**Baltonsborough Parish Council**

Clerk to the Council: Caron Potts

Withy Lane Farmhouse, Silver Street, Barton St David, Somerton, Somerset.

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

**Thursday 3rd December 2020 commencing at 7pm.**

**Present:** Cllrs A Wotton (Chair), SEveritt (Vice chair), M Dykes, P Jordain, F Maddock,

M Phillips, R Clapp.

**In Attendance:** Mrs Caron Potts (Clerk), two members of the public for reports

Apologies received from Cllr Woollcombe-Adams

**Public Question Time –** no questions

**Other reports.** Mr Jeremy Wright presented the plans associated with his planning application and took questions from Councillors.

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AGENDA

Meeting commenced at 7.33pm

A912 Apologies for Absence and to consider the reasons given - None

**A913 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 Everitt and Dykes declared that their close friendships with Mr & Mrs Wright precluded them from expressing opinions on their planning application.

**A914 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,

**A915 Minutes of November 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 5th November 2020. Agreed unanimously.

**A916 Planning**

1. New Application

2020/2202/FUL New residential dwelling incorporating the existing ruins, associated access and garden. Land Adjacent to Lubborn House, Lubborn Lane. Recommended approval by majority vote. **Action Clerk** to notify planning department.

**A917 Resolutions**

1. Website and Social media update.

Cllr Everitt updated the council on the progress of the website overhaul. Submissions from community groups being requested. The Clerk confirmed that it was now compliant with our legal obligations. Functionality on mobile devises needs to be checked - **Action** **Cllr Everitt**. Cllr Wotton expresses his thanks for all Cllr Everett’s work. The requirement for social media was discussed. RESOLVED - Council agreed that there was no need for a social media presence and any ‘call to actions’ will be fed through Gemma Williams.

2. Section 106 Flowers and Hayes update.

Cllr Blackburn explained that getting any answers or progress was proving difficult. **Action** **Cllr Blackburn** to follow up with Cllr Woollcombe-Adams at or before next meeting.

3. 01458 connect leaflet printing cost £79.

The Clerk gave an update that 104 registrations of interest have been received and suggested that a cut-off date would be 14th December after which cost estimates can be requested by Richard Culley from Openreach. RESOLVED agreed to pay printing costs. **Action Clerk** to update Richard.

4. Consider request from Mendip Community Transport for funding. RESOLVED donation of £250 agreed. **Action Clerk** to present for payment next month.

5. Data protection actions required and feedback from Clerks course.

The clerk advised that

a. We need to become members of the Information Commissioner’s Office at a cost of £40.

b. We also need to have a privacy notice and data protection policy.

c. Generic councillor email addresses were highly recommended - this is being looked at by Cllr Everitt in the website update.

d. Lastly the clerk advised that at any time we could be served with a SAR – subject access request. Councillors were reminded of the need to regularly delete non-essential emails from inboxes and folders. RESOLVED **Action Clerk** to proceed with ICO membership, to review our use of data and draft a Privacy notice from the next meeting. **Action All** email housekeeping.

6. New trees for bungalows by the Cross, Ham Street.

RESOLVED **Action Cllr Phillips** to obtain permission from landowner and proceed to purchase a tree – estimated cost £50 from the tree policy fund.

The Countryfile ‘plant a tree scheme’ for every new primary school starter was discussed and agreed in principle but a suitable site its required. **Action Cllr Everitt** to advise Mr Shoemark.

7. Cllr roles review and update.

RESOLVED – see attached form. **Action Clerk and Cllr Everit**t to put on notice board and website.

**A918 Actions from minutes not already covered/carried forward**

**Clerk**

1. Advise planning department of decision – done.
2. Place order for rubbish bin – now in situ and request to resume emptying made.
3. Communicate the issues to Highways and request a site visit for Burnetts Lane/Martin Street corner – see below

**Cllr Wotton**

1. Liaise with Clerk to communicate the issues to Highways and request a site visit- agreed that **Cllr Dykes would cfwd this action.**

**Cllr Clapp**

1. Discuss identified tree within hedgerow on Muchelney Lane with the landowner – done and will be reviewed in the spring.

**FINANCE**

**A919 2021 Budget and Precent review.** The Clerk presented a draft budget for next year based on the same precept as this year. This needs to be agreed at the next meeting for submission by 15th January 2021.

**A920 Accounts for payment -**To review and approve a schedule of items of expenditure

1. Clerks salary for November including allowance and 50% cost of new printer £108.33 - £406.58
2. Glasdon UK Ltd for Rubbish bin - £140.76
3. FAWNS Recreational Services Ltd - £420
4. Sheldon Reed Ltd – 50% of Village Hall energy survey - £122.50
5. SALC Planning applications training course £25
6. Walton Press for 01458 connect leaflet - £79 Cfwd to next meeting invoice not received.

Approved unanimously. **Action Clerk** to arrange payments.

**A921 Income Received**

Interest received for Reserve Account from Sept to Nov- Mendip lottery £34.00, Interest £0.22. Approved unanimously.

**A922 Bank reconciliation as of 10th November 2020**

To agree the bank reconciliation figures: Reserve account £13276.28, Current account £13035.43. Approved unanimously.

**A923 Items for next meeting**

Agree date for strategy/priorities/workplan meeting

Speedwatch update

Village Hall representative

Website update

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

**Meeting finished at 8.50**

**Actions arising from this meeting**

**Clerk**

1. Notify planning department
2. Send an update to Richard Culley
3. Add Mendip Community Transport donation payment to next month’s agenda
4. Proceed with ICO membership
5. Draft privacy notice and data protection policy
6. Amend councillor roles and place on the notice board
7. Arrange payment of approved accounts

**Cllr Wotton**

1. Liaise with Clerk to communicate the issues to Highways and request a site visit

**Cllr Everitt**

 1.Functionality on mobile devises needs to be checked

1. Advice Mr Shoemark that in principle we agree to The Countryfile plant a tree scheme but a suitable site its required
2. Update Cllr roles on the website

**Cllr Blackburn**

1. Follow up with Cllr Woollcombe-Adams regarding 106 monies.

**Cllr Phillips**

1. To obtain permission from landowner and proceed to purchase a tree for bungalows by the Cross

**Cllr Dykes**

Arrange a meeting with highways regarding Burnetts Lane/Martin Street corner

**All Cllrs**

1. Review and delete emails which are no longer required!

**Councillor roles and responsibilities**

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| **Special Activities** | **Councillor** |
| Environment and Trees | Mary Phillips |
| Open Spaces and Playpark | Fiona Maddock  |
| Footpaths | Mary Phillips |
| Finance & Financial Planning | Adrian Wotton |
| Village Hall & Playing Field Trust | TBC |
| Voluntary sector/Charities/Community Organisations | Fiona Maddock |
| Website Management/ Webmaster | Steve Everitt |
| Energy | Mary Phillips |
| Highways and Traffic | Malcolm Dykes |
| Planning | Ali Blackburn |
| Disciplinary Committee | Formed as and when required |