

**Minutes of Hatch Beauchamp Annual Parish Council Meeting
Held in the Village Hall on Wednesday 8th May 2019
Commencing at 7:30 p.m.**

Present: Cllrs: D Graham, G Marsden, C Noble, R Fowler (Non-contested elected members at local election held on 2nd May 2019)
Clerk: C Pitman
Prospective new co-opted members: S Young, E Reid
Members of the public

- 2674:** **Election of Chairman:**
Proposed: D. Graham. No majority vote at this point in the proceedings.
Following the co-option of two new Cllr's, a further vote was held to elect a Chairman. Proposed: D. Graham. Carried by a majority vote.
RESOLVED:
That Councillor D. Graham be elected as Chairman.
- 2675:** **Election of Vice Chair:**
Proposed: G. Marsden. Carried by a majority vote.
RESOLVED:
That Cllr G. Marsden be elected as Vice Chairman.
- 2676:** **Election of Planning Sub Committee Chairman:**
Proposed: G. Marsden. Carried by a majority vote.
RESOLVED:
That Cllr G. Marsden be elected as Planning Sub Committee Chairman.
- 2677:** **Co-option of new members to fill vacancies:**
Ms S Young & Mr E Reid gave a brief summary of why they wished to be considered for the vacant Councillor posts and what they felt they could bring to the roles.
Proposed: That both S Young & E Reid be co-opted onto the council. Unanimously agreed. There would need to be a further Extra-ordinary PC meeting held to co-opt further members as there remains 2 vacancies.
RESOLVED:
That both S Young & E Reid be elected as members of Hatch Beauchamp Parish Council.
That an Extra-ordinary meeting is held as soon as possible to co-opt two further members.

Public Forum: Cllr Graham reported that he had been in further contact with Chris Winter (Developer) and there is to be another presentation in the village in respect of the proposed planning application off Station Road. The council will continue to post all further information as and when this is received.

The phone box plinth: need to look at ways of making this smooth by cutting edges etc. and ensure visibility. Sterling could be approached to carry out this work.

Mr. Stephen Williams (Chair of Village Hall Trustees) reported that the village hall application to change the footpath location currently sited near to the play area of the playing field is going through the planning application process.

AGENDA:

2678: **Apologies:**
 Cllr T Murphy
 Sedgemoor West & Taunton District Cllr: R Hanley.
RESOLVED:
 That the absence of T Murphy and R Hanley be recognised as approved absence for the purpose of the S85 Local Government Act 1972.

2679: **Declarations of Interest:**
 None.

2680: **Minutes:**
 Minutes of the Parish Council Meeting held on 13th March 2019 were approved as correct and signed by the Chair.

2681: **Financial Matters:**
 The Annual Governance & Accountability Return (AGAR) Part 2 18/19 and the below schedule of cheques were shared with members.
RESOLVED:
 The AGAR Part 2 18/19 was approved as correct.
 The schedule of cheques was approved for payment.

| Chq No: | Payee: | Reason for Payment: | Amount: | Notes: |
|---------|-----------|------------------------------------|---------|---|
| 920 | D. Graham | Planning Application | £14.20 | Planning Maps |
| 921 | C. Pitman | March / April'19 Salary + Expenses | £495.34 | Salary:5 x hpw at 10.301 per hour x 52/12 = 223.18 x 2 Printer Cartridges (1 x colour & 2 x b/w = £48.98 |
| 922 | J Pope | Internal Audit Fee's | £100.00 | Internal Audit yr 17/18 = £50.00 Internal Audit yr 18/19 = £50.00 |

2682:

Flying of Union Jack on Memorial flagpole:

Background: The council had discussed refurbishment of the memorial. A question had arisen as to why the flag was not flown throughout the year, particularly if we could find sponsorship to buy a new one. Some people have different views. The Chair opened the discussion to the public.

A long discussion took place around when the flag could or should be flown. Concerns from some of the general public (residents who live near to the memorial and have a view of the flag from their property and garden).

If the flag were to be flown all year it would become weather weary. Would need to be in pristine condition all year round.

Who would be responsible for raising and lowering of the flag if it were to be flown on certain days of the year?

Reference made to some political allegiance to the Union Jack, views of which would not necessarily be shared by all local residents.

Flag needs to be flown from 8 a.m. to dusk.

Final agreement by those members of the public present was to fly the flag on the following dates:

- 11th November: Remembrance Day
- 22rd January: Anniversary of Rorke's Drift
- 23rd April: St. Georges Day
- 2nd Saturday in June: Queens Official Birthday

Stephen Williams confirmed he would take a proposal to his trustees, that the Village Hall funds a new flag and will report back.

RESOLVED:

The flag be flown on the above identified dates, keeping open the idea to fly on further days e.g. death of the queen etc.

Proposal that village hall fund new flag to be taken to the village hall trustees.

2683:

Progress reports:

a) Defib: Donations raised through the Just Giving website has reached £900 plus more funds due from the recent pub quiz. There will be costs incurred to get the defib up. A small group of people will be needed to publicise and motivate people to get involved. Training and maintenance have been built into the cost. There is already one person who is willing to become involved in the daily visit required to check the device.

b) Phone Box Planning Application: We have received permission to re-site the box just to the right of the playing field entrance. The position has been marked with sticks. Need to ask Sterling to do this as we have a commitment from them. There has been a further change of staff at Sterling. Cllr Graham has written to them to ask who we now need to communicate with.

The use of the box is still to be determined - need to open up to village residents for their suggestions.

ACTION: Cllr Graham to take forward communication to village re proposed use of the box.

- c) **Petition (pavement):** Cllrs Noble and Young have helped to collect signatures (currently 221). Request petitions in the pub, Beauchamp House and Weavo are ready for collection. SCC Cllr Thorn not at this evenings meeting – Caroline to contact him re the way forward.

ACTION: Cllr Noble to contact Cllr Thorn re way forward with petition.

2684: Reinstallation of old sign at Bus Stop:

There has been a proposal to reinstate the sign built to commemorate the coronation of Queen Elizabeth II in June 1953. There were no objections to this proposal.

RESOLVED: To reinstate the sign at the Bus Stop Shelter.

2685: Other items:

- a) **Community Car Survey/Printing costs:** The scheme is working well in Blagdon Hill. Volunteer drivers get 45p per mile travelled. No special insurance needed. Government are keen for these types of schemes to go forward. Villagers should recognise that a bus service will not be reintroduced. Councillors agreed the scheme is worth exploring but will need interest for drivers and administrators. Neighbouring councils have been approached, but at the time were reluctant to pursue. Draft survey ready, would need to ask about drivers and administrator(s). The pub was identified as the location for the surveys to be returned – this will need to be incorporated into the survey document.

The council agreed to pay a maximum of £50 for printing costs.

ACTION: Cllr's Noble and Young to distribute surveys around the village

RESOLVED: Parish Council to pay a maximum of £50 for printing costs.

- b) **Relations with Parish Magazine:** The council now has a presence in the magazine and Cllr Graham asked for feedback regarding any concerns going forward.
- c) **Website maintenance budget/sale of adverts:** Funding to come from advertisements. There is business out there but need efforts to sell advert space. Need to be mindful of the Parish Magazine. There was a need to test the website for automated invoicing, but it is now working.

2686: Reform of Standing Orders:

Cllr Graham has downloaded the current Standing Orders from the SALC website. There are new mandatory items, statutory items in bold. Justin (SALC) recommends sticking with existing Standing Orders "2012".

ACTION: Clerk to send electronic version of Standing Orders to Cllrs Young and Reid. Chair to circulate proposed revision of standing orders ahead of July meeting.

2687: Parish Clerk – hours of work:

The Chairman asked that due to employment details due to be discussed under this agenda item, that members of the public now leave the room. A member of the public requested she read a statement that she had prepared earlier, before being asked to leave. The Chair agreed this.

Members of the public then left the room.

The Clerk had forwarded details of hours worked from 1st January, as requested by council members at the PC meeting in January, to members, prior to this APC meeting.

Discussion around what the council's expectation of the role of the clerk was and what could be taken up by members to contain workload in relation to hours worked.

Previous agreement was to increase working hours from 4 to 5 per week on a temporary basis whilst the clerk undertook to record hours and bring back to this meeting.

Cllr Marsden observed that on some weeks, the hours worked were considerably more than 5 and that there would need to be an understanding as to why this was.

The clerk was keen for the expectation of the role to be advertised and promoted transparently for any future new clerk joining the council.

Approval was sought for the clerk's hours to be permanently increased from 4 to 5 per week. Salary to be in line with NALC's salary pay scale, with automatic annual increments where there was no cause for concern.

RESOLVED:

To permanently increase clerks working hours from 4 to 5 per week.

Salary to be in line with NALC's salary pay scale.

Automatic annual increments to be implemented where there was no cause for concern around clerk's performance.

There being no other business, the meeting closed at 21:30 p.m.

Signed:

Dated:

