

# CHISELBOROUGH PARISH COUNCIL

Minutes of the Parish Council Meeting held on 9<sup>th</sup> May 2018

Present: Mr R Brown, Mr A Pipe, Mr M Langdon, Mrs J Buckmaster, Dr R Bulley  
In Attendance: Members of the public, Mr Mark Keating, Mr R Pallister, Mr M. Hamlin (Clerk).

- 1: **Apologies for absence:** None
- 2: **Declarations of Interest:** None
- 3: **Election of Chairman and Vice-Chairman:** It was proposed by Cllr Pipe, seconded by Cllr Buckmaster, with all in agreement that Cllr Richard Brown be elected Chairman. Cllr Brown accepted the office and signed the statutory form.  
It was proposed by Cllr Brown, seconded by Cllr Langdon, with all in agreement that Cllr Roger Bulley be elected Vice-Chairman. Cllr Bulley accepted the office and signed the statutory form.
- 4: **Public Forum: None**
- 5: **Minutes of the meeting held on 11<sup>th</sup> April 2018.** These having been circulated were taken as read and signed as a true record proposed by Dr Bulley seconded by Mr Langdon.  
**Matters arising under:**
- 2017.07.16 County Cllr Mark Keating assured the meeting that the new road markings were on the list.
- 2017.11.03 The bags dumped in the gateway had been cleared quickly. No further incidents of fly tipping had been reported.
- 2017.11.03 The wording for the memorial stone for Miss Burns, donated by Richard and Louise Holloway, had been agreed by the Village Organisations. Once a stone mason had engraved the words, the stone would be placed at Valley Farm that Miss Burns used to own.
- 2017.11.04 The Village Hall Committee had generously offered to donate the proceeds of Christmas Crackers 2018 to the defibrillator fund. In previous years this event had raised approximately £500. Still needed ideas and offers of help to raise the remainder of the money which would be in the region of £1,000. The Clerk would find out if the telephone box was still available to site the defibrillator, the other option being the porch of the Village Hall. **AP/Clerk.**
- 6: **District Councillor's Report: Ric Pallister** Mr Pallister talked about the announcement made on 2<sup>nd</sup> May by SCC that they were opening a debate about creating Unitary Authorities for Somerset. The reason for this was that SCC were in serious financial difficulties due to the burden of the statutory obligation to provide adult social care and children's services from a fixed budget on an annually managed basis. This was unsustainable. It was a national issue not just confined to Somerset and all local authorities were struggling due to the failure by central government to grasp the nettle. The District Councils would work with the County to shape a model that would ensure delivery of all the public services that were expected and retaining control of the future of local democracy. In the event of failure, a Section 114 notice of insolvency would have to be issued which would mean the government would step in and take control. By working with the County and formulating a plan it was hoped that Somerset would keep the control.
- 7: **County Councillor's Report: Mark Keating** Mr Keating also spoke about the proposal to form Unitary Councils emphasising that the focus would be on the people of Somerset. Adult Social Care and Children's Services had placed an unsustainable burden on the County, In Mr Keating's opinion the budgets needed re-setting to meet

these huge challenges. He hoped that the plan with the Districts would go forward positively and that once a new structure was in place the County could speak louder with one voice to both MPs and ministries. It was hoped to have an agreed plan by the end of the year, then there would be a public consultation period before the plans were submitted to government.

Mr Pallister commented that he thought it likely that BANES and North Somerset who were already Unitary would have to be brought in to the equation.

He made the point that the Districts were already quite a way down the road of shared services such as waste management and housing services, so the savings were not as great as had sometimes been alleged. The Districts would work together with County to come up with the best solution for Somerset whilst at the same time continuing to lobby government.

Mr Keating stated that under a Unitary Authority Town and Parish Councils would be key to maintaining local representation. Mr Pallister echoed this point.

- 8: **Planning: Richard Brown:** Honey Barn Update – There were no updates on the website. Mr Pallister advised that a meeting had taken place between Louisa Brown Planning Officer, Greg Venn Listed Building Conservation Officer and the prospective owners of the property and a range of measures had been agreed addressing the unacceptable issues. A lot of the issues had been addressed, not all of them, still bits missing, but the red line issues had been addressed. Louisa was awaiting further information / plans and would not recommend approval until she was satisfied that sufficient improvements have been made to enable her to recommend them. At this point the revised plans would be circulated for comment within the consultation period. Comments would as always need to address specific planning points.

Little Brympton – No further updates since last meeting.

18/01082/FUL – The application contained modifications to the former plans. The Chairman had advised the Planning Officer that a response would be made by the end of the week.

- 9: **Car Parking on the Common:** Steps were being taken to find an equitable long-term solution to the escalating problem of unauthorised Common parking. As a first step the boundaries had been established by reference to Land Registry documents. An idea had been put forward by a Parishioner of provision of a car park. Initial research showed that any changes involving formation of new roads or car spaces would require planning permission and possibly a Section 38 Agreement. Mr Brown emphasised that the Parish Council were at the moment only fact finding and were open to consider all possible solutions. Mr Pallister advised that it would be essential that the Parish Council checked the legal documentation to determine exactly what the Council could or couldn't do. Mr Pallister offered to contact his Planning Department to ask if their Consultant Highways Engineer Mike Bellamy would be able to have a look at the situation and offer some initial ideas as to what might be feasible. This offer was gratefully accepted. The Parish Council were agreed that the only certainty was that cars would not be going away and that further advice and study would be needed before any solution would emerge.

- 10: **Burridge Copse:** SSDC Countryside Team had made a site visit on 30<sup>th</sup> April and conducted a botanical survey making a list of all the different plants. The report was awaited. Noted that prior to acquisition of the Copse, a risk assessment had been carried out by the Parish Council. The Private sign had been taken down. Further plans to be

considered on receipt of the botanical survey.

- 11: **Sale of County Council land:** The Land Subcommittee had met on 16<sup>th</sup> April which led to an initial meeting on 4<sup>th</sup> May with the County Council Farm Estates Manager. The next meeting of the Subcommittee would take place on 14<sup>th</sup> May with further ongoing discussion.
- 12: **GDPR Steps towards Compliance:** The Clerk advised that the General Data Protection Regulations would come into force on 25<sup>th</sup> May. Basically, this gave citizens control of their own data. The Clerk and two Parish Councillors had attended training sessions provided by SSDC. Chiselborough Parish Council did not store very much data on their citizens. The main database was the mailing list which was used to keep subscribers informed of Parish Council business and other areas of public interest. Cllr Pipe and the Clerk were working to devise an email to send to everyone on that list which would give them the opportunity to provide their consent for CPC to store their email address, without which email addresses would be deleted. Cllr Pipe was working on a privacy notice which would be on the website. The Clerk would need to keep all documentation which contained personal data in a lockable cabinet. All electronic devices giving access to CPC data would need to be password protected. All shared devices would need to have a separate log-in so that Parish Council data could not be accessed by other users of the shared device.  
In response to a question from Cllr Bulley asking if he made a back up copy of all the data on his hard drive, the Clerk explained that he did not keep any CPC data on his hard drive, it all being stored either in emails or on Google Drive Cloud Storage. The government had tabled an amendment to the GDPRs, which if approved, would mean that Parish Councils would not be compelled to appoint a Data Protection Officer, although it would be recommended to appoint one as good practice.
- 13: **Risk Assessments:** The Internal Auditor had issued an advisory note to the 2017/18 accounts that there was no evidence to demonstrate that risk assessments had been carried out. In fact, Risk Assessments were carried out, but it was acknowledged that there was currently no framework to record them. It was resolved that the Parish Council would ensure that all future risk assessments would be recorded either as minute items or as documents appended to the minutes. This would ensure that the terms of the insurance policy were met and also demonstrate that CPC were continually monitoring risks to their financial stability and taking all reasonable steps to mitigate the risks.
- 14: **Community Land Trust:** Application made for the shop to be registered as a community asset. Marshall Homes identified as the builder of the new houses on the fruit farm site. The CLT were hoping to partner with the organisation chosen to provide the affordable homes to ensure they were allocated to local people. The CLT made an overall profit of £4,000 for the year. Thanks to all the volunteers. The PO continued to make a loss but it was containable. The more transactions that were made over the PO Counter, the more chance there would be of it continuing to be sustainable. The possibility of grants was being looked into which if received could help make the solar array viable. A new website was being developed for the shop and the CLT. AGM to be held on 26/09/18.
- 15: **Councillor duties and responsibilities:** The Working Group, comprising Cllrs Buckmaster and Pipe, and Clerk Martyn Hamlin had met and reviewed the 2018 edition of the Model Standing Orders issued by National Association of Local Councils. They had reviewed each standing order and inserted the detail in accordance with

Chiselborough practice. The new draft standing orders would be circulated to all the Parish Council for them to review and then in due course formal adoption. The Working Group had also drafted a revised Chiselborough Code of Conduct using the NALC model also for review and adoption by the CPC.

- 16: **Finance:**
- 16.01 The renewal insurance quotation from Zurich was £456.76. An alternative quotation had been received from Came and Company underwritten by Axa for £344.74 reduced to £330.00 if signed up for 3 years. The cover was parallel with the exception of public liability which was £10,000,000 instead of £12,000,000. It was resolved to accept the quotation from Came and Company on a 3-year term and a cheque for £330.00 was approved and signed.
- 16.02 The Annual Governance Statement for the accounting year 2017/18 was approved and signed.
- 16.03 The Accounting Statements for the accounting year 2017/18 were certified and approved.
- The period of public rights during which period members of the public could inspect and make copies of the financial records would run from 4<sup>th</sup> June to 13<sup>th</sup> July. All the documents would be posted on the website and Parish Notice Board before 4<sup>th</sup> June.
- It was proposed by Cllr Bulley and resolved unanimously that a vote of thanks be proposed for Mr Michael Kerr in recognition of his work in carrying out the duties of Internal Auditor for the Parish Council.
- 17: **Reports: Ranger:** The approach to the A356 had become obscured with tall weeds making it dangerous. SCC had been asked to cut it. In the event that this was not done, the Ranger would be asked to do the work.
- Parish Land:** Nothing to report.
- Highways:** Cllr Langdon was sorting out some outstanding potholes with Mike Fear Highways Superintendent. It was noted that Chiselborough is now designated as being on the South Somerset Cycle Path which would be brought to the attention of Highways for safety reasons when potholes needed attention. Cllr Langdon requested that any Highways issues be brought to his attention.
- Rights of Way:** The overgrown path near the A356 had been reported and arrangements being made for it to be cut.
- 18: **Correspondence:** Mr Michael Kerr had written to the Council on completion of his internal audit drawing attention to the matter of insufficient information being supplied as to how the budget / precept had been arrived at and the lack of documentation to demonstrate that risk assessments had been carried out (noted above). Steps would be taken to correct these deficiencies from the start of the new accounting year.
- 19: **Points for New Business:** None

The next meeting will be held at 7.30pm on Wednesday 13<sup>th</sup> June 2018

Signed \_\_\_\_\_

Date \_\_\_\_\_