



Date of Meeting:	11 th July 2024	Time:	19:30
Location of Meeting:	Hembry Room, Westfield Church Hall		
Present:	Cllr. R. Leighton, Cllr. J. Vassalli, Cllr. J. Johnstone, Cllr. F. Smith		
In Attendance:	Tammy Roper (Clerk), Cllr. G. Slocombe,		
Apologies:	Cllr. G. Mansfield		

Ref:	Topic of Discussion
1-11/7/24	Chairman's Comments
	The Chair welcomed everyone to the meeting and welcomed back Cllr. Smith.
2-11/7/24	Public Question Time
	No members of the public present.
3-11/7/24	Declarations of Interest
	No Declarations of Interest were declared.
4-11/7/24	Minutes of Last Meeting
	Minutes were approved as a true and accurate record of the meeting. Proposed by Cllr. Vassalli, Seconded by Cllr. Leighton. All agreed.
5-11/7/24	Update on Actions from Previous meeting
	<p><u>Biodiversity Policy</u> – Councillors are now happy for the policy to be adopted and published. Proposed by Cllr. Leighton, seconded by Cllr. Vassalli. All in Agreement.</p> <p><u>Survey for Young People</u> – Cllr. Smith explained that she has taken on board the previous feedback and has updated the Survey for Young People to reflect this.</p> <p>She further explained that it is designed to not be too onerous, starting simple to see what the initial response is and then can either develop it further or look at other means of getting to hear the voice of young people. This will be published on social media, our website and our noticeboard. We can possibly look at sending it to schools in the area for a more targeted approach.</p> <p>Councillors in agreement for this to be published/ send out as soon as possible. Proposed by Cllr. Vassalli, seconded by Cllr. Leighton. All in agreement.</p> <p><u>Accessible Technology</u> – The Clerk and Cllr. Johnstone gave a brief update and the tablet purchased to enable easier access to emails is now all working OK and is successful.</p> <p><u>Grass Cutting & Bin Emptying</u> – This has been monitored since the last meeting and cuts are continuing. Cllr. Leighton said he had walked around area earlier today and all cut neatly.</p> <p>Cllr. Slocombe said that Bridgwater Town Council have taken over the cutting in the areas previously covered by Sedgemoor Council. They are looking to keep estates neat and other areas wilder.</p> <p>Cllr. Leighton made reference to the overgrown verge by the church. Parking for the church is on the opposite side of the road and the overgrown verge makes it difficult for people to see clearly when crossing. Cllr. Slocombe said she will follow this up.</p>

	<p>He also mentioned that the footpath to Gothelney Manor is blocked by a tree. Cllr. Slocombe requested that Cllr. Leighton emails her with the details. Action: Cllr. Leighton to send email re verge and fallen tree, and any other problems that are recognised.</p> <p>Councillor Vacancy – The Clerk updated the councillors; There has been no interest shown in the remaining vacancy. This has been posted on social media, our website and noticeboard. To publish again on social media.</p>
6-11/7/24	Matters Arising (Including Consultation Responses)
	There were none.
7-11/7/24	Financial Matters
	<p>The Clerk reported that the Bank balance at 30th June 2024 was £20,749.50</p> <p>Expenditure since the last bank statement was detailed:</p> <ul style="list-style-type: none"> • £53 SALC Invoices x 2 (councillor training) <p>The clerk explained with the payments made, the bank balance will reduce to £ 20,564.01</p> <p>Expenditure yet to be paid was detailed (below).</p> <p>The Clerk explained that she had sent out an email about purchasing replacement pads for the defib as ours expire in August. All in agreement to go ahead and purchase online.</p> <p>The Clerked reported that, other than the replacement defib pads, 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 2024-25’ authorised at the March 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 02 July 2024, sent to all councillors prior to the meeting, which includes the cashbook showing expenditure, the actual expenditure against budget and the bank rec @02Jul. There were no questions or queries in regards to the finance reports and they were approved as accurate and complete.</p> <p>Proposed by Cllr. Vassalli, seconded by Cllr. Johnstone</p>
8-11/7/24	Planning Matters
Items for Discussion:	
23/24/00003	<p>Durleigh Elms, Spaxton Road, Durleigh. The notification for this planning application was received after the agenda was published. However, councillors were in agreement that this should not be a contentious issue and therefore no need for a separate meeting. Resolved that we should respond with a ‘comment’; “no objection but take note of the TPOs on site”.</p> <p>All in agreement.</p> <p>Action: Clerk to respond as above.</p>
Items for Update:	
23/23/00010	Queenswood Farm – Erection of a single storey dwelling. Granted permission after going to committee.
9-11/7/24	Review of Policies
	<p>The Clerk referenced that email sent to all councillors prior to the meeting with the reviewed and updated policies. The following was noted:</p> <ul style="list-style-type: none"> • Code of Conduct – no update to model LGA CoC, therefore no changes required



	<ul style="list-style-type: none"> • Standing Orders – model has been updated (small politically correct changes, but does not seem to be any major changes). This has been reflected in our updated version. • Data Protection Policy – checked against ICO website, no updates required • Grant & Donation Policy – no updates required • Risk Register – reviewed and updated with small changes (i.e. Vice Chair, not Chair, now has spare key to noticeboard). Cllr. Leighton also requested that we change maintenance checks for the AED to 6 monthly instead of every 2 months. <p>All reviewed/updated versions approved for publication. Proposed by Cllr. Leighton, seconded by Cllr. Smith. All in agreement.</p>
10-11/7/24	Mobile Phone for Clerk
	<p>The Clerk fed back on research with reference to purchasing a mobile phone for council use. A Nokia mobile handset can be purchased for £30-£40. The best SIM only deals are Lebara at £5 per month on a rolling one-month contract, the next best deal was through Switcheroo with Three at £5.50 per month, but this was for a contract period of 36 months. Agreed that a rolling one month contract is preferable and the Clerk uses the network already so knows that it works from home location.</p> <p>Proposed by JV, seconded by RL to buy Nokia handset and Lebara SIM. All in agreement.</p>
11-11/7/24	Local Community Networks
	<p>Cllr. Vassalli was unable to attend the AGM, however, minutes have been received and circulated to all councillors. Cllr. Simon Stretton from Spaxton Parish Council is now the Chair of the Dowsborough LCN.</p>
12-11/7/24	Meetings Attended
	<p>Cllr. Mansfield has attended 2 training courses.</p>
13-11/7/24	Items for Next Agenda
1.	<p>Update re phone Responses to survey Grass cutting Financial Regulations</p>
14-11/7/24	Date & Venue of Next Meeting
Date / Time:	12 th September 2024
Venue:	Hembry Room, Westfield Church

Meeting Closed at:	20:35
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Minutes Signed by: Date:
(Chairman)