>	<b>Approve £10 for Jul23 Councillor training</b>			
6e.176	Approved. Clerk to pay.	DS	21Sep23	y
<b>6f.</b>	<b>Approve or not £87.12 to EL for Photo Exhibition expenses for APM. Invoice paid 30th August 2023.</b>			
6f.177	Approved, noted.	DS	21Sep23	y

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	Comment	Action	Date	Resolved
<b>6.</b>	<b>Finance continued.</b>			
<b>6g.</b>	<b>Approve or not £54 for annual Parish Online access</b>			
6g.178	Approved. Clerk to pay.	DS	21Sep23	y
6g.179	Clerk to set up accounts, access for Cllrs	DS	29Sep23	ongoing
<b>6h.</b>	<b>Approve or not MS office monthly fee of £9.48 for MS 365 up to 23rdOct2023, 4months £37.92</b>			
6h.180	Approved. Clerk to pay.	taken	21Sep23	y
6h.181	Clerk to reimburse Gill Pettit as necessary.	DS	28Sep23	y
6h.182	Clerk to set up payment on BDPC card and investigate if an Annual payment is cheaper.	DS	28Sep23	ongoing
<b>6i.</b>	<b>Approve or not £98.40 to RoSPA for Play area annual inspection, report previously circulated</b>			
6i.183	Approved. Clerk to pay.	DS	28Sep23	y
<b>6j.</b>	<b>Approve or not Clerk office expenses £4</b>			
6j.184	Approved. Clerk to pay.	DS	28Sep23	y
<b>6k.</b>	<b>Approve or not Clerk mileage £4.59 (10.2miles return to Beckington @ 45p) document handover to Internal Auditor</b>			
6k.185	Approved. Clerk to pay.	DS	28Sep23	y
<b>6l.</b>	<b>Approve or not Clerk training £30 - Budgeting for Clerks, Finance Staff over 5 mornings, 8 hours</b>			
6l.186	Approved. Clerk to pay.	DS	Oct23	y
<b>6m.</b>	<b>Approve or not to accept £125 redress from TSB for admin errors</b>			
6m.187	Approved. Funds to remain in current account.	none	n/a	y
<b>7.</b>	<b>Local Community Networks update</b>			
7.188	As known, Buckland Dinham will host the next meeting on Thu 5th Oct 2023 in the Village Hall from 7pm. Set up will begin from 5pm as the meeting will also be available online.	SH, SB, JR	5Oct23	ongoing
7.189	A draft agenda has been circulated. Update received 25Sep2023.	none	n/a	y
7.190	It is noted that Max White is Chair.	none	n/a	y
7.191	Concerns are raised regarding the Name and Road Safety issues of our LCN, expected to be on the Agenda. They are on the Update received 25Sep2023.	SB, JR	21Sep23	ongoing
7.192	Meeting with Organisers arranged in Village Hall.	SH, SB, JR	26Sep23	ongoing
7.193	It is noted again, LCN meetings are open to all. There needs to be clarification from the LCN how their meetings, structure and minutes are communicated to LCN members and those they represent.	SB, JR	5Oct23	ongoing
7.194	There was discussion about how LCN information can be disseminated to Parishioners. Clerk to discuss with SB.	DS, SB	29Sep23	ongoing
<b>8.</b>	<b>Local Authority Reports</b>			
<b>8a.</b>	<b>Avon and Somerset Police</b>			
8a.195	None received. Clerk to follow up.	DS	20Oct23	ongoing
<b>8b.</b>	<b>Somerset County Council (SCC)</b>			
8b.196	Cllr B Clarke had submitted a report, circulated prior to this meeting.	none	n/a	y

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	Comment	Action	Date	Resolved
<b>8b.</b>	<b>Somerset County Council (SCC) continued.</b>			
8b.197	B Clarke notes that Somerset Council has projected a budget overspend of £26.1m for 2023/24. A higher overspend is projected for the next 2 years.	none	n/a	y
8b.198	B Clarke noted that Duncan Sharkey, Somerset Council Chief Executive has had success in previous roles in turning around poor financial situations.	none	n/a	y
8b.199	B Clarke noted that the Covid booster programme has started.	none	n/a	y
8b.200	B Clarke noted that SC will allow sponsorship ads on roundabouts.	none	n/a	y
8b.201	B Clarke noted that the Gambling Licence consultation ends 22Sep23. This may have implications to BDPC (raffles). BDPC to consider implications.	All	26Oct23	ongoing
8b.202	A reminder that Businesses will no longer be able to offer single use plastics for sale or as part of their takeaway packaging from 1Oct23.	none	21Sep23	y
8b.203	Soft plastic may be collected at kerbside, no date yet.	none	n/a	y
<b>9.</b>	<b>Council Reports</b>			
<b>9a.</b>	<b>Road Issues</b>			
<b>9a1.</b>	<b>SIDs</b>			
9a1.204	Clerk to forward Highways email regarding installation of posts to B Clarke.	DS	21Sep23	y
9a1.205	IB notes that the SIDs will require a tablet for control, monitoring. Cost to be advised when available likely near point of order of the devices.	IB, All	26Oct23	ongoing
9a1.206	Six signs are required to be placed on the Highway when work is being carried out on the SIDs or any other work. The cost will be approximately £240. Approved.	IB, All	26Oct23	ongoing
9a1.207	IB has located and offered for use, a padlock to secure the Highway signs. Additional keys will need to be cut at an approximate cost of £30 each. Further information to be provided nearer the point of purchase.	IB, All	26Oct23	ongoing
9a1.208	Clerk to liaise with IB on payment methods.	DS, IB	26Oct23	ongoing
9a1.209	Clerk to check status of MoU, is it all correctly signed by all required partners? Clerk to confirm to Council.	DS	29Sep23	ongoing
<b>9a2.</b>	<b>CSW</b>			
9a2.210	There are 9 active team members who have completed 49 roadside sessions since February 2023. Approximately 7% of vehicles are recorded and reported at excess speeds. This is not all vehicles who are exceeding the legal limit as roadside conditions limit how many vehicles can be recorded. CSW is effective but limited and we need more tools to encourage drivers to comply.	none	n/a	y
9a2.211	DS has apprised Sara Dyke, MP and JR has advised Mark Shelford, Police and Crime Commissioner of our road speed issues. DS will again invite both to spend a few minutes in our village to witness the problem and ask again for help with a solution.	DS	29Sep23	ongoing

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<b>9a2.</b>	<b>CSW continued.</b>			
	<b>Comment</b>	<b>Action</b>	<b>Date</b>	<b>Resolved</b>
9a2.212	Council thanked the CSW team for all their time. Co-ordinator to pass this on.	none	n/a	y
<b>9b.</b>	<b>Village Hall</b>			
<b>9b1.</b>	<b>Response, update on RoSPA report, if any Incorrectly in agenda here, should be under Playing Fields 9c2.</b>			
9b1.213	Village Hall bank account working well. All interim fund arrangements have been normalised	none	n/a	y
9b1.214	Council extend their thanks to the Village Hall committee, previous Treasurer and all the support given during the difficult banking and changeover period.	none	n/a	y
9b1.215	Clerk to draft Letter of Thanks to the previous Treasurer and supporters for JR to send.	DS	29Sep23	ongoing
<b>9c.</b>	<b>Playing Fields</b>			
<b>9c1.</b>	<b>Repair needed to repair wall, quote required.</b>			
9c1.216	Completed. Invoice to follow, Clerk to pay, previously approved minute 9c2.144 3Aug2023.	SH, DS	26Oct23	ongoing
<b>9c2.(9b1.)</b>	<b>Response, update on RoSPA report, if any</b>			
9c2.217	Report recommendations being completed as required.	none	n/a	y
<b>9d.</b>	<b>Frome Missing Link</b>			
9d.218	Clerk to advise AK about Slow Ways.	DS	6Oct23	ongoing
<b>9e.</b>	<b>Parish Plan progress</b>			
<b>9e1.</b>	<b>£750 in budget. Ambiguous whether this is each year for two (£1500) or across two years (£375 each year)</b>			
9e1.219	£750 to be in 2025/26 budget to ensure funds are available if needed.	DS	6Oct23	ongoing
<b>9f.</b>	<b>Dog poo bin/s</b>			
<b>9f1.</b>	<b>Who is responsible for emptying (previously Mendip), is there a cost to BDPC?</b>			
9f1.220	Assume Somerset, no further action.	none	n/a	y
<b>9f2.</b>	<b>Cost of any new bins</b>			
9f2.221	Assume Somerset, no further action.	none	n/a	y
<b>9f3.</b>	<b>Location/s</b>			
9f3.222	Assume Somerset, no further action.	none	n/a	y
<b>10.</b>	<b>Parish Clerk</b>			
<b>10a.</b>	<b>Action list</b>			
10a.223	Clerk has an action list to be worked through. Please advise Clerk if any actions are outstanding, need priority attention.	DS	26Oct23	ongoing
<b>10b.</b>	<b>Code of Conduct training delayed</b>			
10b.224	Noted.	DS	n/a	ongoing
<b>10c.</b>	<b>Cllr training – carbon literacy 3rd, 17th, 31st Oct 9.30-12. Free, non attendance charged at £50</b>			
10c.225	Noted. Cllr SB cannot attend these dates. Clerk to see if other dates are available and advise.	DS	26Oct23	ongoing
<b>10d.</b>	<b>Litter picking event – raised at last meeting</b>			
10d.226	Council thank residents for layby litter pick. No further action at this time.	none	n/a	y

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<b>10e.</b>	<b>Grit bins</b>			
10e.227	Overgrown vegetation covers much of the Rogers Close bin. Cllrs will trim. Completed, thank you.	taken	22Sep23	y
10e.228	Other locations - opposite The Bell, The Cross, opposite Dangerfield Farm (bulging) await outcome of Somerset survey. Bins seem to be in reasonable, good repair, full but grit solid which may need replacing.	All	26oct23	ongoing
10e.229	Notices inside grit bins need updating.	All	26Oct23	ongoing
<b>10f.</b>	<b>Trees in Somerset owned land in St Michael's Close</b>			
10f.230	One or both trees may have been surveyed previously by Mendip but no action seems to have been completed. There is a survey policy which does not seem to be adhered to. JR to contact Somerset requesting action. JR has reported, thank you.	taken	22Sep23	await response
<b>10g.</b>	<b>Royal British Legion</b>			
10g.231	A prominent, central location has not been identified, No further action.	none	n/a	y
<b>11.</b>	<b>Planning Matters</b>			
11.232	It is noted there are no objections to 2023/1525/TCA - 5 Court Farm, Fell Plum Tree. Omitted from agenda in error, apologies. Clerk to comment online to the application. Completed.	taken	28Sep23	y
<b>11a.</b>	<b>It is noted that Planning Application 2023/0945/hse and 2023/0946/lbc, Glebe House have been approved by Somerset Council</b>			
11a.233	No further action.	none	n/a	y
<b>11b.</b>	<b>Planning Application 2023/1313/ful - BD/Great Elm border</b>			
11b.232	Council discussed and amended draft response objecting to the application. Clerk to send agreed response to Planning Officer. Completed.	taken	28Sep23	y
<b>12.</b>	<b>Dates of Next Meetings</b>			
12.233	<b>Next Meeting Thursday 26th October 2023 7pm Village Hall</b>	All	26Oct23	ongoing
	7Dec2023, 18Jan2024, 29Feb2024, 4Apr2024, 9May2024, 20Jun2024			
	<b>JR closed Meeting at 21.30</b>			
	Thank you.			
	JR, John Reckless, AK, Alan King, SB, Sarah Barnett, IB, Ian Blair, SH, Susie Hicks, EL Elisita Kemp, DS, Diane Sleight			
	B Clarke, Barry Clarke			