

## **BRADFORD ON TONE PARISH COUNCIL**

### **MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 23 MAY 2018**

#### PRESENT

Mr D Venn (Chairman), Mr C Ellis, Mr P Haines, Mrs K Herdman, Mrs L Sidhu  
Mr J Hunt (County Councillor)  
Mr P Hobley (Somerset County Council's Rights of Way Services Manager)  
Four members of the public

#### 1. CONFIRMATION THAT A QUORUM WAS PRESENT

Confirmed

#### 2. ELECTION OF CHAIRMAN

Nominations were sought for Chairman. On the proposal of Mr Haines, seconded by Mrs Sidhu, Mr Venn was nominated as Chairman. There being no other nominations Mr Venn was elected Chairman and he signed the Acceptance of Office form. He thanked Councillors for their support.

#### 3. APOLOGIES

Mr R Pearse, PCSO Sharon Baker

#### 4. RESIGNATION OF COLIN DINSDALE OBE

Councillors were sorry to hear that Mr Dinsdale had resigned as a Parish Councillor. The Clerk had written to thank him for his interest and input during his time on the Parish Council.

The process to fill the vacancy was in progress and would take place at the July meeting.

#### 5. ELECTION OF VICE CHAIRMAN

Nominations were sought for Vice Chairman. On the proposal of Mr Venn, seconded by Mrs Sidhu, Mr Haines was nominated as Vice Chairman. There being no other nominations Mr Haines accepted and was elected Vice Chairman. He thanked Councillors for their support.

#### 6. INTERESTS AND DISPENSATIONS

Mr Venn – minute 10.1  
Mr Ellis – minute 10.2

7. APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES

Mrs Sidhu agreed to continue as the Public Path Liaison Officer with the County Council. See Appendix 1.

8. CRIME UPDATE

PCSO Sharon Baker's report for May indicated few calls to the police for the Bradford on Tone beat.

9. MINUTES OF THE MEETING HELD ON 21 MARCH 2018

The minutes, having been circulated, were taken as read and signed as correct. The proposer was Mr Ellis, seconded by Mr Haines.

10. UPDATE ON ITEMS IN MINUTES

10.1 Footpath behind White Horse Inn/Dalgren Bridge

Peter Hobley, Somerset County Council's Rights of Way Service Manager, attended the meeting to explain the options in the hope of having this much needed public right of way reopened after nine years. He explained the history and problems that continue to exist with the landowner. After a question and answer session Mr Hobley said he proposed to revisit a minimal diversion scheme, but that it was unlikely to meet with the landowner's approval. There was some support for this from some Councillors, but others were keen to pursue a larger scheme. Mr Hobley believed in that case there would need to be Parish Council involvement to assist with landowner negotiations. He would write to the Parish Council to confirm their position.

10.2 Parish Magazine Costs

Further to previous minutes, Mrs Ellis had prepared a report (already circulated to Councillors) putting the case for the Parish Council to fund distribution of the village magazine to all village residents.

There was considerable discussion about the contents of the report. Mr Haines and the Clerk said there were some matters which needed further explanation including the section on "the role of the Parish Council." Further information was also needed as to how the funding was carried out by other Parish Councils for their local magazines. Mr Haines offered to approach some other Parish Councils.

Mr Venn suggested leaving a decision until the July meeting when he hoped all Councillors would attend and Mr Haines would have obtained further information on funding.

10.3 Land outside Threeways, Bradford on Tone

Further to previous minutes, Mr Hunt offered to speak with Somerset Highways, who had forwarded correspondence to the County Council's Legal Department.

#### 10.4 Play area and outdoor recreation for Bradford on Tone

Mrs Sidhu had talked to Mrs Arscott at Taunton Deane Borough Council regarding a ten-year lease, to which the landowner was willing to commit.

Mrs Arscott said she would prefer at least a fifteen-year lease and that any equipment purchased should have a fifteen year guarantee. Mrs Sidhu and Mrs Herdman would continue to investigate this and any other possible sites.

#### 10.5 Removal of hedge near Langs Farm, Bradford on Tone

Mr Galley, the Planning Tree Officer for Taunton Deane Borough Council, had met the landowner on site. Although the works were drastic it appeared he had done nothing unlawful. The trees were not subject to TPOs so were not protected. Mr Galley had been assured by the landowner that the hedge would regrow with the intention that it be maintained as a smaller, neater hedge. The regrowth would be monitored by the Borough Council over the next couple of years.

#### 10.6 Dog Excrement on Highway

It was possible to purchase an aerosol which would 'freeze' the offending dog excrement. Mrs Herdman offered to make some enquiries about a spray. Langford Budville had already used it.

#### 10.7 Flooding at Tone Green

Mr Venn reported on a useful site meeting which had taken place on 9 May between representatives of the Parish Council and residents of Tone Green who were concerned about the continued flooding problems between the Oake/Bradford road and the Nynhead road towards the railway level crossing. The residents of Tone Green were particularly concerned at the length of time it took for the flood water to recede.

Mr Quick from Somerset Highways (who would shortly be relocating to West Somerset Highways) had agreed to look at some issues following the meeting and report back to the residents:

- (a) Checking records to see when the gullies were last emptied
- (b) Removal of side entry inspection chambers in Tone Green and the formation of standard road gullies 600 x 600 mm with slotted covers

The Parish Council would follow up a request for a large green wheelie bin to be located in Tone Green, which would accept large refuse items not taken away by the normal refuse collections.

### 11. NORTHERN RING ROAD TO TAUNTON

The Chairman of Staplegrove Parish Council was seeking support from other

Councils in requesting the building of an extra 500 metre length of the Staplegrove spine road to connect up with Cheddon Road, and thereby providing a six-mile-long ring road round west, north and east Taunton. This would collect traffic wishing to connect with the M5 junction 25 or further east without adding to the congestion in Taunton town centre. Councillors unanimously agreed to send an email of support to the Chairman of Staplegrove Parish Council.

12. PROPOSED 50 MPH AND 40 MPH SPEED LIMITS AND REVOCATION ORDER – PARISHES OF BRADFORD ON TONE, BISHOPS HULL, WEST BUCKLAND AND WELLINGTON

Somerset County Council proposed making an Order as mentioned above, which would introduce a 50 mph and 40 mph speed limit on lengths of a number of roads. A 40 mph speed limit would be introduced on the Bradford on Tone road from the junction with the A38 at Worlds End for a distance of 375 metres into the village.

13. DATA PROTECTION REGULATIONS

The Clerk briefly outlined these Regulations which were familiar to Councillors and which would come into effect from 25 May 2018. From that date any organization that processed personal information would have a legal obligation to treat the information fairly and transparently. The Clerk would put procedures in place to comply with the new legislation.

14. HIGHWAYS AND PUBLIC RIGHTS OF WAY

Items are mentioned elsewhere in these minutes.

15. DATES OF PARISH COUNCIL MEETINGS IN 2019

Councillors approved the dates of meetings as shown in Appendix 2 attached.

16. RISK ASSESSMENT AND MANAGEMENT 2018/2019

Councillors approved this paper, as attached at Appendix 3.

17. PLANNING

17.1 Minutes of the meeting held on 24 March 2018

The minutes, having been circulated, were taken as read and signed as correct. The proposer was Mrs Herdman, seconded by Mr Haines.

17.2 Applications

17.2.1 07/18/0003 – replacement single storey extension to the front of Failte, Regent Street, Bradford on Tone – no objection

17.2.2 07/18/0005 – erection of single storey detached garage to west of Oakwood House, Back Lane, Bradford on Tone – no objection

17.2.3 07/18/0007 – erection of dwelling in garden and alteration to Lutleys, Bradford on Tone – reapplication to keep consent live – no objection

### 17.3 Decisions

17.3.1 07/18/0003 – as above 17.2.1 – conditional approval 19 April 2018

## 18. FINANCE

|        |   |                           |
|--------|---|---------------------------|
| 18.1   | To consider approval of the following accounts for approval               | £                         |
| 18.1.1 | Clerk's salary April/May  | 606.32                    |
| 18.1.2 | Clerk's expenses April/May  | 67.52                     |
| 18.1.3 | Bradford on Tone Village Hall hire 21.3.18                                | 16.00                     |
| 18.1.4 | Somerset Association of Local Councils/NALC<br>Affiliation fees 2018/2019 | 169.64                    |
| 18.1.5 | AR Computing – printer cartridges   | 150.00 (inc VAT<br>25.00) |
| 18.1.6 | Zurich – Parish Council insurance 1.6.18 – 31.5.19                        | 285.73                    |

On the proposal of Mr Ellis, seconded by Mrs Herdman, it was unanimously agreed to approve these accounts for payment.

### 18.2 Income

18.2.1 Precept for 2018/2017 7000.00

### 18.3 Bank balance and annual reconciliation summary statements (attached)

After the above transactions had been taken into account the Parish Council's bank balance totalled £12074.87 with VAT return (£432.91) to come. Attached as Appendix 4 is the Reconciliation Summary for 2017/2018.

### 18.4 Audit

The Parish Council agreed to declare that it was an exempt authority for the purposes of audit as its turnover did not exceed £25,000.

#### 18.4.1 Annual Governance Statement 2017/2018

As part of the audit process this completed statement had been circulated to Councillors. On the proposal of Mr Ellis, seconded by Mrs Herdman, it was unanimously agreed to approve the statement as attached at Appendix 5.

#### 18.4.2 Annual Accounting Statement 2017/2018

As part of the audit process this completed statement had been circulated to Councillors. On the proposal of Mr Ellis, seconded by Mrs Herdman, it was unanimously agreed to approve the statement as attached at Appendix 6.

#### 18.4.3 Annual Review by Internal Auditor

The Clerk reported a successful internal audit of the Parish Council's accounts for 2017/2018. He read out the internal auditor's report which Councillors noted.

#### 18.5 Clerk's Hours

The Clerk circulated details of a proposed increase in his hours of work from six to eight per week with effect from 1 April 2018.

The Clerk left the room whilst Councillors discussed the proposal. On his return he was told that on the proposal of Mr Ellis, seconded by Mrs Herdman, it was unanimously agreed to increase his hours from six to eight with effect from 1 April 2018.

#### 18.6 National Joint Council – new pay scales

All Clerks had received a small increase in their salary scales wef 1 April 2018. Together with minute 18.5 these increases are shown as Appendix 7.

#### 19. CORRESPONDENCE RECEIVED SINCE LAST MEETING

##### 19.1 Government consultation on unauthorized developments and encampments

19.2 Road Closures – the Parish Council had received complaints about several recent 'blanket' road closures on the Oake to Bradford road, which had resulted in loss of trade to Turners Cycles at Ford Farm, Bradford on Tone and Oake Manor Golf Club. The County Council were asked whether the works could have been carried out by using alternative traffic management methods rather than total closures. Their response indicated that they did not have the remit to dictate to works promoters what form of traffic management was suitable to be used for their works.

#### 20. CORRESPONDENCE RECEIVED SINCE CIRCULATION OF AGENDA

None

#### 21. MEMBERS OF THE PUBLIC

None

#### 22. ITEMS OF CONCERN

22.1 The Clerk presented the updated Asset Register of items for which the Parish Council was responsible. A copy is attached as Appendix 8.

The next meeting of the Parish Council will be held on Wednesday 18 July 2018 at 7.30 pm in the Chant Room, Village Hall, Bradford on Tone.

The meeting closed at 9.20 pm.

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