

DALWOOD PARISH COUNCIL

MINUTES OF THE MEETING OF DALWOOD PARISH COUNCIL HELD ON WEDNESDAY 3rd AUGUST 2021 Meeting 2021-22.4

PRESENT: Cllr K.G. Laing (Chairman), Cllr T.M. Hodges (Vice Chair), Cllr P.H. Lawrence, Cllr. L.P. White, Cllr. A.P. Bengel, Parish Clerk T.M. Leat, O. Morgan (Parish Paths Officer) and three members of the public all in person.

1. APOLOGIES

Cllr. G.J. Perry, Cllr. C. Wyatt, S. Fearnley (Neighbourhood Plan Co-ordinator)

2. MINUTES OF LAST MEETING

Minutes had been circulated. No amendments were necessary. Cllr Lawrence proposed acceptance seconded by Cllr Bengel.

3. MATTERS ARISING FROM MINUTES NOT COVERED BELOW

The Clerk reported that as agreed he had written to all residents of The Knapp but was disappointed to report that he had had no response at all. The parking issue remained and options from here were discussed. The Clerk circulated a shortened version of previous letter which he was happy to put on offending vehicles after meeting, this action was agreed with the Clerk reporting on response received. No response had been received from the residents of Mowbars Hayes as regards street lighting but the Chair reported that she had been told that at least one resident of Town Court wanted street lighting retained. The Clerk was asked to contact Highways as regards street light that was left on all the time. The Clerk apologised that he had not yet undertaken promised action as regards village car park but would now do so. The Chair reported that she had ordered some signage in readiness.

4. FINANCIAL MATTERS

4.1. Requests for Financial Assistance

The Clerk reported that there had been no further contact with Village Hall Committee, as far as he was aware, since his letter of 10th June.

4.2. Expenditure to approve for which bills have been received since last meeting

Cheque No/ BACS payment	Parish Business	Total	VAT	Goods
BACS	Clerks Wage	441.76		441.76
BACS	Tax due on Clerks wage	110.44		110.44
BACS	Searle Digital – Website costs	82.99		82.99

Cllr Laing proposed payment of above seconded by Cllr Hodges

4.3. Report on VAT Position

The Clerk reported that he had now submitted all outstanding VAT claims. A refund for second half of last financial year had been received. Claim for 2016/2017 had gone through but the Clerk remained unsure if payment would be made or not but would hopefully be able to report on this at next meeting.

4.4. Report on AGAR

All documentation had been submitted on time. Acknowledgment had been received but accounts had not yet been inspected by external auditors.

4.5 Parish Funds

The Clerk reported that current balance in parish account was £28,321.29 but this was of course subject to funds allocated for P3 work, CIL projects and bus shelter replacement. He promised to prepare interim accounts after end of September for internal audit and budgeting purposes.

5. PUBLIC FORUM

Due to the small number of members of public in attendance the Chair advised that she was happy for members present to comment throughout meeting on matters of interest as they arose. Apart from the ongoing matter of parking and condition of roads no additional matters did however arise. The Chair at this point also took Mr Morgan's Parish Path report so he could leave meeting after delivering report.

6. PLANNING MATTERS

6.1 To consider applications received since last meeting

21/0850/FUL and LBC -Variations to Elford farm applications had previously been circulated and considered.

21/1878/FUL – Erection of general purpose livestock building

Councillors present had no objections to either of above and no action therefore needed to be taken by the Clerk.

6.2 Correspondence

None

6.3 Neighbourhood Plan Update

In absence of Co-ordinator her report was circulated at meeting (copy held with minutes) with copy of EDDC Cabinet Report for information. Examiners initial questions had been circulated and after discussion it was agreed that it would be left to the steering group to draft suitable responses and refer back to Parish Council prior to submission. It was noted that Stuart Todd may need to be engaged to undertake further work. The Clerk reminded councillors that a sum of £500 had been set aside in this year's budget for additional Neighbourhood Plan costs and that therefore any amount above this sum would need to be met from reserves.

7. HIGHWAY MATTERS

The Clerk had previously advised councillors of complaints by resident of failure to repair reported potholes and bad workmanship for those that had been repaired. Information received from Paul Wilkins Traffic Operations Auditor at DCC in response to this complaint was circulated at meeting. Following discussion, the Clerk was asked to contact relevant parties to advise of the councils full support of the complaint and to once again express disappointment as to the condition of road to Moorcroft Cross. Latest position of repairs at Elford Farm had previously been circulated and the Clerk advised that he had now been notified that relevant work would commence on 9th August. In addition Cllr Bengler reported upon problems on the Old Taunton Road caused by cracked water pipe and the Clerk was asked to report issues to SWW and DCC and report back to meeting.

8. PARISH PATHS PARTNERSHIP

Mr Morgan presented his report as part of Public Forum. He was able to report that arrangements were now in hand for a new gate at Bridlepath number 2 and invoices would be sent to Clerk for this work. As regards Bridlepath 29 DCC are in conversation with landowners as regards gates and how route can be made more accessible for riders. A ramp had been suggested but thought to be too steep. In all cases steps are to be taken to encourage riders to shut gates behind them. Mr Morgan further reported that with assistance of Trail Riders and other volunteers much work had been done on the Zig Zag route and further work would be undertaken shortly. Apart from expenditure for Bridlepath 2 there was no planned expenditure to report. Cllr Bengler thanked Mr Morgan for all his hard work whilst reminding councillors of the routes which he used to use as a young rider and which he hoped could be used again. Cllr Laing proposed payment of expenditure from P3 budget once advised and Cllr Bengler seconded proposal. The Clerk advised that grant requested from EDDC had now been received in full so there were ample funds in P3 budget to do so.

9. EMERGENCY PLANNING MATTERS

Nothing of note to report. The Clerk however is now considering a Climate Change response for parish following initial engagement with new Climate Change Officer for EDDC. Work is also still needed on Parish Emergency Plan. Both of these matters will involve Councillor's and residents engagement.

10. MAINTENANCE MATTERS

10.1 Notice Board

The Clerk requested that additional boarding of main noticeboard be undertaken as soon as possible due to the large amount of paperwork he is currently displaying! Cllr Bengler reported that materials had been supplied. Cllr Lawrence will now liaise with Clerk as to access.

10.2 General Maintenance

The Chair reported that in addition to usual duties she had asked Shaun Burns to cut vegetation at river bank. Account for this work had already been received and payment of £80.00 proposed by Cllr Laing and seconded by Cllr Lawrence.

10.3 Telephone Kiosk

Insurance cover was now in place but no additional premium needed to be paid until renewal of current cover.

10.4 Bus Shelter

Planning permission had now been granted and work could therefore start on taking down current structure. The Clerk requested that replacement costs now be fully firmed up before further action is taken after removal of current structure.

10.5 Trees, Seats and River

Nothing to report at present.

10.6 Boundary Stone

This had now been cleared but no account as yet had been received by Clerk. The Clerk agreed to contact Parish Clerks for Shute and Kilmington as regards the erection of a small plaque to be fixed to stone showing boundary for each three parishes.

11. RISK ASSEMENT

The Clerk advised that he considered the main areas of Risk for council lay in the areas of

- Financial Risk
- Security Risk
- Legal Risk
- IT Risk
- Reputational Risk

A template considering all above and assigning impact, likelihood and response with respective scoring system had been started and hopefully would be presented at next meeting for Councillors consideration. The Clerk then intended to discuss the same with internal auditor for independent assessment of scores before seeking adoption. No matters raised during this meeting led to any potential risks not already identified by the Clerk. Risk Assessment would remain on agenda for future meetings so this could be reviewed on an on-going basis.

12. ADMINISTRATION MATTERS and CORRESPONDENCE

The Clerk reported that he had completed and returned a community services and facilities fact sheet received from EDDC confirming what facilities were available to the parish and its residents. Various information had also been received on Coronavirus and its impact on the function and duties of local councils. The Chair requested of the Clerk that he ensures an invitation is sent to both our local PCSO and District Councillor neither of which had attended a parish meeting for some while now. At close of meeting the Clerk reviewed his and others action plans which now stand as follows.

Investigate remaining VAT reclaims		completed
Liaise with Auditor re Risk Assessment and half yearly audit		ongoing
Preparation of Community Emergency Plan		ongoing
Arrange payment plan with Village Hall		to remove

Insurance cover on kiosk to consider		completed
Completion and submission of AGAR		Done but possible follow up action
Register new defibrillator with The Circuit		completed
Circulate Planning information following course undertaken.		to do
Further training as necessary		on going
Highway issues to follow up		on going
Liaise with steering group as necessary re NP		on going
Liaise with other parish clerks re boundary stone		on going

Councillors and officers action points revised as follows

Cllr Lawrence	Notice board interior	work to be arranged asap
Cllr Bengier	Liaising as necessary re replacement bus shelter	on going but now nearing completion.

13. DATE OF NEXT MEETING

Wednesday 22nd September 7.30 7.30 Village Hall

Signed

Dated.....