



Minutes 2023

Date of Meeting:	25 th May 2023	Time:	Following on from Annual Assembly
Location of Meeting:	Hembry Room, Westfield Church Hall		
Present:	Cllr. M.Mead, Cllr. John Vassalli, Cllr. R. Leighton, Cllr. J. Johnstone		
In Attendance:	Tammy Weeks (Clerk), Cllr. G. Slocombe, Cllr.B. Bolt		
Apologies:	Cllr. N. Myers, L Duddridge		

Ref	Topic of Discussion
1-25/5/23	Election of Chair and Chair's Acceptance of Offer
	Cllr. Mead was nominated to be Chairperson by Cllr. Vassalli. This nomination was seconded by Cllr. Leighton and agreed by Cllr. Johnstone. The Acceptance of Office was duly signed by Cllr. Mead and witnessed by the Clerk.
2-25/5/23	Election of Vice Chair and Vice Chair's Acceptance of Offer
	Cllr. Vassalli was nominated as Vice Chair by Cllr. Leighton and this nomination seconded by Cllr. Johnstone. Cllr. Vassalli accepted the position and the Acceptance of Office was duly signed by Cllr. Vassalli and witnessed by the Clerk.
3-25/5/23	Welcome, Attendance & Apologies
	As per Chair's report for the Annual Assembly.
4-25/5/23	Public Question Time
	Cllr. Slocombe, apologised for clashes with Bridgwater Town Council meetings which means that they cannot always attend Durleigh Parish Council meetings. Cllr. Bolt apologised for clashes too and explained that he's trying to cover for other Somerset councillors so currently attends meeting for a number of other parishes.
5-25/5/23	Declarations of Interest
	No Declarations of Interest were declared in relation to any agenda items for this meeting. The Clerk asked all councillors if there had been any changes to their circumstances that would affect their Declarations of Interest completed last May. All confirmed that there are no changes to Declarations of Interests signed last May.
6-25/5/23	Minutes of Last Meeting
	Minutes were approved as a true and accurate record of the meeting. All agreed. Proposed by Cllr. Vassalli, seconded by Cllr. Johnstone
7-25/5/23	Update on Actions from Previous meeting
	Queenswood Lane – The Clerk gave an update in regards to the barrier to be installed at the Mayfield Close end of Queenswood Lane. A response has been received from Katherine Tyson from Somerset Highways explaining that the work order has been passed to the contractor but there are currently delays as they have a huge volume of safety defects on the highway network that they are focussing on resolving. Cllr. Vassalli asked the Somerset Councillors present if they can escalate this as it is a potential safety risk not having the barrier installed in position. Cllr. Slocombe confirmed that she is happy to chase this.

	<p>Spaxton Road & Enmore Road Safety Improvements – Cllr. Vassalli gave an update; he reported the possible new and damaged black & white chevron boards on the Durleigh Hill bend. A response was received that it has been inspected but they will not repair at this time as it is not deemed to be high enough risk. This response seems to be in relation to the damaged chevron and not addressing the possible new board. Action: Cllr. Vassalli will report the possible new chevron on its own.</p> <p>Bench at Luxborough Road – The Clerk reported that she had contacted the developer who has said there is a delay with fitting the bench due to a lack of labour, but will be in touch as soon as they have a confirmed date. Action: Clerk to follow this up again</p> <p>Communications – Cllr. Johnstone had drafted a letter to residents and obtained three quotes for printing 250 copies. The best price was from Purnells at £16 (this is for black & white copies only). The draft was given to the other councillors and it was agreed that changes were need and we need to add the vacancy for councillor. We also need to ensure it contains our logo. Action: Cllr. Johnstone to do a second draft and then pass to Cllr. Mead. Clerk will do formatting etc.</p> <p>Notice board – The Clerk gave an update that the previous chair, before resigning, had received a quote to recoat the backboard of the noticeboard and print with our logo, website and Facebook. The cost of the work to do this was estimated at £60. All councillors were happy to spend this amount and gave authorisation for the Clerk to proceed with contacting the contractor with view to going ahead with work before next meeting. Action: Clerk to follow this up</p>																														
<p>8-25/5/23</p>	<p>Matters Arising (Including Consultation Responses)</p>																														
	<p>There were none.</p>																														
<p>9-25/5/23</p>	<p>Financial Matters</p>																														
<p>9.1</p>	<p>The Clerk reported that the Bank balance at 5 May 2023 was £18,082.80</p> <table border="1" data-bbox="349 1176 1393 1444"> <thead> <tr> <th colspan="2">Total Expenditure since</th> <th>£39</th> <th colspan="2">Income Received</th> <th>£1749</th> </tr> <tr> <th>Transactions since statement date:</th> <th>Date:</th> <th></th> <th>Description</th> <th>Amount</th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>09/05/2023 HMRC - VAT Refund Apr 2023</td> <td>-£</td> <td>1,749.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>15/05/2023 Westfield Church - Room Hire</td> <td>£</td> <td>39.00</td> </tr> <tr> <td colspan="3"></td> <td>Total</td> <td>-£</td> <td>1,710.00</td> </tr> </tbody> </table> <p>Will take bank balance to £19,792.80.</p>	Total Expenditure since		£39	Income Received		£1749	Transactions since statement date:	Date:		Description	Amount					09/05/2023 HMRC - VAT Refund Apr 2023	-£	1,749.00				15/05/2023 Westfield Church - Room Hire	£	39.00				Total	-£	1,710.00
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<p>9.2</p>	<p>The Clerk reported that the councillors had all been sent copies of the finance reports up to 31 Mar 2023 for end of year 2022-23 and up to 16th May. Both finance reports include the cashbook showing expenditure, the actual expenditure against budget and the bank rec. No questions were raised in respect of either report. The reports were approved. Proposed by Cllr. Leighton, Seconded by Cllr. Johnstone. All in agreement.</p>																														
<p>9.3</p>	<p>There were no payments to authorise, but to note payments shown on Finance Reports stated above, which have been authorised and paid under delegated powers, or authorised at previous meeting.</p>																														

9.4	<p>The Clerk referred to the 'Authorised Schedule of known Payments' circulated prior to the meeting. As per previous years, this is normally signed off to provide authorisation for the known payments expected during the year. The schedule was agreed and approved. Proposed by Cllr. Leighton, Seconded by Cllr. Johnstone. All in agreement.</p> <p>The Clerk explained it would need to be physically signed by the Chair and other person on Finance Sub group, to be decided in agenda item 12.</p>
9.5	<p>The Clerk referred to the AGAR and End of Year Accounts, circulated to all councillors prior to the meeting. The Clerk reported that the council started 2022-23 with b/f balance of £11,473, income during year totalled £15,694, expenditure totalled £9,040 and at year end the c/f was £18,126, but this was due to the donation received towards Queenswood Lane. £10,494 of that c/f has now been spent on Queenswood Lane.</p> <p>There were no questions or queries in regards to the AGAR or End of Year accounts.</p> <p>The Clerk proposed the dates from 26th June to 6th August for the Exercise of Public Rights. The Clerk will publish this by 15th June.</p> <p>Proposed by Cllr. Vassalli, seconded by Cllr. Leighton. All in agreement.</p> <p>The End of Year Accounts and AGAR were duly signed off by the Chair.</p>
9.6	<p>The Clerk referred to the Internal Audit reports. The AGAR Internal Audit report all signed off as compliant. The additional internal audit report raised two points:</p> <ol style="list-style-type: none"> 1. 1 item missed from list of expenditure over £100 2. Did not minute date of public rights last year <p>It was also noted that we had not updated website since move to Somerset council. The Clerk explained that this was on the to do list, but had not yet got around to it due to year end tasks, sickness and annual leave. This will be updated as soon as possible, but other tasks with deadline need to be completed first. The councillors had no questions or concerns in regards to the report.</p>
10-25/5/23	Planning Matters
	<i>Items for Discussion:</i>
	None
	<i>Items for Update:</i>
	None
11-25/5/23	Review of Policies

	<p>The Clerk referred to the email sent to Councillors 3rd May 2023 which included all policies due for review:</p> <table border="1" data-bbox="349 285 984 527"> <thead> <tr> <th>Policy</th> <th>Date Due for Review</th> </tr> </thead> <tbody> <tr> <td>Code of Conduct</td> <td>March 2023</td> </tr> <tr> <td>Financial Regulations</td> <td>March 2023</td> </tr> <tr> <td>Standing Orders</td> <td>March 2023</td> </tr> <tr> <td>Privacy Notice</td> <td>March 2023</td> </tr> <tr> <td>Data Protection Policy</td> <td>March 2023</td> </tr> <tr> <td>Risk Register</td> <td>September 2023</td> </tr> </tbody> </table> <p>The Clerk explained that there had been no updates to national templates. However, there are elements within the Financial Regulations that we can agree locally in respect of levels for delegated authority. The Clerk explained that these had been increased in the draft due to the increased costs of everything and to allow for payments to be made without delay. The councillors considered the local changes drafted and were happy to approve for these changes to be adopted.</p> <p>The Clerk also explained that more councils within Somerset had moved to the Somerset Code of Conduct, which is now being promoted by SALC. We are currently using the national template promoted by NALC. Not all councillors had the read the new Code of Conduct so it was agreed that this would be added to the July agenda to make a decision as to whether to move to the Somerset Code of Conduct. Action: All councillors to read the new Somerset Code of Conduct. Clerk to add to agenda for July.</p> <p>All other policies were approved for continued use.</p> <p>Proposed by Cllr. Vassalli, Seconded by Cllr. Mead</p>	Policy	Date Due for Review	Code of Conduct	March 2023	Financial Regulations	March 2023	Standing Orders	March 2023	Privacy Notice	March 2023	Data Protection Policy	March 2023	Risk Register	September 2023
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<p>12-25/5/23</p>	<p>Roles and Responsibilities</p>														
	<p>The Roles and Responsibilities of the councillors were reviewed and agreed:</p> <p>Finance - Cllr.Mead (Lead), Cllr. Vassalli (Support)</p> <p>Personnel –Cllr. Mead</p> <p>Infrastructure & Assets – Cllr. Vassalli (Lead), Cllr. Leighton (Support)</p> <p>LCN Representative – Cllr. Vassalli</p> <p>Planning – Cllr. Leighton (Lead), Cllr. Mead and Cllr. Johnstone (support)</p> <p>Communication inc. Social Media – Clerk (Lead), Cllr. Mead (Support)</p> <p>Footpaths & Environmental – Cllr. Leighton (Lead), Cllr. Johnstone (Support)</p> <p>Newsletter – Cllr. Johnstone (Lead)</p> <p>Action: Clerk to update website</p> <p>It was also noted that a review of the Clerk’s hours was required and it was agreed that an extended Finance Sub Group meeting, via Zoom, would be scheduled to discuss and review the Clerks hours prior to the next meeting. Action: Clerk to email availability and arrange meeting</p>														
<p>13-25/5/23</p>	<p>Local Community Networks</p>														
	<p>Reference to the January 2023 meeting minutes was made to refresh on the decision made; we would remain in the allocated Durborough LCN group and not apply for a change at the present time, with Cllr. Vassalli attending meetings and reporting back, for review on a six-monthly basis. Cllr. Slocombe explained about the Bridgwater LCN and said that if we wanted to move it must be</p>														

	<p>done soon. Cllr Bolt explained that the LCNS will be under continuous review and that the Somerset councillors are there to help if needed. He said it was a learning curve for everyone and it is up to each LCN how they operate.</p> <p>It was agreed that we would remain with decision made in January. Cllr Vassalli will be attending the first LCN meeting in June and will duly report back.</p>
14-25/5/23	Enmore Road Bin
	<p>The Clerk gave an update in regards to the communications with Somerset Council regarding the bin at Enmore Road. Somerset Council has increased the frequency of emptying the bin but it has not helped. They have suggested that we trial removal of the bin for period of three months. They have stated that from other trials they have found that the amount of fly tipping reduces after a bin is removed.</p> <p>It was agreed that we would agree to the trial period 3 months for the bin to be removed, with reinstallation if needed, and confirmation that Somerset Council will pay for the works and continue to pay for future emptying if bin needs to be reinstalled.</p> <p>Proposed by Cllr. Vassalli, seconded By Cllr. Leighton. All in agreement.</p> <p>Action: Clerk to contact Somerset Council</p>
-23/24	Durleigh Wetlands
	<p>Cllr. Leighton reported on communications with Wessex Water. They are proposing significant works to the Wetlands area which will include a car park on Enmore Road, boot cleaning facilities, re-open the Public Right of Way (to right of visible path) including reinstating the completely hidden gate, path levels to be raised, boardwalks through marsh.</p> <p>They are not expecting any financial contribution from the parish council for installing benches.</p>
-23/24	Future Project List
	<p>It was agreed to defer the Future Project List to the Finance sub committee for further discussion on costs and priorities and then to report back to full council.</p> <p>It was agreed that the priority at the moment is to concentrate on new members to join the council. We will need to advertise for 2 weeks and then if no response we will have to move to co opt application process. It was proposed that we use our Facebook page to promote to a wider audience.</p> <p>Good councillor guide – expect 3-4 hrs per week. A very small allowance can be paid to councillors to cover costs of attending meetings and other council business. This can be considered at next budget.</p>
-23/24	Items for Next Agenda
	<p>Finger posts.</p> <p>Review of clerk working hours.</p> <p>Code of conduct.</p> <p>Enmore road waste bin and fly tipping.</p> <p>LCN.</p> <p>Newsletter cost approved. To be distributed before the next meeting.</p> <p>Councillor training - Finance and Chair.</p>
-23/24	Date & Venue of Next Meeting



Minutes 2023

Date / Time:	13 th July 2023
Venue:	Hembry Room, Westfield Church,

Meeting Closed at:	20:54
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Minutes Signed by: **Date:**
(Chairman)