

CREECH ST MICHAEL PARISH COUNCIL

Draft Minutes for the Annual Meeting of Creech St Michael Parish Council held at Creech St Michael Village Hall on **Monday 15th May April 2023 at 6:00pm**

Councillor Attendance

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| Cllr. Annabelle Peters – Chair | AP | Present | Cllr. Paul Tucker | PT | Present |
| Cllr. Neil Davidson – Vice Chair | ND | Present | Cllr. Diane Phillips | DP | Present |
| Cllr. Ken Hunt | KH | Present | Cllr. Charlie Cudlip | CC | Present |
| Cllr. Kieran Roe | KR | Present | | | |

From 7. 12pm the additional Members were present.

Councillor Attendance

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| Cllr. Corinne Giles | CG | Present | Cllr. Adrian Birch | AB | Present |
| Cllr. Steve Greenhalgh | SG | Present | | | |

Also Present: Four (4) members of the public and Andrew Williams, Creech St Michael Parish Clerk and Responsible Financial Officer. From 7.12pm there was one (1) member of the public present.

Meeting started at 7:00pm

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| 1.0 | Chair's welcome | | | | |
| | AP welcomed all Councillors and members of the public to the meeting. | | | | |
| 2.0 | Election of a Chair of Creech St Michael Parish Council. [M] | | | | |
| | AP left the meeting during voting. | | | | |
| | AP was elected Chair of Creech St Michael Parish Council. | | | | |
| | Prop: KH | Sec: ND | In Favour: 6 | Against: 0 | Abstain: 1 |
| 3.0 | Election of a Vice Chair of Creech St Michael Parish Council. [M] | | | | |
| | ND was elected Vice Chair of Creech St Michael Parish Council. | | | | |
| | Prop: AP | Sec: PT | In Favour: 6 | Against: 0 | Abstain: 1 |
| 4.0 | Election of a Chair to the Parish Council Committees | | | | |
| | 4.1. Finance Committee. [M] | | | | |
| | DG was elected Chair of the Finance Committee. | | | | |
| | Prop: AP | Sec: PT | In Favour: 6 | Against: 0 | Abstain: 1 |
| | 4.2. Staffing Committee. [M] | | | | |

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| | ND was elected Chair of the Staffing Committee. | | | | |
| | Prop: AP | Sec: PT | In Favour: 6 | Against: 0 | Abstain: 1 |
| | 4.3. Planning Committee. [M] | | | | |
| | DP was elected Chair of the Planning Committee. | | | | |
| | Prop: AP | Sec: DG | In Favour: 6 | Against: 0 | Abstain: 1 |
| 5.0 | Appointments to the Parish Council Committees | | | | |
| | 5.1 Finance Committee. [M] | | | | |
| | AP, ND and PT were elected to the Finance Committee. | | | | |
| | Prop: AP | Sec: PT | In Favour: 7 | Against: 0 | Abstain: 0 |
| | 5.2 Staffing Committee. [M] | | | | |
| | AP, PT and Margaret Gover were elected to the Staffing Committee. | | | | |
| | Prop: KH | Sec: CC | In Favour: 7 | Against: 0 | Abstain: |
| | 5.3 Planning Committee [M] | | | | |
| | CC, DG and KR were elected to the Planning Committee. | | | | |
| | Prop: AP | Sec: DG | In Favour: 7 | Against: 0 | Abstain: 0 |
| 6.0 | Calendar of Meetings 2023/24. [M] | | | | |
| | DG asked that it be noted that a Finance Committee meeting was scheduled for the 25 th May 2023. | | | | |
| | The calendar of meetings for the 2023/24 year was approved. | | | | |
| | Prop: AP | Sec: CC | In Favour: 7 | Against: 0 | Abstain: 0 |
| 7.0 | Community Question Time | | | | |
| | None | | | | |
| 8.0 | To receive Somerset Council Councillors' Reports | | | | |
| | The Clerk and RFO confirmed he had received an emailed report from Cllr. Fothergill and this would be circulated after the meeting | | | | |
| 9.0 | To Receive and Agree any Apologies for Non Attendance | | | | |
| | None | | | | |
| 10.0 | Declarations of Interest | | | | |
| | None | | | | |
| 11.0 | Parish Council Vacancies | | | | |
| | 11.1 Co-option of C Giles. [M] | | | | |

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| | <p>C Giles introduced herself to the meeting and provided a brief overview of her background and interest in joining the Parish Council. C Giles was asked to leave the meeting whilst voting on the co-option was completed.</p> <p>The co-option of C Giles was unanimously approved and C Giles signed the Declaration of Acceptance of Office, which was countersigned by the Chair.</p> | | | | |
| | Prop: AP | Sec: CC | In Favour: 7 | Against: 0 | Abstain: 0 |
| | 11.2 Co-option of A Birch. [M] | | | | |
| | <p>A Birch introduced himself to the meeting and provided a brief overview of his background and interest in joining the Parish Council. A Birch was asked to leave the meeting whilst voting on the co-option was completed.</p> <p>The co-option of A Birch was unanimously approved and A Birch signed the Declaration of Acceptance of Office, which was countersigned by the Chair.</p> | | | | |
| | Prop: KH | Sec: PT | In Favour: 7 | Against: 0 | Abstain: 0 |
| | 11.3 Co-option of S Greenhalgh. [M] | | | | |
| | <p>S Greenhalgh introduced himself to the meeting and provided a brief overview of his background and interest in joining the Parish Council. S Greenhalgh was asked to leave the meeting whilst voting on the co-option was completed.</p> <p>The co-option of S Greenhalgh was unanimously approved and S Greenhalgh signed the Declaration of Acceptance of Office, which was countersigned by the Chair.</p> | | | | |
| | Prop: CC | Sec: ND | In Favour: 7 | Against: 0 | Abstain: 0 |
| | C Giles, A Birch and S Greenhalgh took their seats at the meeting. | | | | |
| 12.0 | Minutes of Previous Meetings | | | | |
| | 12.1 To Review and Approve the Minutes of the Planning Committee Meeting Held on 25 th April 2023. [M] | | | | |
| | The minutes were approved. | | | | |
| | Prop: AP | Sec: PT | In Favour: 6 | Against: 0 | Abstain: 1 |
| | 12.2 To Review and Approve the Minutes of the Meeting Held on 11 th April 2023. [M] | | | | |
| | The minutes were approved. | | | | |
| | Prop: AP | Sec: DP | In Favour: 7 | Against: 0 | Abstain: 0 |
| 13.0 | Review and Monitor the Actions Outstanding from Past Meetings | | | | |
| | See Appendix A for details of action points and progress toward the completion of each action. | | | | |
| | Items for Decision | | | | |
| 14.0 | Allotment lease Agreement - to approve a proposal to agree a new lease with the landowner for the provision of land for use by the Allotment Society. [M] | | | | |
| | R Hall from the Allotment Society was present and spoke in detail about the history of the allotment site at Creech Heathfield. He outlined the concerns that he and the members of the Society had about the proposed new lease arrangements with the owner of the site and that this potentially placed the future of the site and the Society in doubt. R Hall sought clarification from the Parish Council that they would seek | | | | |

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| | <p>to establish a long term solution to the provision of a piece of land for use by the Allotment Society. R Hall confirmed that an increase in the Rental charge to £800.00 per year could be met from Society funds.</p> <p>The Clerk and RFO confirmed that he had been in discussion with the Landowner for a number of months and the resulting proposal had been received.</p> <p>It was agreed that CC and ND would contact the landowner and arrange to meet and discuss the proposed lease.</p> <p>No vote was taken on the proposal and it was deferred to the next Parish Council meeting.</p> |
| 15.0 | <p>Memorandum of Understanding – to approve the signing of an agreement between the Parish Council and Somerset Council to allow for the installation and operation of Speed Indicator Devices. [P] [V]</p> |
| | <p>PT queried whether the locations identified in the Memorandum of Understanding was full and complete and included other approved locations. DP sought clarification on item 2.3 of the Memorandum of Understanding in relation to the movement or alteration of any item to which the devices were fixed. The Clerk and RFO indicated that he believed this referred to the posts that the devices were affixed to.</p> <p>CC stated that he believed that there were between 8 and 10 sites that had been approved by Highways.</p> <p>The item was deferred until the Clerk and RFO had confirmed the sites with Somerset Council Highways.</p> <p>KR asked about the possibility of purchasing more devices. SG confirmed that grant funding from Avon and Somerset Police had been expended and it was unlikely that any further grant funding would be available.</p> <p>No vote was taken on the proposal and it was deferred to the next Parish Council meeting.</p> |
| 16.0 | <p>Ruishton & Thornfalcon Parish Council Neighbourhood Development Plan – to consider the proposed plan and agree a response to the consultation. [M]</p> |
| | <p>CC confirmed that in his view the development plan did not present any concerns.</p> <p>No further comment was made on the consultation.</p> |
| 17.0 | <p>End of Year Financial report – to approve the financial report for the year ending 31st March 2023. [M]</p> |
| | <p>The Clerk and RFO presented the paper that provided an overview of the Parish Council's income and expenditure for the financial year ending 31.03.2023.</p> <p>Income for the full year stood at £74,836.02, expenditure for the year totalled £73,183.92. There were provisions for income and expenditure carried forward of £8,332.06 of income and £28,996.80 of expenditure. These sums covered a number of projects that had been started or committed to in the 2022/23 financial year, but had yet to be completed.</p> <p>The expected net position including the provisions stood at £113,704.02, a reduction in reserves of £22,570.89 from the year-start figure of £136,274.91.</p> <p>The Asset Register was being maintained and recorded assets at the year-end of £860,201.61 an increase in value of £51,847.02. The increase was driven partly because of the acquisition of new assets and partly because of an improved accuracy in the Asset register.</p> |

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| | <p>Community Infrastructure Levy funds of £7,832.00 are held and are unspent at the year-end. Half of these funds are committed to the refurbishment of the main room in the Pavilion Building at the Recreation Park.</p> <p>The Clerk and RFO reported that the reserves held were healthy but were not being replenished. As a consequence, the council would not be in a position to invest significantly in the projects in the future without this being addressed.</p> <p>SG asked if there was an indication what level of Community Infrastructure Levy funds would be available from the development in Derham Close. The Clerk and RFO confirmed that this information had not been made available to date.</p> <p>The Financial Report was approved.</p> | | | | | |
| | <table border="1"> <tr> <td>Prop: AP</td> <td>Sec: DG</td> <td>In Favour: 8</td> <td>Against: 0</td> <td>Abstain: 3</td> </tr> </table> | Prop: AP | Sec: DG | In Favour: 8 | Against: 0 | Abstain: 3 |
| Prop: AP | Sec: DG | In Favour: 8 | Against: 0 | Abstain: 3 | | |
| 18.0 | <p>Financial Transactions Report – to review and approve the Financial Transaction Report for the period between 29.03.2023 and 08.05.2023. [M]</p> | | | | | |
| | <p>The Financial Transaction report was approved. See Appendix B for a list of all payments. The Chair signed a copy of the report for the records.</p> | | | | | |
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| Prop: AP | Sec: KR | In Favour: 8 | Against: 0 | Abstain: 3 | | |
| | <p>Updates from Committees, Panels and Working Groups</p> | | | | | |
| 19.0 | <p>Finance Committee</p> | | | | | |
| | <p>DG confirmed that the next Finance Committee meeting is scheduled for the 25th May 2023.</p> <p>SG asked at what rate the reserves would be expended at the current rate of expenditure. The Clerk and RFO confirmed that the budget for 2023/24 had been set to ensure that ongoing costs were covered and not drawn from reserves. Should a major issue or project be identified, this would have to be funded from reserves.</p> | | | | | |
| 20.0 | <p>Recreation Park Committee</p> | | | | | |
| | <p>No Update.</p> | | | | | |
| 21.0 | <p>Staffing Committee</p> | | | | | |
| | <p>ND reported that the Staffing Committee met recently to consider a proposal to amend the Clerk and RFO's terms and conditions. A proposal is under consideration under item</p> | | | | | |
| 22.0 | <p>Traffic Panel</p> | | | | | |
| | <p>22.1 Speed Indicator Device Data Report.</p> | | | | | |
| | <p>The Clerk and RFO presented the data drawn from the two Speed Indicator Devices (SIDs) for part of February and all of March 2023. This showed that the average daily traffic movements past the devices was between 1,263 and 1,487. Average speeds detected were 21 miles per hour with the highest speed registered at 49 miles per hour.</p> <p>The data will be collated regularly and presented to future meetings and also shared with the Community Speedwatch group and published on the website.</p> | | | | | |
| 23.0 | <p>Newsletter Working Group</p> | | | | | |

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| | AP requested that anyone wishing to volunteer to assist in the distribution of the newsletter to please step forward and for anyone wishing to contribute articles to send them to the Clerk and RFO. |
| | Other Matters |
| 24.0 | Correspondence |
| | 24.1 To consider any correspondence received that Councillors wish to raise that has already been circulated. |
| | CC mentioned that a local resident had asked for help promoting the Flower and Produce show and the Clerk and RFO confirmed that this was being responded to. |
| | 24.2 To note items of correspondence received by the Clerk and RFO deemed appropriate to be brought to the attention of the Parish Council. |
| | None. |
| 25.0 | Freedom of Information Request |
| | The meeting noted the details of the Freedom of Information request that had been received from a resident. The Clerk and RFO confirmed that he was progressing the response to the claim. |
| 26.0 | New Matters to be Carried Forward |
| | AP proposed that further consideration be given to reinstating the annual tug-of-war competition between Creech St Michael and Ruishton. The meeting agreed that this should be pursued. |
| 27.0 | Council to Decide if to Exclude Members of the Public and Press for the Following Item(s) [V] |
| | As no members of the public were present a vote was not taken. |
| | 27.1 Staffing Committee Recommendation – proposal to amend the terms and conditions of the Clerk and RFO. [V] |
| | The proposal was discussed and the proposed amendments were approved. |
| | Prop: ND Sec: AP In Favour: 11 Against: 0 Abstain: 0 |

The meeting ended at 7.52pm

[V] = Where a resolution (vote) is expected

Andrew Williams, CSM PC, Clerk and RFO, 07708 680797, email clerk@creechstmichael.net

The next Creech St Michael (CSM) Parish Council meetings are on:

Monday 5th June 2023

At 7pm in the CSM Village Hall