**Baltonsborough Parish Council**

Clerk to the Council: Caron Potts

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 **Minutes of the Parish Council meeting held on 6th January 2022**

**Present:** Cllrs A Wotton (Chair), S Everitt (Vice), M Dykes, M Phillips, R Clapp, F Maddock, S Maddaford and A. Blackburn.

**In Attendance:** Mrs Caron Potts (Clerk), 1 member of the public (part only).

**Public Questions – none**

**District and County Councillor Reports –** Cllr Woollcombe-Adams SCC report had been pre-circulated.

**Village Hall Report –** The Chair of the VH&PFT committee updated the council on the field drainage project. They are working with the Somerset Football Association and are waiting for the results of a soil phone analysis which will determine next steps.

The Smart Export electricity guarantee has been registered.

**A G E N D A**

**Meeting commenced at 7.09pm**

**1.22 Apologies for Absence and to consider the reasons given - none**

**2.22 Declarations of Interest**. Members to declare any interests they may have in agenda items in accordance with the requirements of the Council’s Code of Conduct - none

**3.22 Exclusion of the Press and Public**

To agree any items to be dealt with after the Public and press has been excluded from the meeting - none

**4.22 Minutes of Parish Council Meetings**

Confirmed and signed as a correct record, the minutes of the Parish Council meeting held on Thursday 2nd December 2021.

* 1. **Planning**
1. New Applications

2021/2710/HSE at Orchard End Martin Street. Erection of rear extension, remodeling of dwelling and erection of garden room (retrospective). Agreed unanimously to recommend approval. **Action Clerk** to notify planners.

1. Decisions – none

Concerns were expressed regarding the planning process of Northfield House, Ham Street. **Action Cllr Everitt and Philips** to draft a letter for the council to agree and Chair to submit.

**6.22 Resolutions**

1. The Role of the PC as Custodian Trustee to the VH&PFT

A working document had been pre-circulated outlining our relationship to the VH&PFT. The Chair advised that the purpose of this was to gain a clear understanding of our Roles and Responsibilities and for the PC to be comfortable with moving forward. The VH&PFT Chair advised that this was still ‘work in progress’. RESOLVED to continue working on the guidelines. **Action Clerk** to keep liaising with VH&PFT to revise the document and represent.

1. Platinum Jubilee celebrations update
	1. Cllr Dykes reported that circular footpath routes had been identified and 20 properties of interest had been approached for permission to put up a sign. Signage costs are estimated to be around £1500.
	2. Cllr Philips advised that the making space for nature projects were progressing well with the wildlife booklet hopefully being distributed in late April. **Action Clerk** to revisit Open Gardens insurance.
2. Carbon Reduction Strategy

The council were keen to make this a working strategy, Cllr Philips requested support to make it so. RESOLVED Policy adopted unanimously. Approved estimated £40 for heat imaging camera to be hired. Strategy to be reviewed 6 monthly. **Action Clerk** – include in N&V copy, cfwd to June agenda, forward adopted strategy to Cllr Everitt for uploading onto the website**. Cllr Dykes and Philips** to proceed with hiring heat camera.

1. SID/Highways/Fingerposts update

Cllr Dykes confirmed that the SID training of volunteers is set to take place in February costing £175 per person, this is covered by the grant. The posts are now all in place and a training session with the camera is arranged. Cllr Dykes requested approval to purchase an additional set of brackets for each of the posts to enable the SID to face both ways. RESOLVED purchase of brackets approved – **Action Cllr Dykes** to confirm costs.

The Lottisham Fingerpost re-erection is at our cost. **Action Cllr Dykes and Clapp** to explore options.

The Clerk confirmed that the erosion damage to Tootle Bridge was being looked at this week.

1. Highway lighting for new houses by Date Palm

The Clerk had pre-circulated the developers proposed street lighting design which the SCC lighting engineer objected to and sort our views. RESLOVED unanimous objection to lighting plan as per our supporting dark skies policy. **Action Clerk** to advise SCC lighting engineer of our support for his proposal of no street lighting, to remain in keeping with the rest of the village.

1. Request for 50% contribution towards upkeep of St Dunstan’s Churchyard

The Council now has a grants application policy. RESOLVED to ask the PCC to resubmit request using the new form. **Action Clerk** to communicate with PCC.

1. Parish Opening Up Grant

As demonstrated by the Clerk, a projector and screen has now been bought for the Village Hall using the remaining grant money. The outstanding balance of £132.49 to be repaid by the VH&PFT to the PC**. Action Clerk** to secure funds from VH&PFT

1. Elections for 5th May 2022 confirmed

This is the same day as our PC meeting. RESOLVED change meeting date to 12th May, the AGM will take place immediately before the PC meeting. **Action** Clerk to amend meeting date and hall booking.

**7.22 All actions from minutes not already covered/carried forward - none**

**FINANCE**

**8.22 2022 Budget and Precept**

Unanimously agreed to raise the precept to £17000 and approved budget. **Action Clerk** to submit precept form.

**9.22 Accounts for payment -**To review and approve a schedule of items of expenditure

1. Clerks’ salary for December £293.73 including 2 Bank Holidays and Opening Up Grant items – padlock x 3 £29.97 and 2 x 2nd class stamps

Unanimously agreed.

**10.22 Bank reconciliation as of 29th December 2021**

Agree and verified the bank reconciliation figures against the bank statements and the cashflow.

Reserve account - £0, Current account £32020.71

Monies received for Current Account - Mendip Lottery £7.50, interest 10p

**11.22 Items for next meeting - none**

**Next meeting** – 7pm Thursday 3rd February 2022 venue Village Hall

**Meeting finished at 8.15**

**Actions arising from this meeting**

**Clerk**

1. Advise planners of comments
2. Continue working with VH&PFT on roles and responsibilities
3. Forward adopted Carbon Strategy to Cllr Everitt
4. Schedule Carbon Strategy follow up for June meeting
5. Progress projector costs with VH&PTF
6. Send grant application form to PCC
7. Submit precept form
8. Amend May meeting date
9. Confirm lighting decision
10. Revisit open gardens insurance

**Cllr Phillips**

1. Action heat imaging cameral
2. Draft planning complaint letter

**Cllr Dykes**

1. Explore re-erection of fingerpost
2. Confirm costs of SID brackets
3. Action heat imaging cameral

**Cllr Clapp -** Explore re-erection of fingerpost

**Cllrs Wotton –** Set up Clerks salary payment and authorise.

**Cllr Everitt**

1. Upload new standing orders onto website
2. Draft planning complaint letter

**Signed Date**