

Barton St David Parish Council

Clerk to the Council: Caron Potts
Withy Lane Farmhouse, Silver Street, Barton St David, TA11 6DD.
Telephone 01458 850875 Email clerkbsd@outlook.com

Minutes of the Parish Council meeting held on Monday 25th March 2024

Present: Cllrs S Jackson (Chair), D Rowley, R Kirkman, E Rice and A Hicks

In Attendance: C Potts (Clerk), 7 members of the public

Public Question Time – questions raised regarding update on village assets, the Clerk confirmed that no new information had been received despite having chased Cllr Kerley, Clerk to follow up and the building of a 3 bay garage without planning approval at Higher Hill Farm, Clerk to advise planners.

Somerset Council Councillor report - none

AGENDA

Meeting commenced at 7.37pm

23.24 Apologies for Absence and to consider the reasons given - none

24.24 Declarations of Interest - none

25.24 Exclusion of the Press and Public - none

26.24 Minutes of previous Parish Council meeting

Confirmed and signed as a correct record, the minutes of the Parish Council meeting held on Monday 27th February.

27.24 Planning

Applications

24/00702/P3MA Location: Land At Hill Farm Jarmany Hill. Proposal: Prior approval for proposed Change of use from commercial, business and Service use (Class E) to dwellinghouse (Class C3). Proposed conversion of the Black Barn at Hill Farm from light industrial use to a single 2-bed dwellinghouse. Internal fit out to insulate to habitable conditions. Retain the exterior. Application Type : Prior Approval Sch2 Part 3 Class MA. This is a notification only and in line with the Council's Constitution and the adopted scheme of delegation and terms of reference, the decision for this application is delegated to officers. This notification is therefore being provided as a matter of courtesy for your information.

Council questioned why we weren't being consulted, **Action Clerk** to ask the question of planners.

Decisions – none

28.24 Resolutions

1. Workplan updates and actions

a. Communication

i. Social media review

Cllr Rice summarised his recommendations having sort the PC's views, which were to activate Facebook and Instagram accounts whose posts would be linked. Items from the newsletter and village email could possibly be repurposed. RESOLVED proceed with a meeting to progress. **Action Cllr Jackson** to arrange a meeting with Cllrs Rice and Kirkman.

b. Infrastructure

Drainage update

The Clerk has received clarification from Glanville regarding the expected amount of waste per day when clearing gully pots, 1.5 – 2 tons = £180-270. So far, no further quotes have been forthcoming. RESOLVED continue exploring other options.

2. Highways Services update

Cllr Jackson summarised the above which stated that the highways budget will be reduced by 15% with money being saved on grass cutting, gully emptying, hedge trimming and treating noxious weeds. The savings will not come into force until April 2025. There will be an option for Parish Councils to purchase highway maintenance services direct from their contractor Kier or link up with other councils to employ a Highways Steward. **RESOLVED** The Highways Steward Scheme will not be considered until success proven.

3. Appointment of internal auditor

Following Cllr Rice's audit course, he raised a couple of questions.

- a. Whether we'd considered any other auditors, the Clerk said that she had explored alternatives, but they were less cost effective for the same service. Cllr Rice asked whether we could request a written or verbal report. The Clerk will request this.
- b. Was the Clerk was paid via PAYE, she confirmed that we use the Basic PAYE system for salary and end of year forms eg P60.
- c. Had we reviewed our banking provision, the Clerk explained that there are limited options offering a 2 stage authorisation process, the Unity Bank raised was the only known alternative but they have monthly fees and a similar interest rate so there would be no benefit in changing provision.

RESOLVED Sara Saunders approved as auditor. **Action Clerk** to appoint and request a report.

4. Presence at Barton Carnival 20th July

The Clerk has been asked if we require a stand at the Carnival this year for the PC and/or the first aid demonstration. It was discussed that it is good for visibility and hopefully we might generate some interest in our 2 vacant positions. The CPR demonstration was felt to be valuable. **RESOLVED** proceed with PC and CPR stands. **Action Clerk** to book first aiders and confirm with the Carnival committee but ask for liaison regarding positioning.

5. Any updates requiring Resolutions - none

29.24 Actions from minutes not already covered / carried forward - none

FINANCE

30.24 Approve Budget

Approval given - see appendix.

31.24 Accounts for payment

Reviewed and approved items of expenditure.

1. Clerk's salary for March including remaining holiday and 20i domain name renewal £344.27.

32.24 Bank reconciliation, cashflow and end of year figures.

Agree and verified the bank reconciliation figures as of 20th March 2024 against the bank statements and cashflow.

Current Account £2664.67, Saving Account - £28520.91 = TOTAL £31185.58

33.24 Items for next meeting

Next meeting – Monday 29th April at approximately 8.00pm following the APM

Meeting closed 8.43pm

Signed by Chair

Date

Actions

Clerk

1. Report planning comments
2. Drainage quotes
3. Appoint auditor
4. Book CPR demo
5. Book stands at carnival

Cllr Jackson

1. Arrange SM meeting with Cllr Rice and Kirkman
2. Write report for APM

Appendix -

Barton St David Parish Council Draft Budget 2024-2025				
	Draft Budget			
Estimated carry forward	30840			
RECEIPTS				
Precept	11000			
Bank Interest	350			
VAT	120			
CIL payment	2500	£6 pm2		
TOTAL RECEIPTS	13970			
Total available	44810			
EXPENDITURE				
Clerks Salary	4400			
Office allowance	120			
Postage and Stationary	50			
Microsoft office subscription	75			
VH electric and heating	15			
Travel Expenses	50			
Room Hire	100			
Insurance	600			
SALC/NALC Membership fees	175			
Grass/hedge Cutting	250			
Newsletter printing contribution	240			
Information Commission office	45			
Website and social media costs	400			
Defibulator pads and training	450			
Audit fees	120			
Training course fees	200			
Total Expenses	7290			
Grants and Reserves				
S137 Grants	2000			
VH & Play park reserve fund	9000			
RBL poppy appeal	100			
The Green Group fund	50			
CIL Payment	746.63			
Total Grants and Reserves	11896.63			
Asset Maintenance & Projects				
Tree & environmental	500			
Asset maintenance	1500	Bus shelter repairs £156 not paid in 23/24		
Drainage	4000			
Highways	2000			
Office equipment	300			
Neighbourhood plan	1000	£300 for survey not paid in 2023/4		
Village hall land registry	1500			
Total Asset Maintenance & Projects	10800			
Contingency - 6 months of expenses	3645			
TOTAL EXPENDITURE	33631.63			
SURPLUS/Cash in hand	11178.37			