

## **MINUTES OF THE BROMPTON REGIS PARISH COUNCIL MEETING HELD AT BROMPTON REGIS VILLAGE HALL ON WEDNESDAY 3<sup>rd</sup> MAY 2017**

### **37 WELCOME**

Miss Newton welcomed councillors and members of the public to the meeting and invited Mrs. Buchanan, as the Parish Council's Proper Officer, to manage the election of officers to the Council.

### **38 ELECTION OF OFFICERS**

Mrs. Buchanan invited nominations for the position of Chairman of the Parish Council. Mr. Page proposed and Mrs Scott seconded the nomination of Miss Newton for the office. There were no other nominations. Miss Newton accepted the nomination and was unanimously elected as Chairman.

Mrs Buchanan invited nominations for the position of Vice Chairman of the Parish Council. Mr. Andrews proposed and Mr. Abel seconded the nomination of Mr. Page. There were no other nominations. Mr. Page accepted the nomination and was unanimously elected as Vice Chairman.

On behalf of the Parish Council Mrs. Buchanan thanked Miss Newton and Mr. Page for their service in the preceding year and for continuing in their role.

Miss Newton proceeded to chair the meeting.

### **39 PRESENT**

Miss S. Newton (Chairman), Mr. I. Abel, Mr. J. Andrews, Mr. P. Page, Mrs J. Scott and Mrs. S. Buchanan (Clerk).

Four members of the public (Su Elsdon, Ian Joyce, Claire Pounder, Kevin Steer).

### **40 APOLOGIES FOR ABSENCE**

Mrs T. Jones, Cllr K. Turner, Cllr F. Nicholson.

### **41 DECLARATIONS OF INTEREST**

None.

### **42 MINUTES OF THE MEETING HELD ON 5<sup>TH</sup> APRIL 2017**

Councillors were invited to comment on the draft minutes, which had been circulated prior to the meeting. No comments were made at the meeting and the minutes were approved and signed as a correct record.

### **43 MATTERS ARISING**

#### **43.1 Small works in the parish**

The advert. for a person to provide small works in the parish is on the Parish noticeboard and was included in the May issue of the Brendon Beacon. The

advert is open to 31<sup>st</sup> May 2017 and has attracted expressions of interest. In discussion councillors raised the following questions:

- should work on the highways, for which Somerset County Council (SCC) 'chapter 8' certification would be required, be included in the programme of work? It was noted that such work is often required at very short notice and that stemming the problems at source was essential
- would lower prices overall be achieved if work on the highways was not included?
- should a list of non-highway related works that are known to be required and can be forecast be drawn up as the basis for a contract?

**ACTION:** Mr. Page to consider these points. The matter was referred to the next meeting (June 7<sup>th</sup>).

### **43.2 Bessom Bridge enforcement and refuse collection**

The ENPA Planning Officer has informed the Council that the ENPA is awaiting the Inspectorate report as to whether the Enforcement Notice can proceed. It was noted that the WSDC was now charging Council Tax from when the occupant moved in. However, concern was expressed that this might indicate legal occupancy. If enforcement proceeded then the hours of use of the building for work only would need to be stated and monitored.

### **43.3 Historic signposts**

A training event for volunteers is being held by ENPA on 19<sup>th</sup> May. Kingsbrompton YFC have been advised. Anyone interested in attending should contact the Project Officer, Charlotte Thomas at ENPA (tel 01398 323665).

Mr. Page asked for clarification of the process by which the Project will determine if and how names will be changed and / or their historical antecedents noted and how communities will be involved in decisions.

**ACTION:** Clerk to contact the Project Officer and bring a report to the next meeting (June 7<sup>th</sup>).

### **43.4 Bury Bridge**

The Chairman reported in past correspondence (January 2016) that the SCC Highways Department stated 'the footbridge is a listed, ancient monument and is owned by Mr B Dru and Mr R Grant who are responsible for any maintenance works to it. The ford is owned and maintained by SCC as it is a public highway.

**ACTION:** The Chairman to discuss with Mrs Jones, as the locally based parish councillor, a way forward.

## **44 UPDATES FROM COUNTY AND DISTRICT COUNCILLORS**

There were none.

## **45 CORRESPONDENCE**

### **45.1 Copy letter from Mr. Cowling to Mr. Collins**

Councillors noted receipt of this copy correspondence regarding Trotts Lane.

### **45.2 Email from Mrs. Pattendon**

The Chairman reported that she had been contacted regarding the possible cause of flood damage to Rock Cottage in 2015. On enquiry Exmoor National Park Authority advised that the cause was a blocked drain linked to a collapsed pipe. A new pipe and drain were installed in 2016 and no cause of the pipe collapse was recorded.

## **46 PLANNING**

### **46.1 Application 6/3/17/105, addendum**

This submission, following discussion at the meeting held on 5<sup>th</sup> April, was confirmed.

### **46.2 Application 6/15/17/102, adjacent parish of Exton**

No comment.

## **47 FINANCE**

### **47.1 Audit**

The Clerk circulated the following draft documents: annual governance statement 2016-17; accounting statements 2016-17; intermediate audit statement; income and expenditure report 2016-17.

In preparing the accounts and audit paperwork the Clerk reported no concerns, and identified two areas of significant difference since 2015-16 which are explained by grant income and expenditure.

The intermediate audit requirements were noted.

Councillors were invited to comment to the Clerk on the drafts. Members of the public were advised that once approved by the Council at its June 7<sup>th</sup> meeting the audit documentation will be available for public inspection.

Mr. Abel proposed and Mr. Page seconded the appointment of Mr Chris Pollard as the Council's internal auditor.

### **47.2 Insurance renewal**

The Clerk reported that a renewal quote from the current provider was awaited. The delay means that councillors will need to approve the new cover by email before the next Council meeting (June 7<sup>th</sup>).

**ACTION:** Clerk to continue to pursue the current provider and secure additional quotes, provide this information to councillors for their consideration by email and by email councillors to reach a decision on the quote to be accepted.

## **48 HIGHWAYS ISSUES**

There were no updates on matters reported and no new items raised.

#### **49 ANY OTHER MATTERS**

**49.1 Parish calendar:** Mr. Page invited Su Elsdon to speak from the floor about the planned parish calendar which is intended to raise money for the Community Shop. Councillors welcomed this initiative and congratulated Su.

**ACTION:** planned parish council meetings (first Wednesday of each month) and the annual parish meeting (first Wednesday in May), all starting at 730pm to be included in the calendar if possible.

**49.2** The Chairman thanked councillors and members of the public for attending and noted how welcome it was that members of the public had attended this meeting and the Annual Parish Meeting held prior to it, adding that she hoped that some of those attending would consider becoming parish councillors.

The suggestion made at the Annual Parish Meeting that the layout of meetings be altered to enable members of the public to more clearly see and hear councillors was noted.

#### **50 DATE AND TIME OF FORTHCOMING MEETINGS**

Wednesday 7<sup>th</sup> June 2017

Wednesday 5<sup>th</sup> July 2017

Starting at 7.30.pm at Brompton Regis Village Hall.

The meeting closed at 8.15 pm.

Signed:.....Chairman, Brompton Regis Parish Council

Date:.....