

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

Present	Cllrs: JR, AK, SH			
In Attendance	Clerk DS, B Clarke, 1 member of the public			
	Comment	Action	Date	Resolved
0.	Public Forum			
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
1.	Apologies for Absence, consideration of reasons			
1.104	IB, SB, EL	none	n/a	y
2.	Declarations of Interest			
2.105	None	none	n/a	y
3.	Exclusion of the Press and Public			
3.106	None	none	na	y
4.	Minutes of the Full Council, previous Meeting			
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
5.	Chair's Announcements			
5.109	None	none	n/a	n/a
6.	Finance			
6a.	Approve or not Appointment of Paul Russell as Internal Auditor, sign letter of engagement			
6a.110	Council approved, JR signed letter of engagement.	taken	03Aug23	y
6b.111	Approve Internal Auditor's expected invoice of £125 + £25 vat total £150. Any variance will be tabled at next meeting			
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
6c.	Accept or not Internal Auditor's Report on 2022-23 Accounts			
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
6d.	Approve or not Exemption Certificate			
6d.114	Section 2 AGAR signed by Clerk and Chair.	taken	03Aug23	y
6d.115	Certificate of Exemption approved.	taken	03Aug23	y
6e.	Approve or not Section 1, page 5 of AGAR 2022-23			

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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
6f.	Exercise of Public Rights to view Accounts 2022-23 published 4Aug23 for period 7Aug23-18Sep23			
6f.118	Council approved. Clerk will publish on 04Aug23 and have Accounts available for viewing at reasonable notice from the public.	DS	04Aug23	ongoing
6g.	Parish meeting expenses – approve or not catering £123.11, contribution to printer cartridge £15, ream of paper £5 for leaflet due to SB			
6g.119	Council approved, Clerk to pay SB.	DS	03Aug23	ongoing
6h.	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			
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 4aug23
6i.	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.			
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 4Aug23
6j.	Approve or not new Clerk salary 2May23 to 5Jun23 £336.25. NI not applicable, weekly pay below threshold.			
6j.124	Council approved, Clerk to pay.	DS	04Aug23	paid 4Aug23
6k.	Councillor and or Clerk training			
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
7.	Local Community Networks			
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
8.	Local Authority Reports			
8a.	Avon and Somerset Police			
8a.130	None received.	none	n/a	y

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8b.	Somerset County Council (SCC)			
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
9.	Council Reports			
9a.	Road Issues			
9a1.	SIDs, MoU			
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
9a2.	CSW			
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
9a3.	Repainting			
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
9b.	Village Hall			
9b.140	Work underway to the rear of the village hall. That and all else going well.	none	n/a	y
9c.	Playing Fields			
9c1.	Dog poo, action plan			
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
9c2.	Repair needed to repair wall, quote required			
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
9d.	Frome Missing Link			

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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
9e.	Parish Plan progress			
9e1.	Approve or not up to £220 costs for development of website			
9e1.147	Council approved. Clerk to liaise with SB for payment to be made.	DS	21sep23	ongoing
9e2.	Approve or not up to £22.50 for village hall hire for kick off meeting			
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
10.	Parish Clerk			
10a.	Phone number update, approve or not purchase of basic phone £26.99			
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
11.	Planning Matters			
11a.	Unplanned development BD/Great Elm border, write to Somerset planning			
11a.153	Clerk to draft a letter for JR to submit to SCC planning raising concern.	DS, JR	07Aug23	ongoing
11b.	Mendip Local Plan Part 11 – Sites & Policies – adopted 2021 with revisions December 2022			
11b.154	It was noted that the planning revisions were discussed in Open Forum.	DS	n/a	y
11c.	Glebe House application update if any			
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
12.	Dates of Next Meetings			

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