

# BATCOMBE PARISH COUNCIL

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## You are Summoned to the Monthly Meeting of Batcombe Parish Council to be held on Wednesday 5<sup>th</sup> February 2020 at 7.30pm in the Old School, Batcombe

*Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety and Human Rights.*

### Agenda

**1. Apologies and Acceptance of Reasons for Absence**

**2. Declarations of Interest**

*It is the Councillors' responsibility to declare any interests they may have in any item on the Agenda. If you are uncertain please ask the Clerk before the meeting.*

**3. Public Participation** – Open village meeting for fifteen minutes for any member of the public to raise any issue relevant to Batcombe Parish. *The Chairman can invite members of the public to speak at this or at any other appropriate point in the meeting.*

**4. Minutes of the Meeting held on Wednesday 8<sup>th</sup> January 2020** to be agreed and signed. *Enclosed.*

**5. Matters Arising** – information updates only.

*The request for a precept of £9,950 has been submitted to the District Council and acknowledged. A new Minute Book has been purchased at a cost of £72 plus VAT.*

**6. District and County Councillors' Reports**

*An opportunity for the District and County Councillors to report on matters relevant to the parish, either in person or in writing.*

**7. Sewage Treatment Plant at Ash Tree Cottages**

*The Chairman and/or the District Councillor to update on progress.*

**8. Westcombe Telephone Kiosk - Defibrillator**

*The Batcombe and Westcombe Defibrillator Group are asking the Parish Council's permission to site the Westcombe Defibrillator in the Telephone Kiosk which has been adopted by the Parish Council. Permission is required for them to pursue grant applications.*

**9. Allotments**

*The allotment rents were due on November 1<sup>st</sup> and eight of the rents have now been paid. The two remaining allotment holders have been in contact and promised to pay by bank transfer. The tap on the water tank awaits repair.*

## **10. Footpaths and Highways**

*The difficulties getting in and out of Batcombe in the recent icy weather have revived concerns about the lack of salting. One parishioner has asked why the Parish Council cannot buy a small second-hand salt spreader. Further concerns have been raised about Snakelake and the potholes there.*

## **11. Playground.**

**Maintenance Report:** *Thanks to Ian Sage for place a second lock on electricity cabinet. This is a metal lock which should deter children from trying to force open the cabinet. The moles are still active in the Playing Field. Gary Butler has cut back the willow structure at a cost of £75.*

**New Play Equipment:** *Thanks to our County Councillor for a grant of £1,250 from the County Council's Improving Lives Grant Scheme. The total actually received at the time of writing is £8,286.64. With the £1,250 from the County Councillor's grant and £500 from the company Peter Glaisher has been in contact with the total raised for the new play equipment is now £10,036.64.*

*The Play Equipment Working Party will be meeting on Monday 3<sup>rd</sup> February to consider the quotes received from the play equipment suppliers and will report back to this meeting.*

## **12. Planning Applications:**

*None at present.*

### **Planning Application Updates.**

*None at present.*

## **13. Annual Parish Meeting**

*We need to agree a speaker and topic for the Annual Parish Meeting. At the last meeting recycling was suggested as a topic and the District Councillor offered to find a suitable speaker.*

## **14. Review of Standing Orders**

*All Councillors should have a copy of the current Standing Orders. An electronic copy of the Standing Orders can be downloaded from the Parish Council website on the Parish Council Documents page – if any Councillor needs a paper copy, please inform the Clerk. These Standing Orders were adopted in February 2014 and are based on a model produced by the National Association of Local Councils (NALC). The Standing Orders were amended in 2016 to allow the electronic distribution of Agendas and papers to those Councillors who wished to receive them in this manner. The Council also suspended Standing Order 3 1 which only allowed recording with the Council's prior written consent as recording is now allowed under the Openness of Local Government Bodies Regulations 2014. I am not aware of any further amendments that need to be made to Standing Orders.*

## **15. Bank Reconciliation and Budget Update**

*Our Financial Regulations require that every quarter a bank reconciliation is produced by the Clerk, checked by a member of the Council, and reported to the Council as soon as possible after the end of the quarter.*

*Financial Regulations also require the Clerk to provide an update on the budget each quarter. The enclosed sheet with four columns of figures shows the accounts for last year, the budget for this year, receipts and payments to 3<sup>rd</sup> January this year and a projection for this year based on expenditure to date.*

*Receipts are projected to be approximately £7,300 more than the budgeted figure because of the donations and fundraising for the new play equipment that was not included in the budget. The allotments rent will also be £220 more than budget because all the allotments are now taken and the vacant allotments were leased during the current year. In a normal year the rent of all ten allotments brings in £350.*

*The projection for the Playing Field expenditure is roughly £5,000 less than budgeted. This is largely because the budget included as expenditure on the new play equipment the £572 that had been raised at the time of the budget and the £4,000 from the Parish Council funds put aside for this, but it is now unlikely any expenditure on the new play equipment will be made this financial year. Grass cutting is likely to be £80 more than budgeted which is one extra cut. Maintenance consists of £110 for the hedge trimming. Overall maintenance is likely to be around £550 less than budgeted as the only expenses will probably be the hedge cutting and willow cutting with no play bark needed.*

*The projection for the expenditure on Administration is likely to be £1,000 less than the budgeted figure because the parish council election was uncontested and cost only £97.50 instead of the £1,200 budgeted for a contested election. Most other items of administration are projected to be roughly as budgeted although the insurance was £40 more than the budgeted figure. The Clerk's membership of SLCC has increased by £20 because his annual salary rose above £4,000 putting him in a higher subscription band. Photocopying was £50 more than budgeted because the bill was for 18 months rather than a year.*

*The projection for the expenditure on grants is £40 less than budgeted as the Community Council no longer asked for a subscription. Other items is £50 more than budgeted because of additional expenditure on the allotments.*

*Overall there is a projected surplus of £9,175 instead of the budgeted deficit of £4,200. This is due to the fact that nothing has yet been spent on the new play equipment while a further £7,000 will have been raised during the year. Combined with a healthier position at the start of the year than expected when the budget was produced, this means that the projected funds at the end of the year are around £20,300 – £15,600 better than expected when the budget was made. This is largely due to the fact that the election was not contested. It should be noted that approximately £1,000 of this figure will be earmarked for the allotments and £13,600 for the new play equipment.*

**16. Authorisation of Payment**

- £75.00 Gary Butler – Cutting back willow arches in Playing Field and disposing of cuttings.
- £86.40 Amazon Payments UK Limited – New Minute Binder (£72 + VAT).
- £109.00 The Society of Local Council Clerks – Clerk's Subscription.
- £34.99 The Clerk – Reimbursement of Laptop Internet Protection.

**17. Other Business** – matters of information only. *The members of the Staffing Committee (Peter Glaisher, David Stevens, Justin Witcombe and the Clerk) to agree a date for the Clerk's annual appraisal.*

**18. Date and Time of Next Meeting:** Wednesday 4<sup>th</sup> March 2020 at 7.30pm in the Old School, Batcombe.

*Rob Sage*

Rob Sage – Clerk

29<sup>th</sup> January 2020