

BRADFORD ON TONE PARISH COUNCIL

Minutes of the Annual Meeting of Bradford on Tone Parish Council Monday 16th May 2022, commencing at 7.30pm, in the Chant Room, Bradford on Tone Village Hall

(in the format to be presented to the next meeting for approval)

Present:

Cllrs Venn, Cllr Ellis, Cllr Sidhu

C Morrison-Jones (clerk)

7 x members of the public

SCC Cllr D Mansell (arrived after agenda item 7)

Cllrs C Ellis, D Venn, and L Sidhu signed their Acceptance of Office forms prior to the start of the meeting

Public Speaking:

- Light in telephone box housing defibrillator is not working, repair has been arranged

SCC Cllr report: none

1. Election of Chairman and receive the Chairman's Declaration of Acceptance of Office

The appointment of Cllr D Venn as Chairman was proposed and members present resolved to elect him as Chairman. The Chairman signed his Declaration of Acceptance of Office.

2. Election of Vice Chairman and receive the Vice Chairman's Declaration of Acceptance of Office

The appointment of Cllr L Sidhu was proposed and members present resolved to elect her as Vice-Chairman. The Vice-Chairman signed her Declaration of Acceptance of Office

3. Apologies for absence

None received

4. Declarations of Interest/Dispensations

Cllr Venn declared an interest in the bridge

5. Minutes of Parish Council meeting held on 5/4/22

The minutes were approved by Members and signed by the Chairman as a true and accurate record of the previous meeting.

6. Councillor co-option

Following the uncontested elections on 5th of May, there are 3 vacancies on the Council to fill by co-option. No co-options took place at this meeting.

7. Councillors roles and responsibilities for the municipal year

Councillors resolved that to allocate roles and responsibilities as follows:

i)	The Bridge	Cllr Ellis
ii)	Highways / Pavements	unallocated
iii)	Playarea	unallocated
iv)	Footpaths	Cllr Sidhu
v)	PC representative on VH committee	unallocated
vi)	Defibrillator	unallocated

Cllr Venn left the meeting at this point

The meeting was adjourned as inquorate

SCC Cllr D Mansell arrived at the meeting at this point

Cllr Venn re-joined the meeting, and the meeting was reconvened

8. To receive recent reports from the police for March and April.

PCSO Henderson had sent a report as follows:

Crime Stats

There were 155 calls to 999 and 101 on the Wellington rural beat in April 2022.

There was 1 call into 101 and 999 for Nynehead, Oake, Bradford on Tone, Langford Budville for the month of April 2022.

This call involved-

- 1 Anti-social behaviour

Reports of Antisocial Behaviour

There were 6 reports of ASB across the Wellington rural beat

There was 1 call to police for ASB in Nynehead, Oake, Bradford on Tone, Langford Budville in April.

What's been done?

PCSO Henderson will be continuing with her hot spot patrols

Cllrs noted that there was no mention of bridge damage or traffic incidents in the report. It was felt that the PC should have a record of accidents in the parish.

9. Matters arising from the minutes not covered by agenda items

None

10. Footpaths (Cllr Sidhu)

The rerouting of the footpath has not moved forward – the papers are still sat with one of the landowners for signing.

Cllr Sidhu was reminded that she had previously agreed to post a map of the proposed route change on the parish noticeboard.

Cllr Venn noted that the two stiles at Hele that needed repair were now not urgent as the gates have been removed

11. Play Area

11.1.Update on works

Cllrs were not sure if the works are now finished

11.2.Post completion safety certificate

A post installation safety inspection, dated 27th April 2022, has now been received by BoT PC from the equipment provider. The clerk raised concerns regarding the quality / detail of the report. There was doubt that completion certificate is sufficient or comprehensive for the whole play area.

The report certified the trim trail as safe for use, but concerns were raised in the report regarding the signage; contact details regarding the ownership and maintenance of the site should be displayed. It was also noted that new tree planting was too close to the equipment and could cause issues as the trees mature. It was not clear if the report covered the inspection of the fort.

Matters such as dog poo, weeds and splintering on the fort were raised by members of the public.

It is still not clear that there is a formal agreement with the landowner as to responsibilities of each party, ensuring continued public access and maintenance responsibilities beyond the email of 16th June 2021 in which the landowner gives consent for the equipment to be built on the site. The clerk stressed that these responsibilities and liabilities need to be established and formalised at the soonest opportunity – the parish council has installed public use equipment with public money on private land and needs to ensure continued public access with liabilities and responsibilities for the site clearly established and formally agreed.

Cllrs resolved to:

- review signage
- talk to SWT to see if they had record of a legal agreement being in place
- SALC to be asked to offer specialist advice on liabilities and what needs to be addressed with public equipment on private land

11.3.Annual inspections

SPFA have confirmed that if the Annual Inspection is carried out through them it will cost the PC in the region of £80

11.4.Weekly inspections

Cllr Smith has drawn up a template for weekly inspections. Once completed, each weekly inspection report will be emailed to the clerk to retain as part of the PC's records

11.5. Insurance / liability

The clerk reported that she had organised for the play equipment to be added to the PC's current insurance policy, so the PC is covered for any loss/damage to the equipment and public liability when using it. The current insurers have agreed to waive the slight increase in premium for the remaining few weeks of the policy but there will be an increase on commencement of the new policy year to reflect these changes.

The clerk asked Cllr Venn if he needed to leave the room for this agenda item as he had declared an interest in the bridge. He repeatedly stated that he never had in the past. It was noted that if Cllr Venn did leave the room, the meeting would be inquorate, and the agenda item would not be able to be discussed. Cllrs expressed the view that this was unsatisfactory and how could it be overcome. The clerk explained the process for issuing a dispensation, Cllrs expressed the view that this was a satisfactory solution and carried on with the agenda item. No formal request for a dispensation was requested and no dispensation issued.

12. Bridge (Cllr Ellis)

Cllr Ellis noted that the Width restriction order still needed to be located.

He then reported that four new bollards were installed in April (two of them being removable in lockable sockets set into the ground). Two (both on the Bradford side) have now been damaged in separate incidents. Additionally, on 18th March damage was incurred to the Bradford Court gateway.

At the March PC meeting the Council agreed a document to send as a proposal to SCC as an alternative way to manage traffic over bridge and protect the bridge. This documents submission to SCC was held back due to the pending elections. Now the PC needs to decide who within SCC the document should be sent to. Once understood who portfolio holder for Highways at SCC is, the document can be sent.

Recent correspondence between Highways and the clerk has been encouraging with a view to moving forward and engaging with the PC. It has been confirmed that, in the short term, the posts will be reinstated with more substantial, higher timber posts and longer term consideration will be given to possible controls further back from the entrance to the bridge.

SCC Cllr Marshall offered to investigate with the identification of the correct people to send the document to and offered his support to the council in efforts to resolve the issues.

13. Village footpath / pavements

Footpath repairs on the road out of the village to the A38 are ongoing at the moment; vegetation is being cut back and a concrete back edge being installed.

14. Highways

SCC Cllr Marshall informed those present of an online reporting portal for highways issues

<https://www.somerset.gov.uk/roads-and-transport/report-a-problem-on-the-road/>

15. Finance

15.1.End of year Bank Reconciliation, 31.3.22

Councillors resolved to approve the bank reconciliation, dated 31.3.22, of £12,652.70

15.2.Review Asset register

Cllrs resolved that they were content that the asset register previously circulated correctly reflected the PCs assets.

15.3.Consider insurance renewal

The clerk reported that the PCs 3 year long term agreement with Zurich Municipal expires on 31st May 2022. Quotes had been obtained from 3 companies and circulated to Members prior to the meeting. Cllrs resolved to renew with Zurich for a 5 year long term agreement at a cost of £389.43 for 2022/23

15.4.Payment for clerk's annual SLCC membership

Councillors resolved to reimburse the clerk for the relevant proportion of the clerk's annual SLCC membership.

15.5.Income received

14.4.22 SWT precept £10,000

15.6.Payments to authorise

Bradford on Tone Village Hall	£16.00	Room hire March & April 22
Home & Garden Maintenance	£145.00	Bus stop & war memorial cleaning
Zurich Municipal	£389.43	Insurance 2022/23
Information commissioner	£40.00	Data protection registration
C Morrison-Jones	£578.72	salary March & April 2022
HMRC	£144.60	PAYE
C Morrison-Jones	£87.17	expenses & reimbursements

15.7.Bank mandate changes

The clerk reported that NatWest confirmed on 9th May that the requested changes to the bank mandate agreed at the PC meeting 5th April 2022 have now been actioned.

15.6.Pension provision

The Clerk reported that the date to start the declaration of compliance has been set by the Regulator as 6th April 2022 and that, although the advice was that the Council should have in place a pension provider by the staging date (24th June 2022), as currently no employee of BoT PC earned more than £192 per week this could be delayed until an employee expressed an intention to participate in a workplace pension. The Clerk reported that it is necessary for the Council to formally give notice of the options to its employees and that the declaration of compliance be submitted to the regulator.

16. Internal Audit / AGAR

The clerk reported that the internal auditor has completed the internal audit for the year 2021/22 and will be issuing his report to the PC. This report will be accepted and considered by Councillors at the June 14th meeting prior to considering the AGAR documents for 2021/22

17. Councillor training

Since the last PC meeting Cllrs Ellis, Smith and Sidhu have attended training courses run by SALC.

SALC have multiple training sessions available over the course of the summer and the clerk reminded councillors that at the April meeting, as part of the measures put in place at the 5th April meeting to bring the Council back to compliance, Councillors

had resolved to take advantage of training offered by SALC and / or District Council in order to re-affirm and expand their knowledge.

18. Website

The clerk reported that she is working with the website developer to upload the necessary documents to the website to ensure that, moving forward, the Council is complaint with the requirements of the Transparency Code. This includes the posting of PC meeting agendas and minutes.

The clerk reported that the current site is not complaint with the Accessibility Code and requires the developer to upload any documentation / updates and advised the Council that consideration needs to be given to upgrading the website to make it easier to use and compliant with current legislation.

Cllrs resolved to consider the upgrading the site at a later date and requested the clerk to gain further information to present for consideration at a subsequent meeting

19. Consider adoption of the LGA Code of Conduct

Cllr Ellis expressed his opinion that the 2015 model Code of Conduct was much better than the new LGA Code; he does not want to be forced to go on a training course to be told how to behave.

Councillors resolved not to adopt the LGA Code of Conduct.

20. Planning

20.1. Application No 27/22/0013

Variation of Condition No. 03 of application 27/13/0003 to extend the operational life of the solar farm for a further 15 years until 01/07/2054 on land east of Rendy Farm, Oake

It was noted that although this application was not in the parish, when the original application was submitted in 2013. BoT PC submitted comments. Councillors resolved not to comment on this occasion.

21. Meeting dates for 22/23

Councillors resolved to set the following meeting dates for 2022/23, all the be held in the Chant Room commencing at 7.30pm. Additional meetings may prove necessary, depending on the business needing to be transacted during the year

Tuesday 14th June 2022

Tuesday 12th July 2022

Tuesday 13th September 2022

Tuesday 8th November 2022

Tuesday 10th January 2023

Tuesday 14th March 2023

22. To resolve that due to the confidential and sensitive nature of the business to be transacted in agenda item 23, it is to be conducted in confidential session with the public and press excluded

Councillors resolved to approve the motion proposed above

Members of the public & SCC Cllr Marshall left the meeting at this point

23. Employment matters

The clerk notified council of her immediate resignation. As per the contract of employment, the period of notice is one week.

There being no further business, the meeting closed at 9.30pm

The next Parish Council meeting will be held on Tuesday 14th June 2022 at 7.30 pm in the Chant Room, Bradford on Tone Village Hall.