

NYNEHEAD PARISH COUNCIL

MINUTES OF THE MEETING OF THE COUNCIL HELD ON MONDAY 25th MARCH 2024 AT THE MEMORIAL HALL, NYNEHEAD

The meeting started at 19.30 and concluded at 21.35

Present	Dr J Butterley - Mr M Vest– Mr J Toye - Mr J Frost (Parish Footpaths Liaison Officer) – Mr G Wren (Somerset Councillor) attended the first part of the meeting, Mr Dave Mansell (Somerset Councillor), Mr Frank Meadows and Mrs Sarah Burt.	
24/139	Apologies	Mrs R Ball Risk (Maternity Leave) Mrs A Harcombe (due to a family funeral), PCSO Henderson and Jacqui Young (Village Agent).
24/140	Declarations of Interest	There were no Declarations of Interest or Dispensations.
24/141	Approval of Minutes	The Minutes of the meeting held 26 th February 2024 were approved and signed as a correct record.
24/142	Actions from the previous meeting	<ul style="list-style-type: none"> (i) Clerk’s Appraisal – Following the appraisal Dr J Butterley and Mr J Toye recommend that the Clerk’s pay is to be upgraded to the next level as a result of this review - SCP 6 £12.63/ hour. (ii) The Clerk has spoken to Mrs J Jones (previous clerk) and we have agreed that VH will take over applying for grants for Nynehead Natters. NPC would like to thank Mrs J Jones for all her work to secure the grant that was received in November. The Clerk has been in contact with Ann Diment from SALC regarding a grant of up to £2500. The next step is to book a call to discuss the application and then to complete the grant application with help from Dr J Butterley. (iii) Members agreed to adopt the new Risk Management Policy. The Clerk will finalise the Risk Assessment Form (for NPC’s physical assets) which will be ongoing. (iv) The Nynehead.org website has been updated with the Absence Management Policy, the Anti-Fraud and corruption policy and the Data Protection Policy. (v) Scribe password for Members to access Scribe has been sent to all Councillors and no problems were reported. (vi) The Clerk has chased SC regarding documents held in secure storage. (vii) The missing and broken finger posts were reported to SC.
24/143	Planning Matters	<ul style="list-style-type: none"> (i) Planning Application 43/23/0056 Outline application for a mixed use development of up to 200 No. dwellings, employment land, an internal spine road to facilitate a rail halt/station, public open space, drainage & associated infrastructure on land north of Taunton Road, Longforth Park, Wellington. Members discussed the amendments to this planning, which do not address any of the Council’s concerns. Mr J Toye will work on a response from NPC.
24/144	Parish Council Administration	<ul style="list-style-type: none"> (i) Scribe Payments and Receipts - noted (ii) Members approved the new protocol for Quarterly Bank Reconciliations from 1st April 2024. The blue Ledger Accounts book will no longer be used, since June 2023 all transactions are logged using a Scribe software package. <u>New Bank Reconciliation Protocol from 1st April 2024</u> At the end of each quarter the Clerk runs Scribe ‘Reconcile All Banks’, produces a Scribe Payments list and a Receipts List and gives these print outs to the Chair together with all invoices and bank statements (plus any other records requested) for the quarter. The Clerk produces a bank reconciliation by adding the total receipts for the quarter to the balance brought forward, then subtracting all payments to give a new balance. This new balance is checked against the cumulative funds in the NPC current (always £50) and reserve accounts. Provided the cumulative funds and the new balance are equal, the bank reconciles. The Chair checks all the figures and when satisfied that they reconcile she/he signs and dates the most recent bank statements for both the NPC current and reserve accounts.

NYNEHEAD PARISH COUNCIL

		<p>All the records are then passed to another Member (usually the Vice-Chair) who repeats the checking process and once satisfied that the totals are correct, signs and dates the most recent bank statements for both the NPC current and reserve accounts.</p> <p>(iii) The King's Portrait – a gift from the King has been ordered.</p> <p>(iv) Members discussed moving Nynehead.org to a Gov.uk domain. It was decided that the matter will be reconsidered when Cllr R Ball Risk is back from her maternity leave. Also existing website hosting contract is paid for until the autumn.</p> <p>(v) All Cllrs Declarations of Interest forms are up to date.</p> <p>(vi) In accordance with an informal policy not to donate Parish funds when requested by various causes, a contribution to the Taunton Brewhouse was declined. NPC will offer to publicise the Brewhouse fundraising campaign by adding an item to the Nynehead.org news page.</p> <p>(vii) The new Risk Assessment Policy was reviewed and adopted.</p> <p>(viii) The Financial Regulations were reviewed. Following agreement on a change to part 2.2 to align with the bank reconciliation protocol at 24/144 (ii), Members agreed to adopt the policy. The Standing Orders and Code of Conduct Policy were reviewed and adopted .</p> <p>(ix) In accordance with an informal policy not to donate Parish funds when requested by various causes, a contribution to the Victim Support scheme was declined.</p>
24/145	Police Report	<p>(i) There was 1 police report for Nynehead, Oake, Bradford on Tone, Langford Budville for the month of February.</p> <p>There were no reports of Antisocial Behaviour for this area.</p>
24/146	Rights of Way	<p>Footpath Liaison Officer Mr Joe Frost reported that the missing Finger post (WG8/3) by Toogoods, East Nynehead has been replaced. The broken/missing Finger Post (WG 8/1) where the footpath joins the Oake Road has been reported to SC Rights of Way team.</p>
24/147	Highways	<p>(i) Automatic Flood markers: In February Mr J Toye and Somerset Cllr Gwil Wren met with James Allen, a surveyor with Somerset Council who was conducting a preliminary survey. The surveyor said there was clearly a "tangible need" for new signage at both sites (Nynehead and East Nynehead river crossings). He said he had a couple of ideas on options, and would present a report within a few days. The next step would be a formal survey of the sites to measure depths and decide on sign positions and systems. Both Gwil and James remarked on the number of vehicles using the Nynehead Road, which has increased considerably with Lidl and was likely to grow with the railway halt and housing scheme.</p> <p>(ii) Mr Graham Kinsland, a resident at Higher Poole has written to the Clerk concerned about the speed limit from the T-junction along Nynehead Road to the Poole recycling centre. At present the national speed limit of 60mph applies. Members discussed this matter and what measures could be taken to reduce vehicle speeds, especially near to the cottages at Higher Poole and the Parish Clerk will write to Mr Kinsland accordingly.</p>
24/148	Receipts and Payments	<p>(i) The Council authorised and instructed payment for:</p> <p>(a) The Clerk's Salary for The Clerk's Salary (272.24) and Expenses (20.00) Total £293.24 Prop by Dr J Butterley and Sec by Mr J Toye</p> <p>(b) Ms M King (Nynehead Natters 23/02,08/03) £105. Prop Dr J Butterley, Sec Mr J Toye</p> <p>(c) Mr J Toye (Cloudways reimbursement) £45.60 Prop Dr J Butterley, sec Mr M Vest</p>
24/149	Correspondence	<p>(i) Somerset Environmental and Ecological News https://mail.google.com/mail/u/0/#inbox/FMfcgzGxRxBHBgZglvjbGZjnCctqkRQb</p> <p>(ii) https://www.lovefoodhatewaste.com/</p>
24/150	Items requested for next agenda	<p>Items Requested for the next Agenda (15th April 2024):</p>