

## **RUISHTON AND THORNFALCON PARISH COUNCIL**

The minutes of the meeting held on 2 May 2018

**CLLRS PRESENT:** Lowe, (Chairman) Anderdon, Bulgin, Dickinson, Fudge, Harper, Hancock, Laws, McEvans and Mullins

**ALSO PRESENT:** County Councillor John Thorne and the Clerk, Heather Bryant

**NOT PRESENT:** Borough Councillors Kelly Durdan and Dave Durdan. (No apologies received.)

### **PARISHIONERS QUESTION TIME**

There were no public present

### **18/5/1 ELECTION OF CHAIRMAN**

There was one nomination – Cllr Lowe

**RESOLVED:** to elect Cllr Doug Lowe as the Chairman for the forthcoming year. The Chairman duly signed a Declaration of Office form.

### **18/5/2 APOLOGIES FOR ABSENCE**

Received from Cllr Marshall

### **18/5/3 ELECTION OF VICE-CHAIRMAN**

There was one nomination – Cllr Marshall. Cllr Marshall had sent an email stating that he would be willing to stand as Vice Chairman if nominated

**RESOLVED:** to elect Cllr Mike Marshall as the Vice- Chairman for the forthcoming year.

### **18/5/4 DECLARATIONS OF INTEREST**

None declared

### **18/5/5 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 4<sup>TH</sup> APRIL 2018**

**RESOLVED:** the approval of the minutes as a true record.

*Cllr Anderdon arrived at 7.40pm*

### **18/5/6 NEIGHBOURHOOD PLAN**

Representatives from the Neighbourhood Plan Steering Group gave a presentation on NP Visions & Objectives

**RESOLVED:** the approval of the Vision & Objectives contained in the Neighbourhood Plan

### **18/5/7 JOINT WORKING WITH CREECH ST MICHAEL PARISH COUNCIL**

**RESOLVED:** to form a joint working partnership with Creech St Michael which could include:

- Looking at the effect of any housing development and road infrastructure
- An agreed ambition to work together regarding flooding. Creech St Michael PC has asked for the road between Creech St Michael and Cheats Road to be raised and it has gone to the Rivers Authority for them to see how it could be funded.
- Creech St Michael and Ruishton and Thornfalcon PC need to seek to ensure that when the sewage road works are completed the new road is used and not existing roads

The Clerk will contact the Clerk at Creech St Michael

### **18/5/8 TO APPOINT COUNCILLORS TO SPECIFIC AREAS OF RESPONSIBILITY**

**RESOLVED:** to appoint the following Cllrs

FOOTPATHS	Cllr Hancock	HIGHWAYS	Cllrs Bulgin, Lowe and the Clerk
RECREATIONAL FIELD	Cllrs Bulgin & Fudge	SAFETY ISSUES	Cllr Mullins
POLICE CONTACT	Cllr Marshal & the Clerk	PRESS	Cllrs Marshall & Lowe
HENLADE	Cllr Anderdon & Laws	THORNFALCON	Cllrs Harper & Bulgin
RIVERBANK	Cllr Laws	LOCAL STRUCTURE PLAN	Cllrs Bulgin & Marshall
VILLAGE HALL REP	Cllr Harper	FLOOD COMMITTEE REP	Cllr McEvans
TREE WARDEN	Cllr Bulgin		

### **18/5/9 TO APPOINT MEMBERS TO SERVE ON A PERSONNEL COMMITTEE**

**RESOLVED:** to reaffirm that all Members of the Council shall serve on the Personnel Committee

### **18/5/10 COUNCIL POLICIES, TERMS OF REFERENCE, RISK ASSESSMENTS POLICIES**

STANDING ORDERS – adopted 7.9.26 Min No 16/9/11. Recommend to review in19/20  
FINANCIAL REGULATIONS –adopted 4.10.17 Min No 17/10/13 Recommend to review in 19/20  
PUBLICATION SCHEME (Freedom of Information Act) adopted 4.2.15 Min No 2/15/13 Recommend to review in19/20  
EFFECTIVENESS OF INTERNAL AUDIT - adopted 7.2.18 Min No 18/2/16. It is recommended to review each year  
CASUAL VACANCY POLICY – adopted 20.5.15 Minute No 15/05/12. Recommend to review in19/20  
COMPLAINTS PROCEDURE- adopted 7.10.15 Minute No 15/10/13. Recommend to review in 18/19  
COMMUNICATIONS POLICY – adopted 2.11.16 Min No 16/11/10. Recommend to review in19/20  
SOCIAL MEDIA POLICY - adopted 2.11.16 Min No 16/11/10. Recommend to review in19/20  
GENERAL DATA PROTECTION REGULATIONS – see agenda item 11

#### TERMS OF REFERENCE FOR COMMITTEES

PERSONNEL COMMITTEE – adopted 4.2.15 Min No 2/15/13. Recommend to review in19/20

#### RISK ASSESSMENTS

GENERAL AND FINANCIAL – adopted 4.10.17 Min No 17/10/13. Recommend to review every year

RECREATION GROUND PLAY EQUIPMENT – Independent Risk Assessment carried out every year

OPEN SPACE POLICY – adopted 3.8.16 Min No. 16/08/08. Recommend to review in19/20

**RESOLVED:** the above recommendations as the aim for a review. Reviews can be carried out earlier if there are legislation changes, advised by NALC or the Council, a Cllr, Clerk requests a review.

#### **18/5/11 GENERAL DATA PROTECTION REGULATIONS**

The Clerk reported that the Government has tabled an amendment to its own Data Protection Bill to exempt all parish and town councils and parish meetings from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation. However, it is still vital that councils continue to prepare for compliance with the rest of the GDPR requirements.

The Clerk reported that she has prepared a Data Audit Policy (audit of documents that the Council hold) and a Document Retention Policy. However, these are ongoing policies and will more than likely be amended as more information is forthcoming for compliance.

**RESOLVED:** to adopt the Data Audit and Document Retention Policy as presented as ongoing documents subject to change

Cllr Dickinson suggested to include GDPR as a standard item on the Agenda for the time being. This was agreed.

#### **18/5/12 HIGHWAY ENGLAND - A358 TAUNTON TO SOUTHFIELD SCHEME (HE)**

Highway England are developing plans to create an A358 Community Forum, which will start after the preferred route announcement has been made. This forum would be a means of sharing timely and relevant information with forum members and ensuring that the views of the community are heard, captured and considered.

The Clerk reported that she had already contacted Highway England to express the Council's interest in being a part of the Community Forum

#### **18/5/13 PLANNING**

31/18/0006 Conversion of barns to dwelling at Arundells Farm , Lower Henlade

It was agreed that the Council had no further comments

4/40/18/002 Development of the Sewage Treatment Works site to construct sewage sludge dewatering plant including Motor Control Kiosk, Poly Handling Kiosk. The remaining works to be conducted under Wessex Water's Permitted Development Rights

It was agreed that the Council had no further comments

#### Alleged unauthorised development on land a Lipe Lane

The Clerk reported that she had a letter from TDBC Enforcement Team dated 3.4.18 requesting a site meeting ASAP with the owner.

#### **18/5/14 COUNTY AND BOROUGH COUNCILLORS REPORTS**

C.C. John Thorne reported on the following:

- Unitary Talks -There has been a lot in the media over the past couple of days about the suggestion that one or more unitary councils might be the answer to the severe financial challenges faced by existing councils in the county. C.C. John Thorne stressed

that despite the way the issue has been reported, there is no proposal being put forward to create a unitary authority.

- Small Improvement Schemes – Somerset County Council has 40 of their own schemes and 106 schemes were put forward by County Councillors at a total cost of £7.5MH However, there is only £1.5M in the budget.
- Speed Indicator Devices – Over 60% of Town and Parish Council have opted to join the Somerset County Council Scheme.
- Park & Ride – C.C. John Thorne is talking to Officer in regard to CCTV.
- Bus subsidies- C.C. John Thorne is trying to arrange talks with the officer who allocates subsidies for bus routes, so that he can properly understand why some buses are subsidised and some are not.
- Broadband - C.C. John Thorne has called a meeting by the Scrutiny Committee in regard to a review with contract with Gigaclear. This meeting will take place on 22<sup>nd</sup> May

The Chairman reported that he had contacted County Highways about the white lining on Lipe Lane and Cheats Road corner that urgently needs re-painting but nothing is happening. C.C. John Thorne said he would chase up.

#### 18/5/15 DEFIBRILLATOR

The Clerk reported that the council still had to pay for the pole at £250 and incidental costs of £50. The Clerk continued that costs to come are the cost for digging the hole and concrete in, the feeder cabinet and the yearly costs of the unmetred supply

#### 18/5/16 HIGHWAYS MATTERS

There was nothing to report

#### 18/5/17 TRAINING OPPORTUNITIES

Training courses being offered by SALC in the next few months.

(A list of training courses had been sent by email)

**RESOLVED:** to approve the cost of the training courses as follows:

22.5.18	GDPR	£30	Cllr Bulgin
(The Clerk and the NP administrator have already been booked in)			
30.5.18	Council Essentials	£25	Cllr Laws
27.6.18	Responding to Planning Applications	£30	Cllrs Laws & McEvans
18.7.18	Code of Conduct	£30	Cllrs Laws & Bulgin
12.9.18	The Council as an Employer	£30	Cllr Laws
3.10.18	Local Finance explained	£25	Cllr Laws
1.11.18	Planning for the future of your community	£25	Cllr Fudge

The Clerk reported that she might attend the Code of Conduct training but the cost will be shared between her other two Councils as will the cost of the GDPR training

#### 18/5/18 CLERK'S REPORT AND CORRESPONDENCE

- Consultation on unauthorised developments and encampments. Closing date 25.5.18. The Clerk asked for any contributions by 18.5.18.
- Bench – The Clerk is still waiting for the cost of removing the bench from Coronation Close to outside Dinhams Bungalows. Cllr Hancock reported that when the contractor and himself was looking at the bench to be removed, a lady was sitting on the bench. She said that it was used and would be disappointed it was removed. It was agreed to defer this matter until the next meeting.
- The Clerk reported that she had one response from the newsletter article for a Handyman but this person did not have Public Liability Insurance. It was agreed that as the newsletter had just gone out, to defer until the next month.
- The Clerk reported that she had received another contract from Taunton Deane Borough Council for the maintenance programme for 2018/2019 with slightly higher charges than the contract the Council had already agreed for 2018/19 on 7<sup>th</sup> February (Min No 18/2/10). The Clerk will investigate why the Council has a second contract when she has the documents back from the Internal Audit as the first contract is in this file.

#### 18/5/19 CHAIRMAN'S REPORT

The Chairman had nothing to report

**18/5/20 FINANCIAL MATTERS**

FINANCIAL REPORTS AND CHEQUES FOR PAYMENT

**RESOLVED:** that this Council approves the schedule of cheques and the Financial Report subject to the requirements of our Risk Assessment Document

*Cllr Anderdon left the meeting*

**18/5/21 MATTERS TO REPORT** (for information only) **OR FOR THE AGENDA AT THE NEXT MEETING**

Cllr Fudge reported that there was a problem with cars parking on dedicated 'green space' at Virginia Orchard

The Chairman closed the meeting at 9.50pm

DATE OF THE PARISH COUNCIL MEETING 6 JUNE 2018, IN RUISHTON VILLAGE HALL. PQT 7.30pm