

MINUTES OF CROSCOMBE PARISH COUNCIL ANNUAL FULL COUNCIL EXTRAORDINARY MEETING

HELD AT THE PARISH ROOMS ON
TUESDAY 17 May 2022, 7:00PM

PRESENT: Cllrs B Gudzelak, M Rogers, C Jackson, A Ford, H Shergold, S Fawcett-Fice, K Egan.

IN ATTENDANCE: G Pettitt (Parish Clerk), 1 member of the public

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

54. **ELECTION OF CHAIR** - Cllr Rogers took the Chair.

Cllrs M Rogers and H Shergold were nominated to the post of Chair for the year 2022-23.

RESOLVED: To elect Cllr Shergold to the post of Chair for the year 2022-23. Approved.

Cllr Shergold took the Chair.

55. **ELECTION OF VICE CHAIR**

RESOLVED: To elect Cllr Rogers to the post of Vice Chair for the year 2022-23. Approved.

56. **APOLOGIES FOR ABSENCE & TO CONSIDER THE REASONS GIVEN**

All members present

57. **DECLARATIONS OF INTEREST.** There were no declarations of interest.

58. **EXCLUSION OF PRESS & PUBLIC.**

RESOLVED: Press & Public were excluded from Item 65.iii. Approved.

59. **MINUTES OF PREVIOUS MEETING.**

RESOLVED: To approve minutes of 31 March 2022. Approved and signed.

60. **REPORTS:**

- i. Planning Committee - Cllr Gudzelak reported that the committee meets to approve Planning Applications. Applications requiring more input are referred to Full Council.
- ii. Flood & Environment Group - the Clerk reported that this group has now reverted to a Working Group and will include some discussion of environmental issues in the parish.
- iii. Jubilee Working Group - Cllr Rogers reported that the mugs had arrived. A trumpeter will herald in the beacon in the school playing field. Many other events including a Saturday disco at the Village Hall and Funday and picnic on the Sunday. Council will send out itinerary for the weekend and notice to Fayreway residents of road closure.
- iv. Orchard Working Group - Cllr Rogers reported the successful planting of 36 trees. Twelve members and sponsors form the maintenance team. A family picnic is planned for July. Water source is being investigated.
- v. Play Area Working Group - Cllr Gudzelak reported that the group had seen the refurbishment through from schedule to tender recommendation. £24,653 funds have been raised. Phase 1 will begin in July. Phase 2 will be worked on later in the year. Zip wire to be researched with regard to level of noise from the mechanism.
- vi. Staffing Working Group - Cllr Fawcett-Fice reported that the group meets when required and will discuss whether to become a Committee again at the next meeting.
- vii. Traffic Working Group - Cllr Fawcett-Fice reported that the group requires new impetus. The survey, evidence gathering and proposals had been achieved during the year. Meeting with Traffic in Villages demonstrated how highway appearance may

affect driver speed.

61. DELEGATIONS

RESOLVED: To appoint Cllr Egan as Council representative to the Village Hall.

Approved.

RESOLVED: To appoint Cllr Rogers as Council representative to the Funday Committee. Approved.

Noted that more information is required on PACT meetings and whether they relate to the parish.

62. TERMS OF REFERENCE

- i. Flood and Environment Working Group (FEWG):

RESOLVED: To approve the FEWG Terms of Reference. Approved.

- ii. Play Area Working Group (PAWG):

RESOLVED: To approve the PAWG Terms of Reference. Approved.

- iii. Staffing Working Group (SWG)

RESOLVED: To approve the Staffing Working Group Terms of Reference with removal of Committee references. Approved.

- iv. Traffic Working Group (TWG)

RESOLVED: To approve the TWG Terms of Reference. Approved.

63. APPOINTMENT TO COMMITTEES & WORKING GROUPS

- i. Planning Committee

RESOLVED: To appoint Cllrs Gudzelak, Jackson & Rogers to the Planning Committee. Cllr Shergold as ex officio member. Approved.

- ii. Flood & Environment Working Group

RESOLVED: To appoint Cllrs Ford and Shergold to the FEWG. Approved.

- iii. Jubilee Working Group

RESOLVED: To appoint Cllr Rogers to the JWG. Approved.

- iv. Orchard Working Group

RESOLVED: To appoint Cllrs Rogers & Gudzelak to the OWG. Approved.

- v. Play Area Working Group

RESOLVED: To appoint Cllrs Fawcett-Fice & Gudzelak to the PAWG. Approved.

- vi. Staffing Working Group

RESOLVED: To appoint Cllrs Rogers, Fawcett-Fice & Shergold to the SWG. Approved.

- vii. Traffic Working Group

RESOLVED: To appoint Cllrs Fawcett-Fice & Egan to the TWG. Approved.

- viii. Defibrillator Guardian

RESOLVED: To approve member of public currently appointed. Approved.

- ix. Notice boards

RESOLVED: To appoint Cllr Jackson to maintain the Fayreway notice board; Cllr Shergold to maintain the Boards Lane notice board; & Cllr Ford to maintain the bus stop and former shop notice boards. Approved.

- x. Weekly Play Area Inspections

RESOLVED: To appoint PAWG members to conduct the weekly play area inspections. Approved.

64. APPOINT ANY NEW COMMITTEES - no new committees required.

65. FINANCE

- i. Bank reconciliation & year to 31 March 2022 Balance Summary

RESOLVED: To approve the bank account reconciliation and end of year balance summary to 31 March 2022. Approved.

- ii. Appointment of Internal Financial review officer

RESOLVED: To appoint Cllr Egan as Internal Financial review officer

- iii. Approval of regular payments
RESOLVED: To approve regular payments to PAYE & web hosting. Approved.
 - iv. Appointment of bank signatories
RESOLVED: To approve Cllrs Rogers & Shergold as bank signatories. Approved.
 - v. Approval of payments
RESOLVED: To approve payments: Web hosting £8.40; Jubilee mugs £527.23; Sundry OWG expenses £438.80; Salary & pay settlement £622.50; HMRC £291.82; RNIB Braille labeller £36.99; Insurance 22-23 £562.52. Approved.
 - vi. Receipts - Noted receipts: Final tree purchase £40; Precept £11,000; Jubilee grant £400.
- 66. STANDING ORDERS & FINANCIAL REGULATIONS REVIEW**
- i. Standing Orders
RESOLVED: To accept the Standing Orders without amendment. Approved.
 - ii. Financial Regulations
RESOLVED: To accept the Financial Regulations with amendments to: item 1.14 'the Council must approve any grant or single commitment in excess of £500' raise from £100; item 4.1 - each bullet item raise from £100 to £500. Approved.
- 67. REVIEW OF ASSETS** - deferred.
- 68. CONFIRMATION OF INSURANCE COVER**
RESOLVED: To approve Insurance quote £562.52. Approved.
- 69. SUBSCRIPTIONS TO OUTSIDE BODIES**
RESOLVED: To approve subscriptions to SALC and SLCC. Approved.
- 70. POLICY REVIEWS** - review of Code of Conduct deferred.
- 71. ANNUAL PARISH MEETING**
RESOLVED: To call the Annual Parish Meeting on Saturday 28 May and to call a larger gathering later in the year. Approved.
- 72. PROVISIONAL MEETING DATES**
- i. Full Council - **RESOLVED:** To approve provisional meeting dates of Full Council. Approved.
 - ii. Planning Committee: **RESOLVED:** To approve provisional meeting dates of Planning Committee. Approved.
- 73. PLANNING APPLICATIONS**
RESOLVED: To offer no objection to planning application 2022/0647/LBC: Overlay a new wooden floor on top of current tiled floor in lounge/dinning area. Removal of partition wall and installation of a shower in bathroom. East Cottage, Long Street. Approved.
Noted Council planning applications are made available to all council members.
- 74. LOCAL AUTHORITY REPORTS**
- i. Avon & Somerset Police - noted.
 - ii. Somerset County Council - no report.
 - iii. Mendip District Council - no report.

CLOSE

The next meeting is scheduled for Thursday 23 June 2022.

Signed

Date