

CREECH ST MICHAEL PARISH COUNCIL

Draft Minutes for the Meeting of Creech St Michael Parish Council held at Creech St Michael Village Hall on **Monday 2 September 2024 at 7.00pm**

Councillor Attendance

Cllr. Annabelle Peters – Chair	AP	Present	Cllr, Neil Davidson – Vice Chair	ND	Present
Cllr. Adrian Birch	AB	Present	Cllr. Paul Tucker	PT	Present
Cllr. Corinne Giles	CG	Present	Cllr. Stephen Greenhalgh	SG	Present
Cllr. David Griffin	DG	Present	Cllr. Martyn Willis	MW	Present
			Cllr Kieran Roe MBE	KR	Present

Also Present: 6 (six) members of the public (including 1 (one) via the Zoom stream) and Andrew Williams, Creech St Michael Parish Clerk and Responsible Financial Officer.

Meeting started at 7.00pm

1.0	Chair's welcome				
	The Chair welcomed everyone to the meeting and invited any members of the public that were present to speak.				
2.0	Public Question time - Questions asked by the Public and Press will be noted.				
	A member of the public asked if the Parish Council could attend to the vegetation on the pathway next to the junction with Ryesland Way and St Michael Road as it was seriously overgrown. MW and others agreed to form a volunteer party to deal with the matter.				
3.0	To receive Somerset Council Councillors' Reports				
	No councillors were present, with apologies being received from both Cllr. Cavill and Cllr. Fothergill. Cllr. Fothergill had supplied a briefing to the Clerk and RFO and this would be circulated to members via email.				
4.0	Apologies for Absence				
	4.1 To receive apologies for absence. Apologies had been received from Cllr. Williams and Cllr. Cudlip.				
	4.2 To approve any apologies for absence. The absence of Cllr. Williams and Cllr. Cudlip was approved.				
	Prop:SG	Sec:AB	In Favour:9	Against:0	Abstain:0
5.0	Declarations of Interests				
	5.1 Declarations of Individual Members None.				

	5.2 Dispensation Request None.				
6.0	Minutes				
	To Review and Approve the minutes of the meeting held on 01 July 2024. [M] All present confirmed that they had received the minutes. The minutes of the meeting held on 1 July 2024 were approved and signed by the Chair.				
	Prop:AP	Sec:SG	In Favour:6	Against:0	Abstain:3
7.0	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. The Clerk and RFO updated members on progress toward completing actions from previous meetings and these were recorded on the actions log.				
	Items for Decision				
8.0	Financial Regulations – to review and approve the updated version of the Financial Regulations. [M] CG asked for clarification on why members could not have access to a debit card or purchase items on behalf of the Parish Council. The Clerk and RFO confirmed that members were not allowed to make purchases on behalf of the Parish Council. AB raised concerns about the risk to the Parish Council of a prolonged period of time without the presence of the Clerk and RFO. It was agreed that the Clerk and RFO was set up a record of key accounts and passwords that would be stored securely and accessible by the Chair and Vice Chair of the Parish Council. The Financial Regulations were approved.				
	Prop:AP	Sec:MW	In Favour:10	Against:0	Abstain:0
9.0	Recreation Park Pitch – to consider and approve a proposal to create a partnership with Ruishton Rhinos Football Club to improve the use and management of the football pitch. [M] AB asked that an agreement be produced by the Clerk and RFO for both parties to sign. The proposal was welcomed as a means of encouraging use of the Recreation Park. The proposal was approved including the allocation of up to £1,500.00 of CIL funds to purchase a mower and a reduction in the grass cutting service provided by Somerset Council.				
	Prop:AP	Sec:SG	In Favour:10	Against:0	Abstain:0
10.0	Annual Incremental Pay Award - to approve an award of an increase of one incremental point to the salaries of all Parish Council employees and to approve a proposal to align the review date of salary reviews to April each year, subject to an employee being employed for at least 12 months continuous employment and that annual pay awards are capped within the				

	bands as defined by an individual role's job description. The pay award to be back dated to April 2024. [M]				
	The proposal was approved.				
	Prop:AP	Sec:PT	In Favour:10	Against:0	Abstain:0
11.0	<p>Works to Trees – to consider and approve a quotation to undertake works to trees at the Recreation Park. [M]</p> <p>The quotes were all considered. MW queried why one provider had quoted for more works than were specified. The Clerk and RFO confirmed that all had been issued with the same specification and all but one had visited the site.</p> <p>The quotation provided by Arboricare Ltd at a cost of £1,575.00 + VAT was approved.</p>				
	Prop:SG	Sec:PT	In Favour:10	Against:0	Abstain:0
12.0	<p>Summer Event 2025 – to approve the Parish Council's commitment to supporting an event in the summer of 2025. [M]</p> <p>AP sought agreement from members that a commitment would be made to supporting a summer event similar to this year's tug of war event, including a financial contribution to be confirmed. It was confirmed that West Monkton Parish Council would be the lead organiser.</p> <p>The proposal was approved.</p>				
	Prop:SG	Sec:PT	In Favour:10	Against:0	Abstain:0
13.0	<p>Letter to the PCC – to approve a letter to be sent to the Police and Crime Commissioner for Somerset regarding road safety in the Village of Creech St Michael. [M]</p> <p>SG's proposal as welcomed by all members. SG and MW proposed some minor changes that the Clerk and RFO would incorporate prior to sending. The proposal was approved.</p>				
	Prop:AP	Sec:PT	In Favour:10	Against:0	Abstain:0
14.0	Finance – to review and approve the Financial Transaction Report. [M]				
	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.				
	Prop:AP	Sec:MW	In Favour:10	Against:0	Abstain:0
15.0	New Policies				
	<p>15.1 Whistleblowing Policy - to review and approve the proposed Whistleblowing Policy. [M]</p> <p>The Whistleblowing Policy Was Approved.</p>				
	Prop:SG	Sec:KR	In Favour:10	Against:0	Abstain:0
	<p>15.2 Training & Development Policy - to review and approve the proposed Training & Development Policy. [M]</p> <p>The Training & Development Policy was approved.</p>				

	Prop:AP	Sec:ND	In Favour:10	Against:0	Abstain:0
	Items for Discussion				
16.0	<p>LCN Highways Working Group – update & recent announcement on Enhanced Highway Maintenance Pilot.</p> <p>The Clerk and RFO shared an update on the recently announced Enhanced Highway Maintenance Pilot scheme and confirmed that a letter detailing the scheme was expected from Andrew Turner, Head of Highways at Somerset Council in the near future. On receipt this, the letter would be shared with members.</p>				
17.0	<p>LCN Children & Young People Working group – update.</p> <p>The Clerk and RFO confirmed that the working group was making progress and was seeking to better understand current provision for children and young people across the LCN. It was planned that a piece of research was to be undertaken to better understand what need existed in the community.</p>				
18.0	<p>Langaller Park Development – update on the progress of the planning application following the meeting held on 18 July 2024.</p> <p>KR explained that at the recent meeting, the developer had announced that there was the prospect that the school would not proceed as planned, as there was debate about the need for the secondary phase. It was expected that an application for the development would be submitted to Somerset Council in October.</p>				
	Updates from Committees, Panels and Working Groups				
19.0	<p>Finance Committee The changes to budget allocations were noted.</p> <p>The Clerk and RFO confirmed that there were no concerns with income and expenditure.</p>				
20.0	<p>Staffing Committee ND confirmed that a recent meeting had been held and a number of the items from that meeting had appeared on the meeting agenda.</p>				
21.0	<p>Planning Committee DG raised the issue of the committee operating without a permanent Chair. He asked that members consider volunteering for the role. Both DG and KR voiced their frustrations with the planning process and expressed a view that they felt that the Parish Council was not being listened to.</p> <p>The Clerk and RFO confirmed that he had contacted the Democratic Services team at Somerset Council to request who should be approached to raise the concerns about the planning process.</p>				
22.0	<p>Traffic Panel MW shared a summary of a recent meeting held between MW, Cllr. Cudlip and the Clerk and RFO and confirmed that with the addition of SG and KR, the panel would be convening to prepare a highways plan.</p>				
23.0	<p>Canal Panel PT confirmed that the locking and unlocking of the canal car park was functioning well.</p>				

24.0	Party in the Park Working Group AB confirmed there was no update.
25.0	Events No further update.
26.0	Newsletter Working Group AP asked that members provide ideas for articles or full text for articles to aid the production of the newsletter.
27.0	Footpaths
	27.1 Resignation of volunteer footpaths liaison officer. AP confirmed that the post was now vacant following the resignation of Fred A'Court. Members thanked Fred A'Court for his contribution. The Clerk and RFO would advertise the post in the next edition of the newsletter.
	Other Matters
28.0	Additions to the Parish Council's Risk Register The additions to the register were noted.
29.0	LCN Annual Report & Minutes of AGM. The report was noted.
30.0	Somerset Council Chairs Community Awards 4th October 2024. It was confirmed that Cllr. Cudlip had been nominated for an award and he had been invited to attend the event on 4 October 2024. As AP was unable to attend, the invitation as extended to other members.
31.0	Correspondence
	31.1 To consider any correspondence received that Councillors wish to raise that has already been circulated. None.
	31.2 To note items of correspondence received by the Clerk and RFO deemed appropriate to be brought to the attention of the Parish council. The email from the resident was noted and sympathy was expressed. The Parish Council was limited in its powers to address the parking issues raised. The Clerk and RFO noted that the Recreation Park had been awarded a prize in the Somerset Playing Fields Association awards.
32.0	New Matters to be Carried Forward
	KR suggested that we investigate the installation of solar panels on the roof of the Engine Shed building at the Recreation Park. The Clerk and RFO to pursue this. PT asked that the Creech News publication be updated with details of the new defibrillators.

The meeting ended at 8.41 pm

[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 14 October 2024

at 7pm in the CSM Village Hall

