

**MINUTES OF THE MEETING OF SHOSCOMBE PARISH COUNCIL HELD ON THURSDAY 14<sup>th</sup> DECEMBER 2017**

**Present:** Grant Thomas, Jackie Withers (Chair), Ian Cannock, Mary Upton, Rosie Cradock, Andrew Wilding and Jean Fossaceco (Clerk)

**Also Present:** Neil Butters

1. **Apologies:** Andy Bayley and Lee Crowther-Russell
2. **Declaration of Interests for this meeting:** None
3. **10 Minute Public Participation:** None requested
4. **Minutes of the last Meeting:** These were found to be correct with the following amendment – *the cost of the de-fibrillator, the cabinet and installation could be well in excess of £1000 rather than £600 stated previously.*

<b>5. Clerk's report</b>	<b>ACTION</b>	<b>TIMELINE</b>
Already circulated. See agenda items.		
<b>6. Parish Plan Update</b>		
Report and example already distributed which is considered to be very readable. This is now at the printers. Mr Neil Butters will forward contact emails for local councillors, B&NES personnel, cabinet members and other ward councillors to Mary Upton so she can send them an electronic copy. There will be a review after 2 years.	Parish Plan Committee	Distribution as soon as is practical  Review end 2019
<b>7. Roles and responsibilities of each Councillor</b>		
Table of existing R/R already distributed. The Chair will hand over Broadband to Mr Wilding with Mr Crowther-Russell taking website monitoring, Mrs Cradock, playing field and play-area, Mr Bayley, grant applications and playing field and play-area and Mrs Upton, grant applications. A copy of the revised table is attached.  Mr Butters suggested Ben Woods could be of help with Broadband and he will forward contact details. Mr Butters will also forward contact details of John Adler as he will be able to inform the council of the next location and date of the Bathavon South meeting.		
<b>8. Clerk's Hours following appraisal (closed item)</b>		
A motion for the clerk and Mr Butters to leave the room was passed. A 30 minute closed discussion then took place on the additional hours currently being worked by the clerk. This had been highlighted at the clerk's recent appraisal. The clerk was asked to keep a time/task record (commencing 1 <sup>st</sup> January 2018) over the next 12 months with this being discussed after the first 3 months. The additional 3 hours per week will be paid in the meantime. The additional hours paid to the clerk will commence in January in arrears to reflect the period Q4 2017.	JF – 1 <sup>st</sup> January 2018	

<p><b>9. Village Hall Updates including football posts, cricket net and picnic benches (including installation)</b></p>		
<p>Report distributed. Mr Thomas presented the council with a cheque from the Village Hall for <b>£99.17</b> towards the cost of the picnic benches. He also presented the council with the treasurer's report. The football posts could cost in the region of £800 depending on materials and the cricket net <b>£336.00</b>.</p> <p>There will be new keys issued for the Village Hall with a list of who holds them being created. Mr Wilding will double check the insurance but is confident this in order providing common sense with regard to security is taken with them. There is a suggestion that a combination key safe could be used but there was some uncertainty about this. He will contact Ashley Brun.</p>	AW	By January meeting
<p><b>10. Review the locking of the Village Hall gate</b></p>		
<p>It was pointed out access will be needed to the village hall car-park should the weather become icy. This will be made available.</p>		
<p><b>11. Play-Area Inspection Report</b></p>		
<p>Report distributed. There was concern raised over the state of the boards on the bridges. They were badly deteriorating, not having been treated on installation. Mr Graham Hunter removed the damaged timber and disposed of it, replacing them with sleepers. Removal of the bridges is being considered. There is still work to be done and Mrs Cradock and Mr Wilding together with Mr Bayley are to look at the inspection list and ensure all items are listed. The fence needs replacing.</p>	AW/AB/RC	Ongoing
<p><b>12. Grass Cutting</b></p>		
<p>Mr Cradock has informed the clerk and Mr Thomas that he is happy to continue with the contract for the next year 2018/2019 at the same frequency and cost as this current year <b>£1,600 plus VAT</b>.</p>		
<p><b>13. Burial Report</b></p>		
<p>Report distributed. The full precept (<b>£952.00</b>) will be paid for the current year with the following year (2018/2019) being half - <b>£476.00</b>.</p>		
<p><b>14. To consider purchasing extra website Storage</b></p>		
<p>Were we to need to purchase additional space, this would cost <b>£8.00 per month</b> (cost to be shared the PC and the Village Hall). The council agreed this would be in order should the need arise.</p>		
<p><b>15. Precept 2018/19</b></p>		
<p>With consideration given to repairs to the play area, the commitment to improvements to the Recreation Ground, a 50% contribution to any by-election expenses plus other initiatives following the Parish Plan consultation questionnaire, it was decided to increase the Parish Precept by <b>10% - £9105.20 + 10% =£10,015.72 . This was proposed – Mrs Jackie Withers and</b></p>	JF	By 2 <sup>nd</sup> February 2018

<b>seconded – Andrew Wilding.</b> This will be noted in the next newsletter and the B&NES form submitted.		
<b>16. Community Empower Fund</b>		
The clerk has been informed the council's application for this has been successful and <b>£250.00</b> has been deposited in the PC account. This is to be put towards the cost of the cricket net and football posts.		
<b>17. Adoption of the Red Heritage Telephone Kiosk</b>		
There has been an issue with fund raising initiatives but Mrs Cradock has offered to complete her planned obstacle trial with fund raising being sought within the school and community. The cost of the cabinet and the de-fibrillator, if installed, would be £1000-£2000 and we would need someone to manage this. It will be mentioned in the newsletter, on the website and on the Everything Shoscombe Facebook page.	JF/RC	Next newsletter piece
<b>18. Additional Litter Bin</b>		
Included in the clerk's report. The new dog poo bin has been purchased. Unfortunately, there were a few problems with delivery and condition of the bin so it was returned and another one ordered. This will be installed in the new year. A further one will be purchased by the Chair who is hoping to negotiate a discount due to inconvenience caused.	JW	New Year
<b>19. Broadband</b>		
No further news. Contact details of Ben Woods will be forwarded. Residents should still register with Gigaclear.		
<b>20. Asset Register Review</b>		
The asset register is being reviewed and updated to include many items than the formally included in the insurance schedule. Mr Neil Butters has sent through to the clerk, contact details of Martin Walker on Freshford PC, who is the councillor who put together their register. The clerk will liaise with him and work on this in the new year. Ascertaining what should or should not be included will form the largest part of the undertaking initially. Mr Thomas will ensure the asset list from the village hall will be with the council by the end of January 2018.	JF/GT/Village Hall	Ongoing
<b>21. Consultation of Ward Boundaries</b>		
A draft is being produced. Residents may comment individually.		
<b>22. GDPR</b>		
The impact of this for Parish Councils is still being considered by NALC and ALCA. The clerk will raise this at the next ALCA meeting.	JF	
<b>23. History Group – Adoption of Post</b>		
Email distributed. The HALT sign sourced by Derek Withers will be adopted by the council. Proposed – Mrs Withers and seconded – Ian Cannock.		
<b>24. Gritting</b>		
Included in the clerk's report. Repairs will be made to the bin at the bottom of Single Hill. Mr Withers and Mr Whitchurch repaired the St Julian's Road sign at the end of the road.		

<b>25. Planning</b>		
There is no further news on the Weeks' family application.		
<b>26. Financial Matters</b>		
<p><b>Cheques were issued to:</b>  The clerk in reimbursement for the bin - <b>£160.02</b>  Mr David Gillard for the November play inspection - <b>£85.00</b>  Mr Graham Hunter for the work and purchase of materials for the bridge repairs - <b>£227.23</b></p> <p>The clerk received a cheque from Andrew Bayley for <b>£238.80</b> as a deposit refund for the picnic benches.  The clerk received a cheque <b>for £99.17</b> from the Village Hall towards the cost of the picnic benches.  <b>Both will deposited by the clerk into the PC NATWEST account.</b></p>		
<b>The meeting closed at 10.30 p.m.</b>		
<p style="text-align: center;"><b>DATES OF THE NEXT MEETINGS</b></p> <p><b>11<sup>th</sup> January 2018 – Parish Council</b>  <b>24<sup>th</sup> January 2018 – ALCA</b>  <b>8<sup>th</sup> February 2018 – Parish Council</b>  <b>21<sup>st</sup> February 2018 – Parish Liaisons</b>  <b>8<sup>th</sup> March 2018 – Parish Council</b>  <b>12<sup>th</sup> April 2018 – Parish Council</b>  <b>9<sup>th</sup> May 2018 - ALCA</b>  <b>10<sup>th</sup> May 2018 – Annual Assembly of Electors and Annual Parish Meeting</b>  <b>19<sup>th</sup> September 2018 - ALCA</b>  <b>24<sup>th</sup> October 2018 – Parish Liaisons</b>  <b>23<sup>rd</sup> January 2019 - ALCA</b>  <b>20<sup>th</sup> February 2019 – Parish Liaisons</b></p>		