

MINUTES OF CROSCOMBE PARISH COUNCIL AGM HELD REMOTELY ON WEDNESDAY 6 MAY 2021, 7:30PM

PRESENT: Cllrs G Parker; S Fawcett-Fice; J Cansdale; M Rogers; S Dyer-Gibbins; C Sully; B Gudzelak

IN ATTENDANCE: G Pettitt (Parish Clerk)

01. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

None

02. APPOINTMENT OF CHAIR AND VICE CHAIR

- i. To appoint Chair: **RESOLVED:** To elect Cllr Rogers as Chair - elected unanimously.
- ii. To receive delivery of the Chair's Declaration of Acceptance of Office. Cllr Rogers signed on camera.
- iii. To appoint Vice Chair: **RESOLVED:** To elect Cllr Sully as Vice Chair - elected unanimously.

03. **DECLARATIONS OF INTEREST :** There were no declarations of interest.

04. **EXCLUSIONS OF PRESS & PUBLIC:** There were no exclusions.

05. **PUBLIC QUESTION TIME:** No questions were put to the meeting.

06. MINUTES OF PREVIOUS MEETINGS

- i. **RESOLVED:** To confirm and sign as a correct record the minutes of the Croscombe Full Council held 11 March 2021 - Approved.
- ii. **RESOLVED:** To confirm and sign as a correct record the minutes of the Croscombe Emergency Full Council held 8 April 2021 - Approved.
- iii. **RESOLVED:** To confirm and sign as a correct record the minutes of the Croscombe Extraordinary Full Council held 27 April 2021 - Approved.

07. **CHAIR'S ANNOUNCEMENTS:** Cllr Rogers spoke to the Annual Report.

08. LOCAL AUTHORITY REPORTS

- **Avon & Somerset Police:** Noted.
- **Somerset County Councillors:** None received.
- **Mendip District Councillors:** Noted.

09. REPORTS

- i. **Flood Committee:** Cllr Parker reported that there were no recommendations to consider
- ii. **Staffing Committee:** Cllr Fawcett-Fice reported that there were no recommendations to consider.
- iii. **Traffic Working Group:** Cllr Fawcett-Fice reported that there were no recommendations to consider. Noted that the survey of public opinion will be circulated soon.
- iv. **Play Area Working Group:** Cllr Dyer-Gibbins reported that there were no recommendations to consider. Quotes are being sought for replacement play equipment.

- v. **Communications and Social Media Moderation:** Cllr Sully reported that there were no recommendations to consider. Noted that the Mail Chimp list is growing.
- vi. **Footpaths:** Cllr Sully reported that there were no recommendations to consider, but is working on it.
- vii. **Neighbourhood Watch:** Cllr Cansdale reported that there were no recommendations to consider. Noted that he is speaking to a parishioner that is interested in NW.

10. Delegations

RESOLVED: That Cllr Rogers be delegated to the Croscombe Village Hall Committee.

RESOLVED: That Cllr Sully be delegated to Police and Communities Together, (PACT).

11. TERMS OF REFERENCE

i. Staffing Committee

RESOLVED: To amend Item 1.4 to read “Non Councillor members are required to declare relevant interests at the meeting” Approved.

RESOLVED: Item 1.1 be amended from “At least One Parish Councillor ...” to “At least three Parish Councillors”; Item 2 be amended from “... of which one must be a Parish Councillor.” to “... of which three must be Parish Councillors.”; Item 4 be amended from “... has declared an interest then considers the ...” to “... has declared an interest and it is then considered ...”; to approve suggested amendments in Annex 5 to the agenda not otherwise amended above. Approved and adopted Staffing Committee Terms of Reference.

ii. Flood Committee:

RESOLVED: Item B1 be amended from ~ “Two serving parish councillors ...” to “Three serving parish councillors ...”; Item B3 be amended from “... of which at least one must be a Parish Councillor.” to “... at least two must be Parish Councillors.”; to approve suggested amendments in Annex 5 to the agenda. Approved and adopted Flood Committee Terms of Reference.

[NB This resolution was subsequently found to contradict CPC Standing Orders and will be brought to the next meeting for review.]

12. APPOINTMENTS TO COMMITTEES & WORKING GROUPS

- i. **Staffing Committee RESOLVED:** That Cllrs Fawcett-Fice, Rogers and Parker be appointed to the Staffing Committee. Approved.
- ii. **Flood Committee RESOLVED:** That Cllrs Parker and Cansdale, and members of the public D Collyer, H Causer, P Jones, J Scott, E Boot and P Hodge be appointed to the Flood Committee. Approved.
- iii. **Traffic Working Group RESOLVED:** That Cllrs Sully and Fawcett-Fice be appointed to the Traffic Working Group. Approved.
- iv. **Play Area Working Group RESOLVED:** That Cllrs Dyer-Gibbins and Fawcett-Fice be appointed to the Play Area Working Group. Approved.
- v. **Communications and Social Media Moderation RESOLVED:** That Cllr Sully be appointed as Communications and Social Media Moderation lead. Approved.
- vi. **Footpaths RESOLVED:** That Cllrs Cansdale and Sully be appointed to be Footpaths lead. Approved.
- vii. **Neighbourhood Watch RESOLVED:** That Cllr Cansdale be the Neighbourhood Watch lead. Approved. It was also noted that this position is not setting up a Neighbourhood Watch group.

13. APPOINT ANY NEW COMMITTEES

RESOLVED: To set up a Planning Committee. Approved. Noted that, where necessary, Planning Applications may be brought to Full Council.

RESOLVED: To appoint Cllrs Gudzelak, Parker and Cansdale to the Planning Committee. Approved.

RESOLVED: To elect Cllr Gudzelak as Chair of the Planning Committee. Approved.

14. END OF YEAR BALANCE SUMMARY, RECONCILIATION AND INTERNAL REVIEW

i. **Bank Account reconciliations and Balance summary for the year to 31.3.21**

RESOLVED: To approve the bank reconciliations and balance summary to 31.3.21. Approved. Noted the Budget review for the year to 31.3.21.

ii. **Appointment of a member to conduct quarterly Internal Reviews**

RESOLVED: To appoint Cllr Gudzelak to conduct Internal Reviews. Approved.

iii. **To approve regular payments**

RESOLVED: To approve payments to staff salaries, web hosting and Zoom until such time as it is no longer needed, as detailed in Annex 7. Approved.

15. STANDING ORDERS AND FINANCIAL REGULATIONS

i. **Standing Orders**

RESOLVED: To amend: Item 12 e - remove subsection marker “e” to incorporate the paragraph with Item 12 d; to amend subsequent paragraphs “12 f and 12 g” to “12 e and 12 f” respectively; to amend Item 13 i - remove subsection marker “i” to incorporate the paragraph with Item 13 h; to amend Item 15 xv “... to the [Chairman or in his absence the the vice Chairman (if there is one) of the Council]” to “... to the Chair of the Planning Committee ...”; to review Item 18f references to the European Commission; to amend Item 19 e “,,,” to another member of council ...” to “... to another member of the Staffing Committee ...”; to accept amendments as suggested in Annex 8. Approved - Standing Orders Adopted.

ii. **Financial Regulations**

RESOLVED: To refer back the review and adoption of the Financial Regulations to bring them to a subsequent meeting. Approved.

16. REVIEW OF ASSETS

RESOLVED: To amend “Pound Fold fencing” to “Pound Fold Allotment fencing” and to approve the Asset Register with that amendment. Approved.

17. CONFIRMATION OF INSURANCE COVER

RESOLVED: To approve the quote from Came & Company and arrangement of insurance cover. Approved.

18. REVIEW SUBSCRIPTIONS TO OTHER BODIES

i. SALC Approved.

ii. SLCC Approved.

iii. Parish Online Approved.

19. REVIEW COMPLAINTS PROCEDURE

RESOLVED: To remove Item 13 and replace with the following: “If the complainant is dissatisfied with the response to the complaint, they may ask for the complaint to be reconsidered by the full Council by submitting a written request setting out the grounds

for the reconsideration and any supporting evidence, within eight weeks from receipt of the original decision. The complainant will be notified in writing of the outcome of the review of the original complaint. This outcome will be final.”; to accept amendments suggested in Annex 10 to the agenda. Approved - Complaints Procedure adopted.

20. REVIEW FREEDOM OF INFORMATION & DATA PROTECTION POLICIES

RESOLVED: To refer back both the Freedom of Information Policy and Data Protection Policy to be brought to a subsequent Full Council Meeting for review. Approved

21. REVIEW / ADOPT PRESS & MEDIA POLICIES

i. Social Media Policy

RESOLVED: To refer back the Social Media Policy to be brought to a subsequent Full Council Meeting for review. Approved.

ii. Press/Media Policy

RESOLVED: To amend Items 4.5; 4.6, 7.4 and 7.14 to add “the Social Media Moderator”. Approved - Press/Media Policy adopted.

22. REVIEW EMPLOYMENT POLICIES AND PROCEDURES

i. Staff Pay Policy

RESOLVED: To approve and adopt the Staff Pay Policy.

ii. Staff Disciplinary Policy

RESOLVED: To amend Item 18.3 “... be heard by a panel of three members of the relevant committee ...” to “... be heard by a panel of three members of Full Council ...”. Approved - Staff Disciplinary Policy adopted.

iii. Employee Grievance Policy

RESOLVED: To approve and adopt the Employment Grievance Policy.

CLOSE

The next meeting will be Thursday 10 June 2021.

Signed

Date

Actions

- review Standing Orders references to the European Commission - Clerk
- review Financial Regulations - Clerk & Cllr Parker
- review Data Protection and Freedom of Information Policies - Clerk & Cllr Parker
- review Social Media Policy - Clerk & Cllr Sully
- update all adopted policies and procedures with review date and update website - Clerk