

**Minutes of the Meeting of Meare Parish Council
Held on Monday 16th May 2022, 7.30pm in the Chapel**

Public participation

No requests to speak during the public participation session had been received

Present: Cllrs Bennetts, Field, C. Foster, T. Foster, Gage, Hoskins, James, Neale, Richards, Winters, Wren and the Clerk Gerard Tucker

In attendance: 15 members of public

2022/

64. Election of Chair

Cllr Neale proposed, seconded by Cllr C Foster that Cllr Bennetts be nominated for the position of Chair for the ensuing year. There being no other nominations, Cllr Bennetts was duly appointed.

65. Election of Deputy Chair

Cllr C Foster proposed, seconded by Cllr T Foster that Cllr Alvin Neal be nominated for the position of deputy chair for the ensuing year. Cllr Hoskins was proposed by Cllr James and seconded by Cllr Gage,. A vote culminated in Cllr Neal being duly appointed.

66. Apologies – All councillors were present. No apologies were received from either district or county councillors.

67. Declarations of Interest

Cllr Wren declared an interest in item 11 Village Hall and Playing Field Charity as he is a trustee of this organisation.

Cllr Winter declared an interest in item 9b – planning as she has family involvement with the property next door to the application site.

68. The minutes of the meeting held on 25th April 2022. It was proposed by Cllr Neale, seconded by Cllr C. Foster and voted unanimously that they were a correct record and signed by the Chair.

69. Representations to organisations

	Organisation	No of councillors
a	Somerset Waste Partnership	Cllrs Bennetts and Gage
b	Avalon Marshes Landscape Partnership	Cllrs Hoskins & Field
c	New Community Hall and Playing Field Committee	Cllr Hoskins
d	Footpaths	Cllr Wren
e	Allotment Committee	Cllr Hoskins
f	Play Area Inspection	Cllr Hoskins
h	Representative to Church Committee	Cllrs C Foster and Richards
i	Speed Indicator Device (SID)	Cllr T Foster

70. Highways updates

a. Main Road, Westhay – after a period of approximately three years, finally the pavement at this location has been resurfaced.

b. Road sweeping – Meare. The road sweeping has been completed, although the different sides of the road were swept approximately two weeks apart

c. Gully and pot cleaning. Whilst the team who clear the gully's and pots have completed some of the work, where it proved difficult to obtain access, these were left. The clerk was asked to contact the appropriate officers to enquire when this may be completed.

- d. Installation of posts to locate speed indicator device in Westhay. This work has already been commissioned, yet there remains no knowledge as to when it may be instigated.
- e. Road name signs installed in Westhay at junction of Burtle & Shapwick Roads. These signs are now in place.
- f. Burtle Road signpost update. Highways have indicated that they are prepared to relocate the sign to avoid it being hit by high sided vehicles. There is a cost for these works which has not yet been disclosed. The clerk is to contact Highways and ask for costings for this work.

71. Planning matters

Application No 2022/0920/HSE – Replace existing derelict skittle alley with a new detached ancillary building. Mr P Pearce, Fellingmere House, 18, St Mary’s Road, Meare, Glastonbury. Also 2022/0864/LBC – same location.

A site visit had been arranged prior to the commencement of the meeting. Cllr C Foster proposed, seconded by Cllr James and **AGREED** by majority that this application be supported. 10-0-1 The clerk was asked to raise observations that pan tiles to be used and that a pitched roof would be preferred. Other observations included the improvements to the visual impact from the church.

72. Insurance A quote has been received for the provision of insurance services from Ecclesiastic Insurance, the same provider. The clerk informed that there had been insufficient time to seek quotes from other providers. In response, it became apparent that the cover has been secured for a period of three years. The clerk to check when the council can again review insurance cover. Also to check if the pavilion is included in the cover, which has now been removed.

73. Finances

- a. Appointment of account signatories. Councillors Neale and T Foster are to become the new signatories on the Co-Op current account.
- b. Request from the clerk for the council to consider on-line banking. The action of finding out what is required to enable on line banking was agreed. Any future action may impact on the content of the Financial Regulation Policy.
- c. Appointment of Internal Auditor
The Clerk informed that he had appointed Mr Rupert Cox, currently the chair of Long Sutton parish council as the internal auditor
- d. Summary of Account

Opening Balance Co-Operative Account **£71,467.79**

Voucher number	Name	Details	£	Reconciled
006	G TUCKER (Clerk’s expenses)	Printer, stationary, envelopes	72.73	No
007	M Sweet	Mowing – St Mary’s & picnic area	190.00	No
008	PCC Meare Magazine Fund	June contribution (£137)	441.00	No
009	G Tucker	Clerks salary March/April	1,066.26	No
010	HMRC	PAYE tax and NI	367.63	No

Closing balance Co-operative Account as at 16th May 2022 **£69,330.17**

- e. Bank Reconciliation. Councillor T Foster agreed to check the monthly finance statement
- c. Invoices to be paid. The list of invoices to be paid is listed in d. above

74. S137 grant requests

The request to support the parish magazine June edition was agreed to the value of £441.

Councillors asked that this item is put on the agenda for the next meeting when the continued support for the magazine will be discussed.

75. Village Hall and Playing Field Charity

a. Update on the parish application for the loan from the Public Works Loan Board. The clerk informed that the application for the loan of £200,000 had not been received by the Public Works Loan Board, despite being sent within the required time constraints. Both the posted and emailed applications were returned as the address was unknown. Cllr Wren has clarified with the PWLB that a revised application would need to demonstrate that it continues to have the resolve of the council, particularly as there has been a recent election. *Resolution* – At the Parish Council meeting of the 16th May 2022, it was resolved to seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for an extension to the approved public works loan (SRP 5/23/05) of £200,000 over the borrowing term of 28 years for the building of a new village hall. The annual loan repayments will come to around £10,000. It is not intended to increase the council tax precept for the purpose of the loan repayments.

Cllr Wren proposed, seconded by Cllr T Foster and **AGREED** by majority to resubmit the application. 7-0-3

b. Proposed conditions for the draw-down of the loan. It is understood that the interest on the loan is currently 3.06%, with a payback period of 28 years.

c. Governance arrangements for the Village Hall and Playing Field Charity. Cllr Hoskins suggested that a second representative should be appointed to sit alongside Cllr Wren on the Village Hall Committee. In response, it was noted that a request for additional representation would need to come from the village hall committee. Cllr Wren will raise this when the committee next meets. Cllr C Foster offered to be the 2nd Parish Councillor Rep on the Village Hall, should a second representative be approved. This was unanimously approved. Cllr Wren agreed to send a copy of the Trust Deed and a link to the Community Interest Organisation (CIO) documents available on line so that Councillors could review these ready to discuss at the June PC meeting.

76. General parish items for discussion

a. Defibrillator Training. Kate Adlam has offered to provide some training later in the year. Meanwhile, Jonathan ? from the NHS has also offered. It was **RESOLVED** to organise two training sessions, one almost immediately with the NHS and the second in the autumn with Kate Adlam

b. Councillors prepared to mow the grass at the Playing Field – on a rota. Cllr Winter offered to take a turn in a rota to mow the playing field grass. Three members of the public attending the meetings also agreed to take a turn - Anthony Baker, Paul Bradley and Tim Hoskins

c. Councillor prepared to monitor signage. Cllr Hoskins

d. Councillor prepared to take responsibility for the Speed Indicator Device (SID) Cllr T Foster

e. Councillor prepared to regularly check defibrillators. Cllr Gage to check Meare supported by Helen Mitchell checking Westhay

f. Councillor prepared to take responsibility for monitoring the CCTV cameras. Colin Westover who installed the cameras agreed to show Cllr James how the cameras worked and to give her the Handbook, password and key to the tractor garage where the camera equipment is installed.

g. Councillors prepared to receive Council information to display on noticeboards. Cllrs C Foster, Bennetts and Wren.

77. Review of Councillors Code of Conduct.

The Code of Conduct was last reviewed in January 2022, so required no additional input other than to share with new councillors

78. Review of Standing Orders – approved. However it was agreed we would read through and update as required. For example the monthly meeting was identified as held on a Wednesday when it is now the 3rd Monday of the month.

79. Review of Financial Regulations – not reviewed, need to incorporate electronic banking and governance into the regulations.

80. Review of Parish Assets

The parish asset register requires updating. Cllrs Bennetts and James, supported by Cllr Wren are to focus on the register and will share their observations at the next meeting.

81. Presentation of a Social Media Policy for Meare Parish Council – The policy was approved and it was agreed to have two Councillors with access to the administration. Cllrs T Foster and Winters agreed to undertake this role.

82. Community Engagement – Statement of Intent - approved

83. Equal Opportunities Policy - approved

84. Code of Practice for Handling Complaints - approved

85. Meare Parish Council Health and Safety Policy – This policy was not presented and will appear on a future agenda for discussion and approval.

86. Summary of Actions

- a. Stickers on items around the village need to have updated contact information
- b. Review of the asset register to be undertaken by Cllrs Bennetts, James and Wren.
- c. Review of the future of the parish magazine to be included on the next agenda
- d. Revised application to be submitted to the Public Works Loan Board and the terms and conditions of the loan agreed by the VH&PF Charity
- e. Identify the cost to relocate the finger post on Burtle/Shapwick Road junction
- f. Cllr Gage to organise Defibrillator Training for interested parishioners asap and advertise times and dates.

Meeting closed at 9.18pm.

The next meeting will be on Monday 20th June, 7.30pm in the Chapel

Signed Dated20th June
2022.....

