

## NYNEHEAD PARISH COUNCIL

MINUTES OF THE MEETING OF THE COUNCIL HELD ON MONDAY 20<sup>th</sup> MARCH 2023 AT  
THE MEMORIAL HALL, NYNEHEAD

**The meeting started at 19.30 and concluded at 21.30**

<b>Present</b>	Dr J Butterley - Mrs A Harcombe – Mr M Vest – Mr J Frost (Parish Footpaths Liaison Officer) – Mr G Wren (District Councillor) attended the first part of the meeting. There were no members of the public.
----------------	--

23/001	Apologies	Mrs R Ball Risk, Mr J Toye, PCSO Henderson
23/002	Declarations of Interest	There were no Declarations of Interest or Dispensations. (i)The Declarations Form for Mr J Toye has been lodged with SCC
23/003	Approval of Minutes	The Minutes of the meeting held 20 February 2023 were approved and signed as a correct record.
23/004	Actions from the previous meeting	<p><b>Update on Nynehead Parish Website</b> by Mrs R Ball Risk</p> <p>I am happy to say that the new Nynehead Website is now live at nynehead.org, and meets all necessary compliance requirements. Where we have less accessible elements in the website (scanned PDF documents for example) we are now covered by the 'disproportionate burden' clause in the new Accessibility Statement. In future we may wish to have the website audited externally. This was previously done in May 2021 by Mr J Manning, someone we may wish to use again.</p> <p>Next Steps:</p> <ul style="list-style-type: none"> <li>● We will need to write to Mr Lee Vickery and cease all services. He has been hosting nynehead.org since June 2022, and previously quoted us £15/m for this. As such, he may send a closing invoice of around £150. It may be best if the Clerk requests that he confirms in writing when all services have ended.</li> <li>● For now Rachael will continue to update the news, minutes and agenda on the site on a monthly basis.</li> <li>● Rachael will arrange website training sessions with the Parish Clerk, Memorial Hall Manager and Rosemary Lee who will all need to be able to update the website from time to time.</li> <li>● Cloudways will charge \$11/m going forward, the account will be topped up every 6 months by Mr Jeremy Toye. The current balance may not be sufficient as the price increased by \$1/m this financial year.</li> <li>● Mr Steve Pocklington will now look at transferring the Nynehead Archive from Joomla to Cloudways hosting. Once this has been done we can cease all hosting with Joomla including the additional monthly storage charge.</li> </ul> <p><b>Joomla Domain Name Registration (the URLs of the websites)</b></p> <p>Managing the websites through Joomla has been quite challenging and my advice (and Steve's) would be to move the domain registration elsewhere. My recommendation would be 123reg.com. The prices for that service are outlined below:</p> <ul style="list-style-type: none"> <li>● <b>nyneheadarchive.co.uk</b> Free for one year and then £11.99+VAT/year thereafter. This is due for renewal in April so needs deciding at this month's meeting.</li> <li>● <b>nynehead.org</b> £16.99+VAT/year This is not due for renewal until October, but would potentially be good to move them together.</li> </ul>

**NYNEHEAD PARISH COUNCIL**

		<p><b>Coronation Litter Pick and Tea Monday 8<sup>th</sup> May</b>  The Parish council would like to invite all residents to a Bring and Share Coronation Tea from 3pm on Monday 8<sup>th</sup> May in Nynehead Memorial Hall preceded by a <b>Community Litter Pick at 1pm</b> meeting at Nynehead Memorial Hall. Members ask all volunteers for the Litter Pick to wear sturdy gloves and to bring a bag. Litter grabbers will be provided. It is hoped that this event will be a collaboration with NPC, Nynehead Memorial Hall Committee and Nynehead Club.</p>
23/005	Planning Matters	<p><b>(i) Planning Application 26/23/0002</b> Object. Members of the Council support Councillor Gwil Wren’s proposals as the operator and their employees have not respected the concerns of the local residents. The Members say it is premature to be made a permanent permission and ask to keep the permission temporary.</p> <p><b>(ii) Planning Application 26/23/0004</b> Noted. Regarding any external lighting, in accordance with the provisions of National Planning Policy Framework (NPPF) Clause 180 (c) and Taunton Deane Adopted Core Strategy 2011–2028, Clause 6.46,(which both recognise the importance of limiting the impact of light pollution from artificial light on local/residential amenity, dark landscapes and dark night skies), the Members request a condition as follows;  In order to minimise light pollution, any outdoor lights associated with this proposed development should be fully shielded or baffled/louvered, directed downwards (mounted horizontally to the ground and not tilted upwards), switched on only when needed (no dusk to dawn lamps), use low energy LED lamps and be designed by a competent person to comply with the current ILP Guidance Note (for Reduction of Obtrusive Light) GN01 and be approved as such by the Local Borough/Unitary Council prior to installation/use.</p>
23/006	Parish Council Administration	<p>(i) <b>Wiveliscombe First Responders</b> as thanks for providing the 3 First Aid Courses a Cheque for £50 was for approved.</p> <p>(ii) Cloudways price increase to \$11/month approved.</p> <p>(iii) Approval given for Nynehead.org and Nyneheadarchive.co.uk to be registered through 123reg.com at £16.99+VAT and £11.99+VAT per year.</p> <p>(iv) <b>Update on Scribe.</b> Scribe has been recommended by Simon Pritchard of SALC and two other Clerks gave Scribe a positive review. However, due to the cost of Scribe and because Nynehead Parish Council may not need such a complex package, Mr M Vest would like Members to explore some other less costly accounting and management software packages for Nynehead Parish Council.</p> <p>(v) Update on Online Banking. The Clerk can now access Online Banking, she is awaiting the card reader (and hopefully a bank card) in order to make transactions.</p> <p>(vi) Budget v Actual – noted</p> <p>(vii) The Clerk can confirm that Nynehead Parish Council is registered with the Information Commissioners Office.</p> <p>(viii) The Code of Conduct was reviewed. No changes were necessary and this was adopted by the Council.</p> <p>(ix) The Standing Orders were also reviewed. No changes were necessary and these were adopted by the Council. The Financial Regulations policy needs to be updated in Part 6.9 6.10 and 6.11 to reflect that Nynehead Parish Council is now using Online Banking.</p> <p>(x) The Assets Register was reviewed. No changes were necessary.</p>

## NYNEHEAD PARISH COUNCIL

		<p>(xi) Approval to purchase 25 litter grabbers for the Community Coronation Litter Pick.</p> <p>(xii) Approval to produce flyers for the Coronation Community Tea and Litter Pick</p> <p>The Clerk has taken advice from Simon Pritchard of SALC and the website appears to have up to date versions of all these policies. The Clerk will endeavour to make Members aware of any subsequent updates to these policies.</p>
23/007	Matters Arising	Addition of Mr M Vest and Mr J Toye as signatories to the Nynehead Parish Council bank accounts .Proposed by Dr J Butterley, Seconded by Mrs A Harcombe.
23/008	Police Report	There were 4 calls into 101 and 999 for Nynehead, Oake, Bradford on Tone, Langford Budville for the month of February. This call involved: 1 Criminal damage. 1. Theft 1. Assault and 1. Malicious communication Reports of Antisocial Behaviour -none
23/009	Rights of Way	<p>(i) <u>Grand Western Greenway</u></p> <p>(ii) Email from Sam Jackson Rights of Way Warden South West Somerset(SCC): <i>I'll inspect the reported issues and make repairs where necessary.</i></p>
23/0010	Highways	(i) The Clerk had received correspondence from Kate Brown regarding the new Flood Markers/flooding signage site visit. The Clerk is awaiting a response having provided Kate Brown with dates that Mr M Vest can attend for a site visit.
23/011	Receipts and Payments	<p>The Council authorised and instructed the issue of cheques for:</p> <p>(a) The Clerk's Salary for February (£313.88) and Expenses (£39.95) Total £353.83 Chq No.000950 Prop by Dr J Butterley and Sec by Mr.M Vest</p> <p>(b) Mr J Toye, Cloudways funds \$60 = £49.65 Chq No.000951 Prop by Dr J Butterley and Sec by Mr M Vest.</p> <p>(c) Nynehead Memorial Hall (£179) 4 x Nynehead Natters mtgs, 2 x PC mtgs, 3 x First Aid Courses. Prop by Dr J Butterley sec by Mrs A Harcombe</p> <p>(d) M S King (£107.78) Nynehead Natters 17 Feb and 3 Mar Prop by Dr J Butterley sec by Mrs A Harcombe</p>
23/012	Correspondence	<p><u>For information only (* received by email, ^ received by post).</u></p> <p>* Online reporting for Public Rights of Way <a href="https://www.somerset.gov.uk/roads-and-transport/report-a-problem-with-a-public-right-of-way/">https://www.somerset.gov.uk/roads-and-transport/report-a-problem-with-a-public-right-of-way/</a></p>
23/013	Items requested for next agenda	<p>Items Requested for the next Agenda (24 April 2023):</p> <p>(i) Mrs R Ball Risk requests purchase of new laptop for Clerk. Clerk to obtain quotes for both replacing and refurbishing the PC laptop.</p> <p>(ii) TRO speed limit update</p> <p>(iii) Responses to Planning application 26/23/0002</p> <p>(iv) Options for management/accounting software package with a view to commencing a software based accounting system before the end of April 2023.</p>