



## Minutes 2024

<b>Date of Meeting:</b>	11 <sup>th</sup> January 2024	<b>Time:</b>	19:30
<b>Location of Meeting:</b>	Hembry Room, Westfield Church Hall		
<b>Present:</b>	Cllr. M. Mead, Cllr. J. Vassalli, Cllr. R. Leighton, Cllr. J. Johnstone		
<b>In Attendance:</b>	Tammy Weeks (Clerk), , Cllr. M. Caswell (left at 20:30)		
<b>Apologies:</b>	Cllr. G. Slocombe, Cllr. B. Bolt, Cllr. N. Myers, Cllr. F Smith		

Ref:	Topic of Discussion
1-11/1/2024	<b>Chairman's Comments</b>
	Cllr. Mead thanked Cllr. Vassalli for standing in as Chair, for the last two meetings, in her absence.
2-11/1/2024	<b>Public Question Time</b>
	None. No public present.
3-11/1/2024	<b>Declarations of Interest</b>
	No Declarations of Interest were declared.
4-11/1/2024	<b>Minutes of Last Meeting</b>
	<p>Minutes of the November meeting were approved as a true and accurate record of the meeting.</p> <p>Proposed by Cllr. Vassalli, Seconded by Cllr. Leighton- <b>All agreed.</b></p> <p><b>Finance Sub Committee Minutes for meeting on 12<sup>th</sup> December 2023</b> were approved as a true and accurate record of the meeting.</p> <p>Proposed by Cllr. Leighton, Seconded by Cllr. Vassalli - <b>All agreed.</b></p>
5-11/1/2024	<b>Update on Actions from Previous meeting</b>
	<p><b>1. Enmore Road Layby</b> – Cllr. Leighton drove past yesterday, no sign of fly tipping, but some general rubbish in taller weeds.</p> <p><b>2. Noticeboard</b> – Cllr. Vassalli gave an update; confirmed to contractor that we would like to proceed with work, on quote for £435. Waiting for confirmation from the contractor as to when work will be done.</p> <p><b>3. Signs for Queenswood Lane and Spaxton Road</b> – pending update from Cllr. Slocombe and Somerset Council.</p> <p><b>4. Bench at Rexworthy Farm footpath</b> – Cllr. Leighton confirmed he has had contact with the land owner. The bench is still not in place, but has been delayed due to poor weather and staff illness.</p> <p><b>5. Change of domain name-</b> The Clerk gave an update to the Councillors and showed them the new website that is ready to go live. The councillors were happy for the website to be published 'live' and to request that our current host unpublishes our current website.</p> <p>Proposed by Cllr. Leighton, Seconded by Cllr. Johnstone. <b>All in agreement.</b></p>

<p>6.</p>	<p><b>Action:</b> Clerk to contact both new and current host to ensure smooth changeover.</p> <p><b>Chevron</b> – Cllr. Vassalli gave an update. The chevron requested on Durleigh Hill / Enmore Road has been installed incorrectly. Cllr. Vassalli has been in contact with Katherine Tyson at Somerset Highways who has subsequently been in contact with the contractors. It is now waiting for the contractors to correct, but cannot give date. Two slow signs have been refreshed.</p>
<p>7.</p>	<p><b>A39 traffic restrictions</b> – Cllr. Vassalli confirmed that he had raised this at the LCN meeting. We have also had a reply back from Somerset Highways saying that it will be continually monitored, but they do not feel there is a need for one way system at present.</p>
<p><b>6-11/1/2024 Matters Arising (Including Consultation Responses)</b></p>	
	<p><b>Biodiversity Policy</b> – The Clerk explained that she has become aware, from a SALC newsletter received on 9<sup>th</sup> Jan, that all parish councils need to have a Biodiversity Policy in place. This was supposed to be done by 1<sup>st</sup> January. The Clerk proposed that a policy is drafted and shared for comment via email, then can approve policy before March meeting, but will bring to March meeting to note for transparency.</p> <p>Proposed by Cllr. Mead, Seconded by Cllr. Leighton – <b>All in agreement</b></p> <p><b>Action; Clerk to draft policy and circulate</b></p>
<p><b>7-11/1/2024 Financial Matters</b></p>	
	<p>The Clerk reported that the Bank balance at 31<sup>st</sup> December was £12,877.76.</p> <p>There has been no expenditure since then.</p> <p>There are no payments waiting to be paid. It was explained that all payments that have been made are either all pre-approved on the ‘Schedule of Payments 2023-24’ authorised at the May meeting, or are within the levels for delegated authority as detailed in the Financial Regulations. Therefore, these do not need further approval, but are just to note.</p> <p>The Clerk referred to the Finance Reports up to 31 Dec 2023, sent to all councillors prior to the meeting, which includes the cashbook showing expenditure, the actual expenditure against budget and the bank rec @ 31 Dec. There were no questions or queries in regards to the finance reports and they were approved as accurate and complete.</p> <p>Proposed by Councillor Vassalli, Seconded by Cllr. Leighton – <b>All in agreement</b></p>
<p><b>8-11/1/2024 Budget 2024/25</b></p>	
	<p>The Clerk presented the draft budget for 2024/25. It was explained that the Finance Sub Committee met on 12th December (minutes sent out) and it was agreed that we should propose to this full council meeting, to request a precept of £13,760 which includes £1,750 towards the potential effects of Somerset Council’s ‘devolution of assets’. The increase in the precept is equivalent to 28.04% rise (£13.10 per household), based on a band D property. The £1,750 is to be shown as separate line on the budget, so that we can monitor more easily the effects of Somerset Council’s ‘devolution of assets’.</p> <p>The Clerk reported that public feedback was requested, via posts on Facebook, the website and a poster in the noticeboard. Only one response was received, which was in favour of putting the precept up.</p> <p>All councillors were in agreement that a precept of £13,760 is to be requested.</p>



	Proposed by Cllr. Leighton, Seconded by Cllr. Johnstone - <b>All in Agreement.</b> Councillor Caswell left after this item.
<b>9-11/1/2024</b>	<b>Planning Matters</b>
<b>Items for Discussion:</b>	
None	
<b>Items for Update:</b>	
23/23/00010	Queenswood Farm, Broadlands Lane – Erection of Single Storey Dwelling. Responded with objection on 21/12/23
<b>10-11/1/2024</b>	<b>Survey for Young People</b>
	Due to the absence of Cllr. Smith, it was agreed to defer this item until March.
<b>11-11/1/2024</b>	<b>Review of Risk Register</b>
	The Clerk referenced the updated version of the Risk Register sent out via email 18 <sup>th</sup> December to all councillors. There were no questions, comments, or additional items to add.  Approved for continued use  <b>Proposed by Cllr. Vassalli, Seconded by Cllr. Johnstone – All in agreement</b>
<b>12-11/1/2024</b>	<b>Local Community Networks</b>
	Cllr. Vassalli gave an update. The last LCN meeting was well attended. Issues raised included concerns about how councils set budgets and request precepts when no information on costs is forthcoming.
<b>13-11/1/2024</b>	<b>Meetings Attended</b>
	Cllr. Leighton attended the Finance course run by SALC. Slides shared with all councillors.
<b>13-11/1/2024</b>	<b>Items for Next Agenda</b>
1. 2.	Biodiversity Policy to note Survey for Young People
<b>14-11/1/2024</b>	<b>Date &amp; Venue of Next Meeting</b>
<b>Date / Time:</b>	14 <sup>th</sup> March 2024
<b>Venue:</b>	Hembry Room, Westfield Church

<b>Meeting Closed at:</b>	21:10
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Minutes Signed by: ..... Date: .....  
(Chairman)