

MINUTES OF THE MEETING OF BISHOPS HULL PARISH COUNCIL
Held at Bishops Hull Hub
THURSDAY 18th JANUARY 2024 AT 7.00PM

Members Present:

Cllr T Taylor – Chairman	Cllr J Hunt – Vice Chairman and Somerset Cllr
Cllr B Fernandes - Arrived at 7.45pm	
Cllr N Fernandes	Cllr A Plumbly
Cllr R Reed	Cllr J Wilson

Also Present: Helen McGladdery – Clerk and RFO, 10 members of the public

HAVE YOUR SAY

- Two residents independently raised concerns about the hedges around/adjacent to their properties. These are both the responsibility of Persimmon. The hedges have been neglected and needs attention

Action: The Clerk to contact Persimmon to support the residents' concerns

- Two residents were present to offer their support for the Parish Council to raise residents' precepts to enable works in the Parish

As **Cllr Ellis** was not present the Clerk read her report, detailing the Somerset Council's poor financial position and the need to reduce services.

Cllr Hunt gave a verbal report, reiterating the points Cllr Ellis made about the poor financial position of Somerset Council. He praised BT Open reach for their prompt response when a telegraph pole fell in the Parish. He also advised that Bishops Hull Primary School is in academisation conversations

Meeting starts 7.30pm

464. To receive apologies for absence and approve reasons given

Cllr M Jollands – Family commitments
Cllr M Trout – Medical reasons
Cllr Ellis – TTC meeting

465. Declaration of Interest not already recorded

None

466. To Agree Minutes of the Meeting held on Thursday 7th December 2023.

The minutes of the meeting were agreed as a true and accurate record of the meeting and signed by the Chairman

Action: The Clerk to add the minutes to the website

467. To receive presentation from The Greenway Project

Representatives from the Greenway Project gave a presentation, detailing their plans to build a traffic free route from Wellington to Taunton along the historic Grand Western Canal, linking in parishes along the way. Members gave their full support towards this project.

7.45pm Cllr B Fernandes arrived

468. Sensory Trail and Play Park

To receive the latest update and progress on the project

David Gurr was present and gave a verbal update on the project and advised they are hopeful to be able to go to tender by the end of January

Members to discuss the best way to progress ownership of the land

Members discussed instructing a solicitor or using a MOU.

Action: It was agreed that the Clerk would contact Sally Stark – Somerset Council for guidance as to the best way to progress this matter quickly and efficiently.

469. Planning

To receive the Planning panel report on planning applications received:

05/23/0027 - Variation of Condition No.02 (approved plans) of application 05/20/0019 to accommodate construction detailing and make better use of space at 1 Lowlands Terrace, Bishops Hull

Resolved: No Comment

Action: The Clerk to submit responses

Kinglake

Update from Dan Mawer (Persimmon) and Rebecca Staddon (CIL Officer, Somerset Council) on the progress of the adoption of the open spaces, play areas and attenuation ponds

The Clerk circulated the response from both Dan Mawer and Rebecca Staddon and advised that the planting had now been completed, Kinglake sewers were now adopted by Wessex Water and the SUD plan and roads are now put forward to Somerset Council for approval and adoption. The Clerk and Chairman are meeting with the Somerset Council enforcement Officer to carry out their checks.

To discuss requirements prior to adoption

Resolved: Following a proposal from Cllr N Fernandes and seconded by Cllr B Fernandes it was agreed that the Clerk progress setting up a new bank account for the Kinglake funds

Action: The Clerk to open an additional bank account

To discuss plan of action for smooth transition of transfer of ownership

Action: Clerk to continue to pursue Dan Mawer for details of the current contractors and expiry date of current maintenance contract.

470. To receive an update on Devolution of assets and services from Somerset Council to Bishops Hull Parish Council

The Clerk advised she had requested information from Somerset Council and has now received confirmation that is the Parish Council takes on responsibility or ownership of Bishops Mead the footpaths would still remain the responsibility of Somerset Council. Somerset Council are reluctant to transfer ownership of the allotment to BHPC. Somerset Council have now provided the Clerk with maps of all the open spaces in the Parish, and time taken for each cut to assist with budgeting.

471. Financial Matters

Detail of Receipts and Payments since previous meeting

Receipts:

G Car Works - received in error	£80.00
CIL Account interest	£427.26

Saving Account interest £263.17

Payments:

Jill Larcombe - Internal audit	£50.00
BH HUB Hire - December 23	£28.00
SALC training - Rachel -young people	£35.00
Somerset Pensions - Dec	£377.76
HMRC - Dec	£146.01
G Car Works refund - payment in error	£80.00
Tony reimbursement Allotment weed matting	£40.25
Mobile phone - Dec	£6.75
D Penny -Expenses	£14.69
H McGladdery – allowance and expenses	£87.99
NALC - Levelling up training for Clerk	£52.04
Bank Service charge	£18.00

The Clerks and Street Cleaners December salaries were paid in this period

To receive budget to spend monthly report

Attached to the minutes

To finalise the budget for 2024/25

The Clerk ran through the budget (attached) in detail for the benefit of Members and public present. She detailed her role of proper officer and advised the proposed increase in her salary was for extra hours for proposed additional workload. She detailed information showing comparisons to other Parishes, taking the census information to show a breakdown of population per parish and the precept amount (report attached)

Resolved: Following a proposal from Cllr Taylor, seconded by Cllr Wilson and a unanimous voted Members approved the budget for 2024/25 to enable them to deliver services that may be severely reduced or lost by Somerset Council

Action: The Clerk to add the agreed budget to the website and Facebook page

To confirm the Precept request from Somerset Council

The Clerk advised there currently is no limit to the amount the Parish Council can raise its precept, although Local Authorities are capped at 5%. She advised that this cap will probably be introduced to Parish Councils as well in the coming years. So any decisions made now about the Precept, need to future proof the Parish Council.

Members fully discussed the need to increase the Precept to enable the delivery of services that may be lost from Somerset Council. This will ensure open space and verges are maintained, gullies are cleared, streets cleaned and bins emptied. The raising of the precept to £71,000 would incur an increase for residents of £2.18 per month or 50p per week.

Resolved: Following a proposal from Cllr Fernandes, seconded by Cllr Reed with a unanimous voted Members approved a precept request of £71,000 from Somerset Council

Action: The Clerk to submit the request

472. Clerks Report which will include all matters arising from previous minutes and items of interest

The Clerk's report was distributed to Members and included details of the following training sessions to be attended by the Clerk:

Procurement training – 25th January, Insurance training – 26th January &
Levelling up training – 31st January

473. Local Community Network (LCN) Feedback

The Chairman gave a verbal update

474. Allotments - Update on the progress of raised beds

To agree to purchase of soil

Resolved: Following a proposal from Cllr Plumbly, seconded by Cllr Reed and a unanimous vote it was agreed to set a budget of £500 for the Clerk and Chairman to source soil (3 quotes will be obtained)

Action: The Chairman and Clerk to progress

To agree plan for construction of raised beds

Resolved: Following a proposal from Cllr N Fernandes, seconded by Cllr Wilson and a unanimous vote it was agreed to keep Mr Penny employed for the next month and allocate 2 days for him to move the soil at the allotments and construct the beds.

Action: The Clerk to arrange

475. Speed Indicator Device update on consultation for new posts

The Sid is currently on Silk Mills Road and will be moved/turned around in the next few weeks. No further update on additional posts

476. Suggested items from Councillors for inclusion in next meeting

- To discuss ownership/responsibility of Bishops Mead
- Clerks contract of Employment

Date of next meeting: Parish Council meeting Thursday 7th March 2024 at 7.00pm
– Bishops Hull HUB

Meeting closed: 9.10pm

Cllr Tony Taylor – Chairman

Attachment:

1. Budget to spend report
2. Precept by population report
3. 2024/25 Budget

8b. Budget to Spend report

RECEIPTS	Actual		Budget	Variance
Precept	£ 37,170.00		£ 37,170.00	£ -
Grants	£ 7,000.85		£ 2,020.00	£ 4,980.85
Interest	£ 1,965.26		£ 100.00	£ 1,865.26
Refund	£ 80.00			
Community News	£ 2,832.00		£ 2,850.00	-£ 18.00
Allotments	£ 45.00		£ 980.00	-£ 935.00
Loan	£ 1,835.38		£ 1,835.38	£ -
CIL Payments	£ -		£ -	£ -
Vat refund	£ 861.69		£ -	£ 861.69
Sensory Trail fundraising	£ 383.00		£ -	£ 383.00
Total Receipts	£ 52,173.18		£ 44,955.38	£ 7,217.80
PAYMENTS				
VAT	£ 1,246.74		£ -	£ 1,246.74
Clerks salary	£ 12,302.99		£ 15,200.00	-£ 2,897.01
Pension Contributions	£ 3,391.92		£ 4,300.00	-£ 908.08
Clerks allowance	£ 234.00		£ 312.00	-£ 78.00
Establishment costs	£ 561.60		£ 2,500.00	-£ 1,938.40
Local amenities	£ 1,896.34		£ 2,500.00	-£ 603.66
Supporting local groups	£ 2,700.00		£ 4,700.00	-£ 2,000.00
Allotments	£ 1,676.95		£ 500.00	£ 1,176.95
Community news	£ 1,885.00		£ 2,850.00	-£ 965.00
Audit (Establishment cost)	£ 520.00		£ 500.00	£ 20.00
Insurance (Establishment cost)	£ 495.46		£ -	£ 495.46
CIL funds	£ 1,612.73		£ -	£ 1,612.73
Local services	£ 202.97		£ 4,000.00	-£ 3,797.03
137	£ 25.00		£ -	£ 25.00
Membership	£ 1,106.48		£ -	£ 1,106.48
Loan	£ 1,835.38		£ 1,835.38	£ -
Training	£ 253.37		£ -	£ 253.37
Footpath maintenance	£ -		£ 320.00	-£ 320.00
SID	£ 2,528.54		£ 3,000.00	-£ 471.46
Refund	£ 80.00			
Total Payments	£ 34,555.47		£ 42,517.38	-£ 8,041.91
Surplus / Defecit	£ 17,617.71		£ 2,438.00	£ 15,259.71

8d. Precept by Population report

Parish Council	Residents - 2021 census	Current Precept***	Precept charge	Rate per resident				
Norton Fitzwarren	4063	£ 38,000.00	£ 29.01	£ 9.35				
Bishops Hull	3726	£ 37,170.00	£ 30.19	£ 9.98				
Trull	2275	£ 33,000.00	£ 33.75	£ 14.51				
Kingston st Mary	904	£ 14,020.00	£ 28.89	£ 15.51				
West Monkton	5941	£ 121,710.00	£ 55.75	£ 20.49				
Bishops Lydeard	2788	£ 67,595.00	£ 54.66	£ 24.24				
Ruishton	1473	£ 37,000.00	£ 63.38	£ 25.12				
Creech St Michael	2951	£ 74,528.00	£ 64.81	£ 25.26				
Taunton		£ 2,114,000.00	£ 109.67					
Parish Council	Residents - 2021 census*	Proposed Precept**	Precept charge	Rate per resident				
Norton Fitzwarren	4063	£ 41,800.00	£ 31.09	£ 10.29				
Trull	2275	£ 36,000.00	£ 35.07	£ 15.82				
Bishops Hull	3726	£ 71,000.00	£ 56.40	£ 19.06				
Kingston st Mary	904	£ 19,570.00	£ 39.43	£ 21.65				
West Monkton	5941	£ 151,504.00	£ 68.73	£ 25.50				
Ruishton	1473	£ 40,000.00	£ 68.45	£ 27.16				
Creech St Michael	2951	£ 80,490.00	£ 68.97	£ 27.28				
Bishops Lydeard	2788	£ 82,398.00	£ 64.19	£ 29.55				
Taunton		£ 4,497,296.00	£ 227.96					
* Figures taken from (based on census 2021).								
https://www.citypopulation.de/en/uk/southwestengland/admin/E07000246__somerset_west_and_taunton/								
TTC figures included un parished are, plus Comeytrowe, Staplegrove and part of Cheddon Fitzpaine								
**Taken from Parish Council website								
*** Taken from Somerset Council Precept calculator								

8c. Budget 2024/25 – with detailed information

ESTIMATED RECEIPTS	Budget 24/25
Precept - Received from Somerset Council (Residents element of Council tax bill) Every additional £1000 increases residents cost by 81p per year	£ 71,000.00
Other Somerset Council Grants - previously received from SW&T Council and honoured for this year by Somerset Council, very unlikely to be paid in future. (£1,700 - Trust and £320 Footpaths)	£ -
Community News - Payment received from advertisers in the Community News. Cost calculated to cover printing costs (rates £60 annual box and £6 mini monthly advert)	£ 2,850.00
Allotments - rental income received from plot holders, aims to cover land rent from Somerset Council, Insurance, maintenance and water fees (rent £30 half plot, £15 quarter plot, £20 large raised bed and £15 small raised bed)	£ 800.00
Bank interest - Variable based on interest rate, currently 2.75% on CIL and Savings, current account does not attract interest	£ 1,000.00
Bishops Hull HUB Loan repayment - PC took out loan to enable the completion of the HUB in May 2020, total loan £50,000 for a 49 year term. The HUB agreed to pay this loan back and sends the repayment fees to the PC twice a year. Outstanding loan £48,715.12, annual repayment £1835.38	£ 1,835.38
TOTAL RECEIPTS	£ 77,485.38

ESTIMATED PAYMENTS	Budget 24/25
Basic payments	
Clerk's salary inc NI contributions - Clerks salary is based on a job evaluation for the role the Clerk carries out, based on duties required for the role. Budget to increase clerks hours to 20 per week based on extra duties from Kinglake, Play park and devolved services	£ 24,663.29
Pension contributions - The Clerk is in the Local Government pension scheme, the same as Somerset Council employees and the employer contributions are 22.3% of the Clerks salary, so this payment will increase with any pay increase or increase in hours for the Clerk	£ 6,331.73
Clerk's allowance - This is the HMRC set amount for working from home as an office, use of light heat, WIFI, storage of files etc	£ 350.00
Street Cleaner's salary	£ -
Bishops Hull Playing Fields Trust Grant from SC - The passing on of the grant received from Somerset Council. Therefore, no money to pass on in future	£ -
Establishment costs - Hall hire, stamps, paper, printing, mobile phone	£ 1,000.00
Membership - SALC and SLCC Membership, enabling the PC to obtain advice for free, document templates etc. and training at reduced costs	£ 1,300.00
Litter/Dog Bins - The Charge Somerset Council applies to empty the 3 dog bins owned by the PC at Kinglake, Netherclay and Mountway Road. Any new bin installed would incur a weekly charge of £7.33 to have it emptied (twice a week)	£ 3,000.00
Allotments - SC rent £150 per year, insurance £130, Water £250	£ 800.00
Audit fees - Internal audit £100, external audit £500, the more income the PC has the higher the charge	£ 750.00
Insurance - This will increase due to taking on Kinglake and play park in village	£ 1,500.00
Footpath maintenance - this expenditure should equal the grant received from Somerset Council	£ -
Community News - Printing costs for 12 editions and 2 inserts	£ 2,850.00
Bishops Hull HUB Loan - Repayment of loan to build HUB (£50,000)	£ 1,835.38
Training - To cover training for Councillors and Clerk	£ 1,000.00
ROSPA/Play inspections - The Play areas will require monthly inspections, which can be outsourced to Somerset Council and annual inspections by ROSPA	£ 1,000.00
Playground repairs - This is just for the village play park, as Kinglake commuted sum can cover any Kinglake repairs	£ 1,000.00
Sub Total	£ 47,380.40
Optional payments for consideration	
Bishops Hull Playing Fields Trust - Support grant to assist with running costs for the Trust	£ 1,000.00
Community Woodland - Support grant to assist the running of the woodland, if a "physical item" is required CIL funds can be used	£ 1,000.00
Supporting local groups/donation- Poppy wreath/Citizens advice or local groups requiring support	£ 500.00
Community Resilience - Additional verge cuts to supplement Somerset Council £5,000, as they will only do Highways cuts. Bishops Mead open space cutting £6,000. Overgrown vegetation hedges/trees £6,000. Gully clearance/weed spraying £2,000 and Street Cleaning (leaf clearance/pavement clearing etc) £5,000. Bins £3000.	£ 27,000.00
sub total	£ 29,500.00
TOTAL PAYMENTS	£ 76,880.40
Deficit/Surplus	£ 604.98

Current estimated financial position at year end 31/3/23 excluding CIL Income and expenditure					
Current and Saving account Funds		£ 19,706.74		£ 27,576.09	
deficit/surplus for year		£ 7,869.35		£ 604.98	
Closing balance		£ 27,576.09		£ 28,181.07	Requirement 50% of precept (as the PC still has CIL funds, total funds are more than 50% of precept, although CIL funds are restricted)
CIL income and expenditure	2023/24		2024/25		Ringfenced CIL:
Opening CIL balance	£ 62,180.70		£ 61,342.84		Netherclay bridge £1000
Receipts					Steps to River (Netherclay) £1000
Interest	£ 774.87				SID Posts £2000
Payments	£ 1,612.73				
Closing CIL Balance	£ 61,342.84		£ 61,342.84		Payments: SID Solar Charger £419.23
					Hub/Trust car park entrance/gates £1193.50
			£ 57,342.84	To be allocated	