

MINUTES OF THE MEETING OF SHOSCOMBE PARISH COUNCIL HELD ON THURSDAY 18th
NOVEMBER 2021

Present: Alan Keating, Ian Cannock (Vice-Chair), Tricia Wastvedt, Carolyn Keating (Chair), Glen Harrington, Fiona Crockett, Joy Schneiderman and Jean Fossaceco (Clerk)

Also Present: Neil Butters

- 1. Apologies:** Danielle Parker
- 2. Declaration of Interests for this meeting:** None declared
- 3. 10 Minutes Public Participation:** None requested
- 4. Minutes of the last meeting:** The minutes of the EOM on 21st October were declared correct.

5. Clerk's Report	ACTION	TIMELINE
As distributed. Items discussed further – the dog bin at the bottom of Single Hill is being emptied by B&ES now, a report to B&NES on the damaged wall in Shoscombe will be pursued. A resident on Single Hill has spoken directly in person with Highways and has been reassured that the crowning issue will be addressed in the next financial year. No-one has officially applied to B&NES to join the Council; this is now open to co-option along with the 2 existing vacancies. The clerk will include this information in the newsletter piece.	CK JF	By January meeting By 21 st November
6. Financial Matters:		
<p>Payments out – all passed for payment, with the exception of Enhanced Knowledge and CILCA, but including costs for ILCA training plus extra hours worked for Proper Office Training – Proposed CK – seconded – AK – all in favour</p> <p>Clerk's salary - £532.00 Expenses - £61.33 HMRC - £133.00 Dunkley's Payroll - £43.20 Climate and Nature Group Expenses - £196.87 (TW) plus £65.91 (AL) - clerk to pay David Cradock - £483.36 including VAT agreed in March for fencing within the play area and near the gate– clerk to pay</p> <p>Money in - £177.00 Climate and Nature Group</p> <p>It was agreed the £196.87 plus £65.91 (total £262.78) expenses be offset against the £300 PC earmarked amount and money in totalling £477.00 leaving a balance of £214.22 to be retained by the Council.</p> <p>ⁱⁱ Clerk's training Proper Officer - 2 hours study time: 2 x £10 = £20 (£16.00 salary and £4.00 HMRC)</p> <p>Clerk's training fee/s/potential costs – ILCA - £144.00 plus 10-15 hours overtime /Enhanced Knowledge - £144.00 plus 25 hours overtime /CILCA - £792 plus 200/250 hours overtime - £2500. Maximum of £3,750- following discussions, all payments for the ILCA training plus extra hours worked were passed with the remaining training opportunities being deferred until next year.</p>	JF JF JF	ASAP ASAP In New Year once registration is completed
7. Planning		
Previous applications and comments to B&NES were noted and it was also noted the Woodland View application - 21/03942/FUL has been permitted. 21/04509/OUT outline planning application for the erection of up to 255 dwellings at Writhlington. Discussions took place with an agreed statement to be submitted – 'Shoscombe Parish Council objects to this application on the grounds of increased traffic affecting our Parish, safety issues, loss of arable land and light, air and noise pollution'. The clerk will submit these comments.	JF	ASAP

8. Climate and Nature Group - Updates		
<p>Report distributed. The Group propose designating the Climate and Nature Group with its list of members, its Action Plan, its contacts, and its ongoing projects, as an independent community-led group, while the Climate Crisis and Sustainability Working Group will continue to be part of the Parish Council.</p> <p>We also propose that any balance after expenses are paid - £196.87 (TW) and £65.91 (AL) of the £177 raised at the Climate and Nature Day plus the £300 budget allocated by the Council, be returned to the Parish Council.</p> <p>Proposed – TW – seconded – CK – all in favour.</p>		
9. Village Hall/Recreation Ground and Play Area		
<p>A) Play area repairs/Weekly checks –update– The clerk has distributed a further timetable for the weekly checks and Councillors will complete the detailed report should they discover any issues of concern. The clerk met with our local contractor regarding repairs and the fence post near the cricket net is now secure. He has also made some repairs to the fencing near the Hall but suggests this be replaced – the Council will not be charged for matting pins or fence post but the quote for replacement fencing by the kissing gate would be £250.00 plus VAT. The Council agreed unanimously to this. Clerk will inform the contractor.</p> <p>B) Play area improvements/Removal of Social Play Area equipment – this will be further investigated by a councillor.</p>	<p>JF</p> <p>FC</p>	<p>ASAP</p> <p>By next meeting</p>
10. Councillor Reports		
<p>Councillor Reports – already distributed.</p> <p>A) Village Hall – the Committee has gone back to virtual meetings and there are a few events coming up including the table top sale. Bookings have resumed well at the hall with children's parties, regular bookings and a wedding reception. There is a working party for the car parking, drainage and external improvements. Discussed in the last meeting was to look at a disabled toilet in the hall and kitchen improvements to be made. They are exploring grants to cover this.</p> <p>B) HELAA/JSP/Local Plan – no further updates.</p> <p>C) Public Rights of Way – work has been ongoing on the steps on BA23/12 by the Ramblers' Association and they are now a gentle slope. The clerk will contact our B&NES Footpaths Officer and ask for contact details of the Assoc. to allow us to formally thank them for this work. Cinder Path issue already discussed. Repairs to the Rag Hill footpath are still not completed, more top coating needed, it is a job in hand. Liaisons continue between AK/MY/SP.</p> <p>D) School – the school is extremely active under FOSSA (Friends of Shoscombe School Association) who have raised over £5000 for school funds during 2020/21. The next event is the Christmas Fayre on the 4th of December 11.00am -2.00pm.</p> <p>E) Highways – GH copied NB into the Highways report with concerns over outstanding issues in the village. NB replied to this item by item and will liaise with GH regarding these. It is hoped further repairs to Single Hill and the crowning issue will be addressed; this has been marked up.</p> <p>F) Church/Burial Board – the dressing of the graves took place.</p> <p>G) Parish Plan – update Action Plan distributed - TW/CK</p>	<p>JF</p> <p>GH</p>	<p>ASAP</p> <p>Ongoing</p>

11. Council designated email mailboxes		
Following discussions between a member of the Community who looks after the website and CK, together with further discussions with the Council at this meeting, it was proposed the Council adopt designated email addresses at a cost of £150.00 a year. IC asks that we record why we are going to change email addresses to designated email addresses – reason - risk of potential SPAM/virus. Proposed – CK – seconded – GH. All in favour.	CK	By next meeting
12. Feedback from meetings		
Feedback from Meetings:		
A) Parish Liaison meeting – already distributed - JF		
B) ALCA AGM – already distributed - CK		
13. Update on Clerk’s training – Proper Officer and ILCA		
The clerk reported back that the Proper Officer training was very interesting and will be registering for ILCA training in the New Year.	JF	January 2022
14. Clerk’s Appraisal – Date and Procedure		
It was confirmed this will take place on Thursday 25 th November. Councillors are invited to send any contributions towards this before that date should they wish to.	All councillors	By 25 th November
15. Reporting procedures – Newsletter and Minutes Frequency of meetings		
It was agreed no names, only initials would be used in the minutes and no names or initials would be mentioned in the newsletter piece. The title for the newsletter piece will now read – Shoscombe Parish Council – Clerk’s Report . It will remain an informal piece, will not include any specific items in bold in the form of agenda items as has previously been the case following a full Council meeting and will only report on appropriate items of interest to the community. The clerk will forward to TW for proof reading before forwarding to the newsletter team by 21 st of the month. Following a distributed report from CK with options, discussions took place regarding the frequency of meetings as we have had a number of Extraordinary Meetings over the last 12 months. It was agreed to continue as currently in having EOMs as and when the need arises. All agreed.	JF/TW	Ongoing
16. Review Emergency Scheme of Delegation (adopted temporarily in May 2021 due to Covid)		
It was agreed by a majority vote that this be suspended for the moment.		
17. Review of Clerk’s absence/attendance policy		
Draft policy distributed – this has been deferred until the January 2022 meeting where a formal proposal will be submitted in plenty of time for consideration. *** Agenda Item	JF/FC	January meeting
18. Personnel Committee Report		
Report distributed – discussions took place with a decision to submit an agenda item for the January 2022 meeting to include a proposal whether to review personnel documentation issues. *** Agenda Item	JF/ Personnel Committee	January meeting
19. Confirm Reporting Procedure - Serious Complaints and Concerns		
Report distributed – Concerns were raised regarding the recent reporting of an issue with an overhanging tree branch along the Cinder Path. AK, our PROW councillor, was unavailable to deal with this having been contacted by a member of the public with a report and photographs of the issue. On contacting the clerk, who was also unable to address this at that particular time, it was dealt with by a councillor who contacted B&NES, arranged for our B&NES PROW Officer to look at the situation – she cordoned off the path		

<p>and she contacted the landowner who dealt with this the following morning. It was proposed:</p> <ol style="list-style-type: none"> 1. In the event of the Clerk receiving an item of concern from a member of the public that needs further action it will be the Clerk's responsibility to deal with it. 2. If a councillor receives an item of concern from a member of the public and they feel that they can take on the responsibility and be able to deal with it they should. If they are unable to deal with it for any reason it should be forwarded to the Clerk who will take over the responsibility. 3. In all cases the Clerk should be copied all relevant emails and documents for the Councils records. <p>Some concern was raised over the clerk/council having 24/7 responsibility. NB gave all councillors and the clerk the B&NES emergency number to report any urgent issues.</p> <p>Proposed – AK – seconded – CK – this was carried by a majority vote.</p>		
<p style="text-align: center;">DATES OF THE NEXT MEETINGS</p> <p style="text-align: center;">13th January 2022 – Parish Council meeting 19th January 2022 - ALCA</p> <p style="text-align: center;">10th March 2022 – Parish Council meeting 23rd March 2022 – Parish Liaison</p> <p style="text-align: center;">12th May 2022 – Parish Council meeting 13th July 2022 – Parish Liaison 12th October 2022 – Parish Liaison</p>		