

**BRADFORD ON TONE PARISH COUNCIL
MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 8 MAY
2019**

PRESENT

Mr D Venn (Chairman), Mr A Brodie, Mr C Ellis, Mr P Haines, Mrs L Sidhu, Mr D Smith
Mr R Habgood (District Councillor)

Fourteen members of the public

Mr D Mitchell, Mr J Mitchell, Mr Simon Collier (Collier Planning) – minute 17.2.2

Mr Venn introduced Mr Smith as a new Parish Councillor and welcomed him onto the Council.

1. CONFIRMATION THAT A QUORUM WAS PRESENT

Confirmed.

2. ELECTION OF CHAIRMAN

Nominations were sought for Chairman. On the proposal of Mr Brodie, 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. DECLARATION OF ACCEPTANCE OF OFFICE FORM

All Councillors completed this form which would be forwarded to the Monitoring Officer of the new Authority.

4. REGISTER OF MEMBERS INTERESTS, ELECTION EXPENSES FORM

The Clerk said these should be completed by all Councillors and returned to him as soon as possible.

5. APOLOGIES

Mrs K Herdman

6. ELECTION OF VICE CHAIRMAN

Nominations were sought for Vice Chairman. On the proposal of Mrs Sidhu, seconded by Mr Brodie, 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.

7. INTERESTS AND DISPENSATIONS

Mr Smith – minute 17.2.2

Dispensation forms to cover the next four years would be completed.

8. POLICE REPORT

No report was available.

9. MINUTES OF THE MEETING HELD ON 20 MARCH 2019

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

10. UPDATE ON ITEMS IN MINUTES

10.1 Play area for Bradford on Tone

Mr Brodie said that he and other Councillors had been looking at possible sites within the village for a play area. No preferred site had been agreed and the next step was to distribute a questionnaire to as many households as possible seeking residents' views. Following questions, Mr Brodie said the questionnaire would be sent out hopefully by the weekend of 11-12 May.

The next item was brought forward.

17.2.2 Planning Application 07/19/0003 – two detached dwellings, pedestrian access to site for village play area on land to the west of Regent Street, Bradford on Tone

The applicant, Mr Mitchell, explained the background to the planning application and that it had already been submitted to the local planning authority. A number of questions were answered by Mr Mitchell's agent, Mr Collier.

The Clerk said that the associated planning statement had referred on a number of occasions to the proposed play area being the 'preferred site', but this was not correct. There was currently no preferred site.

The Chairman said that a site meeting had been arranged for Monday 13 May at 11.30 am and that would be the most suitable time to raise any concerns.

10.2 Public Footpaths WG 3/4 and 14/1 Bradford on Tone to Nynehead

Mrs Sidhu said that to date progress had been very disappointing. The latest email from Rachel Pearce at Somerset County Council said "Unfortunately I have not been able to move this forward. I need to pass it to the engineer to look at the original specification, but he is tied up for a couple of weeks and only works part time. However, I hope to pass this to him in the next couple of weeks." Mrs Sidhu said she would continue to press for this important public right of way to be reopened after some ten years of closure.

10.3 Bradford on Tone noticeboard

Despite contacting five companies the Clerk had received only two quotations. One was from Earth Anchors, Salfords, Surrey in the sum of £995 + VAT £199. The other was from a local company, Wyatt Joinery, in the sum of £860 + VAT £172. On the proposal of Mr Brodie, seconded by Mr Smith, it was unanimously agreed to accept the quotation from Wyatt Joinery.

10.4 Somerset County Council – The Somerset Wood/Heatherton Park Wood

Following minute 7 of the 20 March meeting, Councillors agreed not to put aside a small sum of money annually from their precept towards the maintenance of a tree in the Somerset Wood Scheme north of Taunton.

Mr Underhill would send the Clerk details of a Woodland Trust project at Heatherton Park. The project has World War 1 centenary commemorative features, an engraved monument and a number of trees labelled in the memory of some local soldiers. Mr Underhill said a tree could be sponsored for £25 and asked if the Parish Council would consider this. Mr Venn suggested that the proposal be considered at the July meeting.

10.5 Collapsed ditch at Hele

The Clerk had asked Somerset Highways if this proposed scheme could be moved up the priority list of jobs, but had not yet received a response.

11. PROPOSED MEETING DATES FOR REMAINDER OF 2019 AND 2020

Councillors approved the suggested dates, a copy of which is attached to these minutes as Appendix 1.

12. APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES ON OUTSIDE BODIES 2019 – 2020

Mr Smith offered to be the representative on the Village Hall Committee. Mrs Sidhu agreed to continue as the Parish Path Liaison Officer with Somerset County Council. A copy of these details is attached to these minutes as Appendix 2.

13. RISK ASSESSMENT AND MANAGEMENT

Councillors unanimously approved this paper, as attached at Appendix 3.

14. ASSET REGISTER – APRIL 2019

Councillors approved the Asset Register, a copy of which is attached as Appendix 4.

[Mr Habgood arrived at 8.10 pm]

15. HIGHWAYS AND PUBLIC RIGHTS OF WAY

- 15.1 The Parish Council had received a complaint from a resident living alongside Heatherton Park Road regarding the dangerous traffic situation outside his property in particular, but also the speed of vehicles along the A38 in general. In response the Clerk said he had approached Somerset County Council, who had confirmed that amendments to the existing speed limits were proposed along this section of road, which included the property at Heatherton Park Road, which would be subject to a speed limit reduction from 50 to 40 mph.

16. BRADFORD BRIDGE

The Clerk had sent a further reminder to Somerset County Council's Bridge Engineer about updating the current Traffic Regulation Order.

17. PLANNING

17.1 Minutes of the meeting held on 30 March 2019

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

17.2 Applications

- 17.2.1 07/19/0002 – change of use of land from equestrian to siting of four camping pods at Mill House Equestrian Centre, Hele Road, Bradford on Tone (resubmission of 07/18/0022 – retention of part works already undertaken). No objection in principle but concerns over foul drainage and parking

- 17.2.2 07/19/0003 – outline planning application for the erection of two detached dwellings with associated works and pedestrian access to site for village play area on land to the west of Regent street, Bradford on Tone. Site meeting to be arranged.

[This item was considered earlier on the agenda – see after agenda no 10.1]

17.3 Decisions

- 17.3.1 See 17.2.1 above – approved April 2019.

18. FINANCE

18.1	<u>To consider approval of the following accounts for payment</u>	£
18.1.1	Clerk's salary April/May	858.48
18.1.2	Clerk's expenses April/May	52.50
18.1.3	SALC – The Good Councillors Guide	20.00
18.1.4	Life Education Wessex grant – see minute 9 of 20 March 2019 meeting	80.00
18.1.5	AR Computing – printer cartridges	63.98 (inc VAT 10.66)

18.1.6 Zurich – Parish Council insurance 1.6.19 – 30.5.20	290.59
18.1.7 Mr B Howe – internal audit of PC accounts	121.00
18.1.8 Bradford on Tone Village Hall – hire of Chant Room 20.3.19	16.00

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

18.2 Income

18.2.1 Precept for 2019/2020	10000.00
18.2.2 Interest	0.27

18.3 Financial Statements

18.3.1 Bank Balance and Reconciliation Statement

After the above transactions had been taken into account the Parish Council's bank balance totalled £14957.52.

18.3.2 Annual Reconciliation Statement year ended 31 March 2019

A copy of this statement is attached as Appendix 5.

18.4 Audit

18.4.1 Exempt Authority

The Parish Council agreed to declare that it was an exempt authority for the purposes of audit as its turnover did not exceed £25000.

18.4.2 Annual Governance Statement 2018/2019

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

18.4.3 Annual Accountancy Statement 2019/2019

As part of the audit process this completed statement had been circulated to Councillors. On the proposal of Mr Haines, seconded by Mr Brodie, it was unanimously agreed to approve the statement as attached at Appendix 7.

18.4.4 Internal Audit Report 2018/2019

A successful report had been circulated to Councillors.

18.4.5 Annual Report by Internal Auditor 2018/2019

The Clerk reported a successful internal audit of the Parish Council's accounts for 2018/2019. He read out the auditor's report which had been circulated to Councillors.

19. Correspondence received since last meeting

19.1 National Association of Local Councils – A Guide to the Community Infrastructure Levy (CIL) for Parish and Town Councils – emailed to Councillors

19.2 Consultation on vehicle operator licensing system – closing date 11 June 2019 – emailed to Councillors

20. Correspondence received since circulation of agenda

None

21. Members of the public

None

22. Items of concern

None

The next meeting of the Parish Council will be held on **Wednesday 24 July 2019**, starting at 7.30 pm in the Chant Room, Bradford on Tone Village Hall.

The meeting closed at 8.45 pm.

Derrick Bott, Clerk
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