

CROSCOMBE PARISH COUNCIL
Minutes from the virtual meeting held on 24th June 2020

Present: Cllr Hilary Shergold (Chair), Cllrs. Howard Sleap, Claire Sully, Kate Lewis, James Morris, Ian Baker (Vice Chair)

Also, in attendance: Kate Egan (Clerk).

1 **Welcome by the Chairman**

2 **Apologies for Absence**

Michael Rogers

3 **Absent**

Michael Rogers

4 **Declarations of Interest**

None

5 **Public Session**

There were no members of the public in attendance

6 **County and District Councillor Reports**

The County Councillor and District Councillor were not in attendance, no reports were received.

7 **To confirm the minutes of the previous meetings held on 27th May 2020 and 11th March 2020, previously circulated.**

The Council **RESOLVED** that the minutes be accepted as a true record and would be signed by the Chair once physical meetings are resumed.

8 **Matters arising from the minutes but not on the agenda**

There were no matters to be considered

9 **To Be Resolved**

(a) Proposal to create a database of the lanes / roads / paths in the parish with designated custodians who would care for their allocated areas.

The Council **RESOLVED** to create a database, further details and plans will be brought to the next meeting.

(b) Request to respond to a market survey regarding developing a One Council Model for Somerset, information was forwarded on 6th June 2020.

(c) Request to respond to a report as to the role of Parish Councils in the event of Local Government Reorganisation.

The Council **RESOLVED** to support the application for a Unitary Council and a response will be sent by the end of July.

Hilary Shergold left the meeting at 19.25pm and Ian Baker became Chair for the rest of the meeting.

(d) Proposal to amend the Rules and Regulations for Croscombe Cemetery

The amendments were discussed and will be brought back to the next meeting for final approval.

(e) Proposal to increase the prices for Croscombe Cemetery

Prices were discussed, a proposal of the new prices will be sent to the Councillors to be adopted at the next meeting.

(f) Review the Clerk's salary for 2020/2021

The pay scales will be reviewed and brought back to the next meeting

(g) Proposal to share the cost of hosting Zoom meetings with another local council so enabling meetings to be longer than 40 minutes.

The Council **RESOLVED** to go ahead with this option

(h) Proposal for the Council to formally adopt the General Power of Competence

The Council **RESOLVED** that the Parish Council is eligible to use the General Power of Competence under the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 in that there are at least two thirds of elected members and a qualified clerk.

10 Planning Applications – If other planning applications are received between the date of this notice and the date of the meeting, they may be considered.

No planning applications were received for consideration

11 Clerk's Report

(a) A booklet produced by Mendip District Council "Wellbeing and Mental Health – A guide to looking after yourself and others" was very kindly delivered to every house in the village, thank you to those who took part.

Update: Some houses were mistakenly missed but they will receive one shortly.

(b) The local PCSO were notified about trail bikes being ridden up Thrupe Lane and West Lane, they will monitor the situation.

(c) The communal area at the bottom of Coombe Cottages has been reported to Mendip District Council due to lack of grass cutting. The response from Mendip District Council was they have ceased cutting during COVID-19 and hope to restart on 15th June, but it will take time to complete all the areas. Mendip District Council announced on 6th June that it is rewilding almost 17,000 square metres of land. Grass cutting will be resumed in smaller areas for safety purposes. The website states that grass cutting will be resumed on large public open spaces only.

Update: The grass has now been cut

(d) An email was received from Mendip District Council querying the length of Jack's Lane, according to their information it stopped where it met Duncart Lane. A response was sent informing them that it went to the top of the hill to meet the Old Wells Road.

(e) A complaint was sent to Somerset Waste Partnership about the lack of collection of Garden Waste from various parts of the village, reference number 6587242. No response has yet been received but the last collection seemed to be fine.

Update: Some houses are still being missed but it is slowly improving.

(f) A huge thank you to Sarah Alden for taking on the role of Cemetery Administrator for the last few years, due to various reasons she has stepped down from the role. Any future enquiries please direct them to the Clerk.

(g) After four months of studying the Clerk has obtained the Certificate in Local Council Administration (CiLCA) so allowing the Council to adopt the General Power of Competence.

12 **Finance**

Bank Balances as at 19th May 2020 - Business Account – £2,353.82

Reserve Account - £17,560.52, Burial Account - £1,424.95

Payments

(a) McAfee Antivirus software - £30

(b) Replacement Ink Cartridge - £20.99

(c) Invoice for repair of the bench and table in the Play Area - £92.50

(d) Clerks salary (Period 2) - £264.00

(e) Web Hosting - £1.20

(f) Annual membership to SALC - £172.45

(g) ProBusiness – Internal Audit - £222.00

(h) Zoom Payment - £7.20

(i) Cost towards training course for the Clerk as agreed at the meeting on 12th February - £350.00

Receipts

(a) Cheque for interments - £675

It was **RESOLVED** to agree the above payments and receipts

13 **Accounts for the Year Ending 31st March 2020**

(a) Note the Annual Internal Audit Report from the Internal Auditor – It was noted that in their opinion that the Council had maintained an adequate system of internal control and management and there are no matters which need to be brought to the attention of the External Auditor.

The Council **RESOLVED** to agree to accept and receive the report

(b) To approve the Annual Governance Statement 2019/2020 of the annual return

The Council **RESOLVED** to approve the Annual Governance Statement 2019/2020

(c) To approve the Accounting Statement 2019/2020 of the Annual Return

The Council **RESOLVED** to approve the Account Statement 2019/2020 of the Annual Return

(d) To confirm that the Clerk is also the Responsible Finance Officer

The Council **RESOLVED** that the Clerk is also the Responsible Finance Officer

(e) Signature of Exclusion Certificate

The Council **RESOLVED** to approve the Certificate of Exemption and signatures will be done at a social distance

(f) Notice of Public Rights and Publication of Annual Governance & Accountability Return

It was **RESOLVED** that the dates for the period of exercise of public rights would take place commencing on Monday 15th June and end on the 24th July 2020.

14 **Correspondence**

(a) A draft walking and cycling manifesto were received from the Somerset Association of Local Councils and Councillors were asked to respond directly due to the short time frame – forwarded 29th May 2020

(b) Parish Briefing from Mendip District Council – forwarded 9th June 2020

15 Matters to report/items for next agenda

(a) Due to the recent storms the drains around the village have become blocked again, a list will be compiled and sent to Somerset County Council for clearing.

(b) Safety Barrier alongside the Bus Stop has been requested to be put on the agenda continuing on from the discussion held in March.

Date and time of next meeting: **Wednesday 22nd July 2020 at 7.00pm, virtual meeting via Zoom**

The meeting concluded at 20.17pm