**Baltonsborough Parish Council**

Clerk to the Council: Caron Potts

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**Minutes of the Virtual Zoom Parish Council meeting held on**

**Thursday 7th January 2021 commencing at 7pm.**

**Present:** Cllrs A Wotton (Chair), M Dykes, F Maddock, M Phillips and A Blackburn.

**Apologies received:** Cllrs P Jordain, R Clapp and SEveritt (retrospectively). Cllr Maddock for late arrival.

**In Attendance:** Mrs Caron Potts (Clerk), Mendip District Councillor: N Woollcombe-Adams,

1 member of the public

### Reports from District Councillor

Cllr Woollcombe-Adams confirmed that new planning applications are being delayed considerably due to the ongoing phosphate concerns on the levels. New applications will have to prove that they will not add to these rates.

**Public Question Time –** no questions

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AGENDA

Meeting commenced at 7.18pm and Cllr Maddock joined the meeting

01/21 Apologies for Absence and to consider the reasons given.

All apologies accepted.

**02/21 Declarations of Interest**. Members to declare any interests they may have in agenda items that accord with the requirements of the Council’s Code of Conduct.

Cllr Blackburn declared an interest in planning application 2020/2478/HSE.

**03/21 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. Not applicable.

**04/21 Minutes of December Parish Council Meeting**

To confirm and sign (when safe to do so) as a correct record, the minutes of the Parish Council Meeting held on Thursday 3rd December 2020. Agreed unanimously.

**05/21 Planning**

1. New Application

2020/2478/HSE Erection of a single storey, oak framed lean-to outbuilding (covered patio) to side of existing dwelling. Clay Tiled roof to be hipped, and of an identical pitch, to match existing dwelling. Location: Fairwood Martin Street. Recommended approval. **Action Clerk** to notify planning department.

2020/1659/HSE Erection of biomass boiler house (retrospective) Location: Orchard Neville House Ham Street. Recommended approval. **Action Clerk** to notify planning department.

1. Decisions

2020/2169/HSE Conversion of attic space to include the addition of roof lights & dormer window & new roof to conservatory. Location: 1 Neville Park Baltonsborough Glastonbury BA6 8PY. Permission granted

2020/0902/APP Approval of details reserved by conditions 3 (Materials), 4 (Estate Roads), 6 (Soft Landscaping), 7 (Provision and Storage of Recycling and Waste Containers), 9 (Boundary Details) & 11 (Drainage) on planning consent 2018/2722/REM (amended plans and highway, land, and drainage information received 30.10.2020.) Location: Land West of Date Palms Ltd Ham Street. Approval given.

**06/21 Resolutions**

1. Energy Policy – Cllr Wotton

RESOLVED to draft an energy statement to encourage and support sustainably energy. **Action Cllr Wotton and Phillips**

1. Strategy and workplan vision and agree way forward – Cllr Wotton

RESOLVED to consult residents for views via the next Parish Newsletter and then meet to discuss. **Action Cllr Wotton to draft copy by 16th Jan and send to the Clerk.**

1. Speed indicator devise update and grant application – Cllr Dykes

RESOLVED: Cllr Wotton thanked Cllr Dykes for the considerable time and effort he had put in to researching this project. **Action Cllr Dykes to proceed with funding request possibly in conjunction with Butleigh. If required the Parish Council would fully fund – estimated cost £3000. Final locations to be advised by Cllr Dykes.**

1. Data protection policy and privacy notice – Clerk

RESOLVED: These were approved. **Action Clerk /Cllr Everitt to publish on website. Clerk to look at other data policy requirements.**

1. Situation regarding the VH and PFT – Cllr Wotton
   1. Governance and the PCs responsibilities – various changes to personnel as likely to be taking place. It is the desire of the PC to establish a closer working relationship with the committee and will offer technical assistance if required. The PC are custodian trustees.
   2. Request for retrospective payment for playpark grass cutting £3432

RESOLVED to pay for April 2019 – March 2020 costs. If requested we would consider a contribution towards the April 2020 – March 2021 fees. In the future, should any request for payments be made, they would need to be accompanied by 3 quotations for the work/job/equipment to be completed at a future date and not already completed. **Action Clerk to inform VH & PFT treasurer.**

* 1. PC representative

RESOLVED Cllr Blackburn has kindly agreed to take up this role. When any specific items more relevant to another Councillor are on the agenda they will represent the PC instead. **Action Clerk to inform VH & PFT committee.**

1. Archiving PC records

After a lengthy sifting process by the Chair and Clerk, all paperwork which legally has to be retained has been deposited at the Somerset Archive. The Chair believes some legal records might still be in the village. RESOLVED **Action Cllr Wotton to** **contact Mrs L Clapp.**

1. SPFA – Somerset Playing Fields Association annual subscription £15

RESOLVED payment approved. **Action Clerk to include in next month’s payments**

1. Section 106 Flowers and Hayes update – Cllr Blackburn

RESOLVEDdefinitive answer required regarding whether this is a Section 106 or community infrastructure levy, when moneys would be paid, how much and to whom. Date for reply to be specified and if not received by deadline Cllr Blackburn will request Cllr Woollcombe-Adams to follow up as agreed. **Action Cllr Blackburn to** **email Carol Tayler cc Cllr Woollcombe-Adams.** Date for reply to be specified and if not received by deadline Cllr Blackburn will request Cllr Woollcombe-Adams to follow up as agreed.

1. 01458Connect – update Clerk

Richard Culley has a meeting with Openreach on 11th January. **Action Clerk to Cfwd.**

1. Website update– Cllr Everitt (not present) **Action Clerk to Cfwd.**
2. Grant request from Citizens Advice Mendip

RESOLVED Approved grant of £250. **Action Clerk to include in next month’s payments**

**FINANCE**

**07/21 2021 Budget and Precept review**

Precept needs to be submitted by 15th January.

Proposal – no increase, remain at 2020 level of £15,000. Approved unanimously. **Action Clerk to** **submit precept form.**

**08/21 Accounts for payment -**To review and approve a schedule of items of expenditure

1. Clerks salary for December £353.75 including £40 ICO fee and stationery/postage expenses.
2. Walton Press for 01458 connect leaflet - £79 (invoice still not received cfwd)
3. Mendip Community Transport donation of £250

All approved unanimously. **Action Clerk** to arrange payments.

**09/21 Income Received**

Interest received for Reserve Account - Mendip lottery £10.00 & Bank charges refund £5 Interest £0.11. Approved unanimously.

**10/21 Bank reconciliation as of 10th December 2020**

To agree the bank reconciliation figures: Reserve account - £13286.39, Current account £12578.85 - Total £215126.98. Approved unanimously.

**11/21 Items for next meeting - none**

**Next meeting** – 7pm Thursday 4th February 2021 venue TBC – assume virtual

**Meeting finished at 9.05**

**Actions arising from this meeting**

**Clerk**

1. Notify planning department
2. Cfwd 01458 and Website update to next agenda
3. Add SPFA membership and Mendip Citizens Advice donation to next month’s agenda
4. Inform VH&PFC about agreement to pay 1 set of grass cutting fees and Cllr Blackburn’s new role
5. Arrange for privacy notice and data protection policy to be uploaded on to the website and look at additional policy requirements
6. Submit precept form
7. Arrange payment of approved accounts

**Cllr Wotton**

1. Contact Mrs L Clapp regarding archive records
2. Send Newsletter copy to clerk by 16th Jan
3. Draft energy statement with Cllr Phillips

**Cllr Everitt**

1. Update Cllr Blackburn’s VH roles on the website

**Cllr Blackburn**

1. 106 monies **-** email Carol Tayler cc Cllr Woollcombe-Adams**.**

**Cllr Phillips**

1. Draft energy statement with Cllr Wotton

**Cllr Dykes**

1. Proceed with speed indicator devise grant application