

WITHYCOMBE PARISH COUNCIL

Minutes of the Withycombe Parish Council meeting held at the Memorial Hall on Monday 12th October 2020 at 7.00pm

This face to face meeting was managed within the COVID-19 secure guidelines produced by the Government. Two metres social distancing was maintained at all times and safety signage was clearly displayed on entering the hall. Hand sanitiser was available on entering the hall and everyone present wore a mask. Names contact details were noted for Track & Trace.

PRESENT

Councillors: Chris Thomas, Richard Barnham, Steve Crossman, David Tilley
In attendance: S Rawle (Clerk)

The Meeting was digitally recorded

PARISH FORUM

Cllr Steve Crossman introduced three parishioners who were in attendance at the meeting. They were interested in finding out more information about the 2 casual vacancies on the parish council and had come along to observe the meeting and understand the current issues. Cllr Crossman provided an overview of the history and current state of the Titholes project. The Clerk explained a little more about the work of the Parish Council in the community and the co-option procedure. She asked that if expressions of interest should be made by emailing her. These would then be considered at the next parish council meeting.

1979 ELECTION OF CHAIRMAN

Nominations for the role of Chairman were sought. Cllr Dave Tilley was proposed by Cllr Richard Barnham and seconded by Cllr Chris Thomas. All Councillors were in favour of Cllr Tilley being the Chairman of the Parish Council. Cllr Tilley signed the declaration of acceptance of office for the role of Chairman.

1980 APOLOGIES FOR ABSENCE

Parish Cllr Amanda Gardner

1981 TO RECEIVE DECLARATIONS OF INTERESTS FROM CLLRS

None

1982 TO APPROVE MINUTES OF THE FOLLOWING MEETINGS

Parish Council Meeting held in July via email. Minutes were agreed.
Extraordinary Parish Council Meeting held on 21st September 2020. Minutes agreed.

1983 RISK ASSESSMENT

The Risk Assessment for conduct of physical parish council meetings in Withycombe Memorial Hall, which had been completed by the Clerk with reference to latest Government COVID-19 guidelines was agreed.

1984 PLANNING MATTERS

Applications – None received.

Decisions - None

1985 PRESENTATION OF FINANCES

1985.1 **Bank Reconciliation Statement:** The Clerk presented the bank reconciliation up to 30th September 2020. The bank reconciliation statement agreed with bank statements and was signed by the Chairman, as an accurate record. Bank balances were:

➤ Account 95304622	£1,230.27
➤ Account 44356501	£30,788.97
Total	£32,019.24

1985.2 **It was resolved to note receipt of the following income:**

1. Parish Precept - £8072.96

1986 TITHOLES UPDATE – TO REPORT NEW DEVELOPMENTS

Cllr Steve Crossman gave an update. Eric Bevan had recently made contact with Harry Gosling of Savills who had implied that MHPF were producing the final lease. On contacting Nick Kelly (MHPF agent) this did not appear to be the case. EB still feels that MHPF are acting in good faith and are keen to bring the project to a close. There is still no news on the split of the maintenance of the access road between the houses and the parish council.

1987 HIGHWAYS UPDATES

Salt Bins – The Clerk had requested that Highways refill the salt bins for the winter period. She reported that Highways had sent a map plotting the salt bins in the parish. On inspection the salt bin at Rodhuish Cross was missing. The Parish Council would need to fund the replacement of this if they wished as the salt bins were part of the parish councils assets and did not belong to SCC.

Wall Repairs – Cllr Richard Barnham that SCC had still not repaired the wall that ran beside the stream in Lower Street. There was now even more damage where vehicles had taken chunks out the wall. It is particular bad around the stretch outside the Memorial Hall and Withycombe Farm. The Clerk will chase SCC.

1988 FREE TREES FROM SOMERSETWEST&TAUNTON

The Clerk had received notification from SW&T that they were offering Parish & Town Councils free trees for National Tree Planting Week. Councils could order trees up to a value of £50.00. This included the stakes, ties and guards.

It was agreed to order 3 Beech to replace the ones on Withycombe Common. Clerk to contact SW&T.

1989 CHEQUE SIGNATORIES

Following the resignation of Cllr Emma Wright there were 2 signatories including the Clerk. The Clerk advised that it would be advisable to have another Cllr as a cheque signatory as the Clerk only signed cheques in an emergency. Two signatories were required for cheque signing. Cllr David Tilley offered to be an additional signatory. This was agreed by all.

The Clerk to take the necessary actions with Nat West bank to obtain the appropriate mandate forms for Cllr Tilley to be added and Emma Wright to be removed.

1990 WEBSITE WORK

The Clerk explained new regulations that required all local council websites to comply with The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018. An audit had been carried out of the website by JPC-Design which had identified areas where the website needed improvements. JPC-Design would be willing to undertake

the work required to update the website. The Clerk was asked to take the necessary action to take this forward.

1991 CASUAL VACANCIES

This had been covered in the Public Open Session of the meeting. If expressions of interest were received, the co-option of new Cllrs could take place at the December meeting.

1992 CODE OF CONDUCT

The Clerk had updated the Code of Conduct based on the NALC model template. She explained that this was an important document and the current one needed a refresh.

It was **resolved** to adopt the Code of Conduct.

1993 DATES OF NEXT MEETINGS

Monday 7th December 2020, Monday 1st March 2021, Annual Parish Assembly Wednesday 14th April 2021, Annual Council Monday 24th May 2020, Monday 6th September 2021, Monday 6th December 2021

The meeting closed at 7.58 pm.

Signed _____
CHAIRMAN

Date _____