

MINUTES OF THE MEETING OF BISHOPS HULL PARISH COUNCIL HELD AT THE CHURCH HALL ON THURSDAY 27th JUNE 2019

HAVE YOUR SAY

One Member of the public complained about dog mess in Shutewater Hill, overhanging vegetation in Shutewater Close and Pigs Loose Lane. The Clerk will contact the resident in question and Netherclay Community Woodland Trust.

District Cllr Simon Nicholls attended and read a report on behalf of Cllr Farhabi who sent his apologies. Cllr John Hunt gave a verbal report. PCSO Lyndsay Smith gave a verbal report.

PARISH COUNCIL MEETING OPENED at 7.30pm

Members Present: Mr M Leach – Chairman
Mr J Hunt – Vice Chairman
Mrs B Fernandes Mr E Parsons
Mr P Prior-Sankey Mr S Turner
Mr M Turner

Also Present: 1 member of the public, District Cllr Nicholls and Helen McGladdery (Clerk)

E3366 Apologies for Absence
Mrs J Henry, Mr J Taylor, Mr M Tucker, Mr T Taylor and District Cllr Farhabi

E3367 Co-option of new Councillor
Resolved: Beverly Fernandes was Co-opted onto the Parish Council following a unanimous vote from Members.
Action: The Clerk to forward relevant paperwork to SW&T

E3368 To Agree Minutes of the Meeting held on Thursday 16th May 2019
The minutes were agreed as a true and accurate record of the meeting and signed by the Chairman

E3369 Declaration of Interest not already recorded
None

E3370 Planning
Planning applications received:
05/19/0019 - Replacement of conservatory with the erection of a single storey extension to the rear and alterations to boundary treatments at 4 Bakers Close – NO OBJECTION
05/19/0017 - Erection of two storey extension to the rear of 50 Mountway Road, Bishops Hull – SUPPORT- IN ADDITION SUPPORTING NEIGHBOURS COMMENTS RELATING TO MATERIALS USED IN CONSTRUCTION
05/19/0016/LB - Erection of a single storey extension and removal of porch at the Old Mill, Netherclay – NO COMMENT AS LISTED BUILDING APPLICATION
05/19/0018 – Erection of a single storey extension to the rear and construction of bay window to the front of 34 Heron drive – NO COMMENT
05/19/0021 - Erection of an agricultural building for the housing of livestock at Newley Farm, Upcott Road, Bishops Hull – NO OBJECTION
05/19/0022- Erection of an agricultural building for the housing of livestock at Newley Farm, Upcott Road, Bishops Hull – NO OBJECTION
05/19/0023- Erection of an agricultural building for the housing of livestock at Newley Farm, Upcott Road, Bishops Hull – NO OBJECTION

Update from training session from SW&T on changes to planning procedures

Mr S Turner gave a verbal update on the planning training session attended.

E3371

Financial Matters:

Detail of payments made since the previous meeting and funds received

Smart pensions	£47.91
Phone insurance	£3.00
Mobile phone	£7.00
Jill Larcombe - Internal audit	£45.00
SALC Membership	£845.40
Colourtone - MAY CN and printing	£175.20
Netherclay Community Woodland Trust	£1,000.00
Church Hall hire	£18.00
Came & Company - Insurance	£355.32
Smart pensions	£47.91
Phone insurance	£3.00
Mobile phone	£7.00

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

Total Payments **£4,088.10**

Community News adverts £1,390.00

Total funds received **£1,390.00**

To review agreed budget for 2019/20

Resolved: Members agreed to accept the revised budget, to ensure sound financial management.(attached)

To review Three Year Forecast

Resolved: Members agreed to accept the three-year forecast, as a tool to assist with future financial planning.(attached)

To agree CIL report

Resolved: Members accepted the CIL report

Action: The Clerk to forward report to SW&T

To agree Authorised Signatories for Parish Council bank accounts

Resolved: Members agreed to the following authorised signatories on the Parish Council bank account: Mr M Leach, Mr E Parsons, Mrs B Fernandes and Mr J Hunt.

E3372

Clerks Report which will include all matters arising from previous minutes

The Clerks report was distributed to Members.

E3373

**Bishops Hull HUB Update
Submitting Planning application**

Resolved: Members agreed to be the applicant on the planning application for the relocation of the HUB to the Playing Fields

Action; The Clerk to advised the HUB

Members to discuss Parish Council to instruct and pay surveyors and Architects directly, to enable the Parish Council to reclaim VAT incurred by paying fees from Parish Council funds

Resolved: Members voted unanimously to instruct surveyors and architects and to pay them directly using the Parish Council funds previously agreed. The Parish Council can then reclaim the VAT making the Parish Council funds go further.

Action: The Clerk to advise the HUB

E3374 Bishops Hull Allotments update

Mr Parsons and Mr Prior-Sankey gave a verbal update of the works at the allotments.

Action: The Clerk to arrange a meeting with NOT WASTE and Brian Heath to discuss further works.

E3375 To agree Parish Council advisory Group members

Resolved: Members agreed the attached advisory group members

Action: The Clerk to advise organisations of any changes

E3376 Footpath report

The Footpath report was distributed to Members

E3377 Update on Defibrillators – to accept contractors quotes for installation at the Village Stores and Frank Bond Centre using CIL Funds

Resolved: Following quotes received Members agreed to pay:

1. £150.00 + VAT to install the defibrillator at the Frank Bond Centre
2. £266.81 + VAT to install the defibrillator at the village shop, outside of opening hours (at the request of the shops owners)

Action: The Clerk to arrange purchase of defibrillators and liaise with contractors regarding installation.

E3381 Suggested items from Councillors for inclusion in next meeting

None

E3382 Date of next meeting: Thursday 8th August 2019 at The Church Hall

Meeting closed at 8.50pm - Mike Leach - Chairman

Attachment:

1. Revised Budget
2. Revised 3-year forecast
3. Current advisory groups

DRAFT BUDGET 2019/20

ESTIMATED INCOME

Precept	£22,941.23
Other TDBC Grants	£2,020.00

Community News	£2,400.00
Allotments	£660.00
Bank interest	£250.00
TOTAL	£28,271.23

ESTIMATED EXPENDITURE

Basic payments	
Clerk's salary	£13,433.51
Employers National insurance contribution	£1,853.82
Auto Enrolment	£300.00
Clerk's allowance	£216.00
Street Cleaner's salary	£6,086.00
Bishops Hull Trust Grant from TDBC	£1,700.00
Establishment costs	£3,000.00
Election costs	£-
Litter/Dog Bins	£2,500.00
Allotments	£400.00
Audit fees	£385.00
Footpath maintenance	£-
Netherclay bridge payment	£-
Community News	£2,400.00
Bishops Hull Hub	£9,500.00
Sub Total	£41,774.33
Optional payments for consideration	
Noticeboards	£-
Bishops Hull Trust	£1,000.00
Local Grants & Donations	£-
Community Woodland	£1,000.00
Local Services	£750.00
Street Cleaner's equipment	£200.00
Street cleaner 1 extra hour per week	£-
Sub Total	£2,950.00
TOTAL EXPENDITURE	£44,724.33
Deficit	-£16,453.10

Summary of Receipts and payments not including CIL Funds

RECEIPTS (Forecast)	2019-20	2020-21	2021-22	2022-23
Precept from SW&T	22,941.23	32,500.00	36,500.00	40,500.00
SW&T Grants:				
Re footpath maintenance	1,700.00	-	-	

Re playing field	320.00	-	-	
Allotment rents	660.00	660.00	680.00	700.00
Bank interest	250.00	150.00	100.00	150.00
Community News	2,400.00	2,600.00	2,800.00	3,000.00
Total receipts	28,271.23	35,910.00	40,080.00	44,350.00

PAYMENTS

Clerk's salary	13,433.51	14,000.00	16,453.00	18,804.00
Employers NI	1,853.82	2,000.00	2,200.00	2,400.00
Auto Enrolment	300.00	700.00	822.65	1,000.00
Street cleaner's salary	6,086.00	6,209.00	6,333.00	6,459.00
Clerk's allowance	216.00	250.00	280.00	300.00
Street Cleaner equipment	200.00	200.00	200.00	800.00
Establishment costs	2,500.00	2,700.00	2,900.00	3,100.00
Allotments	400.00	400.00	500.00	600.00
Audit fees	385.00	425.00	475.00	500.00
Footpath maintenance	-	100.00	100.00	100.00
Local Amenities	2,500.00	3,000.00	3,250.00	3,500.00
Community woodland	1,000.00	1,000.00	1,000.00	1,000.00
Bishop's Hull Trust	1,000.00	1,000.00	1,000.00	1,000.00
Training costs	500.00	500.00	500.00	500.00
Community News	2,400.00	2,600.00	2,800.00	3,000.00
Local services	750.00	750.00	1,000.00	1,500.00
SW&T payment to Trust	1,700.00			
Bishops Hull HUB	9,500.00			
Total payments	44,724.33	35,834.00	39,813.65	44,563.00

Surplus/Deficit for the year -16,453.10 76.00 266.35 -213.00

Est o/ balance of PC Funds 24,058.45 7,605.35 7,681.35 7,947.70

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Summary of budgeted CIL receipts and payments

Opening bal of CIL Funds	61,624.49	12,509.24	17,509.24	22,509.24
Receipts				
CIL payments from TDBC	5,739.07	5,000.00	5,000.00	5,000.00
Ringfenced Payments				
Bishops Hull HUB	50,000.00			
Defibrillators	3,000.00			
BHVH&PF Trust Bench	854.32			
Netherclay bridge repairs	1,000.00			
Closing bal of CIL Funds	12,509.24	17,509.24	22,509.24	27,509.24

Estimated Funds at year end 31/3/19

Saving account	22,551.00
CIL Account	78,475.00
Total	101,026.00

CURRENT ADVISORY GROUPS – June 2019

Footpath Advisory Group: Gordon Everett (lead member & SCC's Parish Path Liaison Officer) Tony Taylor, Malcolm Turner & Bev Fernandes.

Main tasks: To survey the local footpaths & report faults to SCC's Rights of Way team; schedule supplementary work for our local contractor (Currently no contractor); attend annual meeting.

Community News Advisory Group: Stuart Turner, Mike Leach, Malcolm Turner & Helen McGladdery (Editor).

Main tasks (monthly): To agree Editors proof copy; collect newsletters from printers (1500 print run); prepare and deliver 32 separate bundles to volunteer distributors.

Helen is specifically responsible for producing and editing the newsletter every month and liaising with the printers, invoicing the advertisers and collecting all monies due.

John Hunt – produces a monthly article

Planning Advisory Group: John Hunt Matt Tucker and Peter Prior-Sankey

Main tasks: To advise on wider planning issues (e.g., SADMPP), consultations, changes re planning policy/procedure, etc.

Internal Controls: Jane Henry

Main Task: Carry out internal controls, checking The Clerks monthly bank reconciliations and receipts and Payment account. Produce an annual report.

Allotments Association: The Tenants Association is registered with the Insurers giving the contact as Helen McGladdery, Bishops Hull Allotments. Peter Prior- Sankey and Eddie Parsons are the contact for on-site issues.

Main tasks: Responsible for the management/administration of the allotments, the freehold is held by SCC and the Parish Council is under an obligation to ensure the site is kept in good order.

OTHER BODIES

Bishop's Hull Village Hall & Playing Field Trust: Pete Prior-Sankey will represent the Parish Council on the Trust and attends their regular meetings. At present 4 times a year.

Bishops Hull Hub Trust representative: Tony Taylor will attend all hub meeting.

Community Woodland Management Group: Matt Tucker

While management of the woodland is the responsibility of TDBC and the Somerset Wildlife Trust, but managed by the Netherclay Community Woodland Trust. The Parish Council is able to have an input in an advisory capacity

Main task: Attend meeting every 6 months; attend Netherclay Community Woodland Trust meetings.

Friends of Longrun Meadow: John Hunt. The site is owned by TDBC and much of it comes within the parish boundary. Helen McGladdery is on the Friends distribution list for minutes etc.and maintains a watching brief on behalf of the Parish Council.

Main task: Attend meeting every two months.

Community Planning Working Group: Jane Henry is the Parish Council representative, with Bev Fernandes as alternative if Jane unavailable.

Current authorised signatories:

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|------------------|------------------------|
| 1. Mike Leach | 2. Bev Fernandes |
| 3. Eddie Parsons | 4. John Hunt (reserve) |