

**OVER STOWEY PARISH COUNCIL MEETING**

**Minutes of the Parish Council meeting held online  
via the Zoom platform on the 17<sup>th</sup> February 2021**

**Please note that these minutes are draft until approved  
at the March 17<sup>th</sup> 2021 meeting**

Present: Parish Councillor

K. Barrow  
P. Tully  
G. Goddard  
D. Peaster  
R. Curtis

District/County Councillor  
District Councillor

M. Caswell  
J. Pay

**1. Apologies for Absence:**

Cllr Bartlett

**2. Members of the Public:**

There was one member of the public in attendance as an observer with a view to making an application re the Parish Councillor vacancy

**3. Declarations of Members Interests in Respect of Items on the Agenda:**

Cllr Barrow declared an interest under Planning – item 8. ii. as the applicant  
Cllr Tully declared an interest under Planning – item 8. ii. as the contractor

**4. Minutes of the last meeting:** January 20<sup>th</sup> 2021 – held on the Zoom platform

To be signed off at the next meeting (item missed during the meeting, but have been published as required)

**5. Correspondence:**

All correspondence received is covered under item 6.

**6. Items for Discussion:**

i. Update regarding co-option

- The attendee is considering an application and if submitted this will be reviewed at the March 2021 monthly meeting

ii. Update re progress of the MUGA

- It is agreed that the materials used and the quality of them are excellent and this has been communicated to the contractor, however, concerns have been raised about the staggered sections of the fencing. Whilst it is understood that due to the drop from left to right (looking at the MUGA from the car park) means that the ends do need to be

staggered, the Parish Council are unsure why the left-hand side stretch adjacent to the hedging could not have had the panels dropped down uniformly and level to each other. It was agreed that a site meeting (conforming to all Covid-19 precautions, with a risk assessment in place) would take place on Thursday 18<sup>th</sup> February to address these concerns

- iii. Update re delivery of the dog waste bins
  - The Clean Surroundings Department will be sending the dog waste bins in the near future for the Parish Council to install
- iv. Review of Standing Orders, Financial Regulations and Code of Conduct
  - The Clerk had circulated the documents prior to the meeting for review. There are no amendments to these policies from the previous year, however the Clerk stated that a new Code of Conduct is currently being reviewed by NALC and will be made available as soon as the content is agreed
- v. Consider transfer of NatWest banking to online banking
  - The Clerk requested that with new technology and greater safeguards in place, is it now time to consider online banking and had researched various options. NatWest are running a new pilot online account that requires dual authorisation of all payments. The Parish Council fit the criteria for this account.
  - It was proposed that the Clerk contacts Nat West with a view to making the move to online banking  
**Proposed:** Cllr Goddard      **Seconded:** Cllr Peaster
- vi. Consider purchase of SCRIBE software for day-to-day accounting and end of year tasks
  - The Clerk had attended various finance training and finance software demonstrations and requested that the Parish Council considers purchasing the software. The package from SCRIBE will enhance the financial reporting and provide up to date information whenever required, whilst reducing the time taken to produce these and the end of year accounts. There is a one-off cost to set up of £58.80 (inc VAT) and an annual cost of £172.80 (inc VAT)
  - It was proposed that this software is purchased  
**Proposed:** Cllr Tully      **Proposed:** Cllr Curtis

vii. Update re self-closing bridleway gates:

- The Clerk had been in contact with the relevant parties regarding the two gates and is awaiting a response as to how the gates are shutting. Cllr Barrow suggested that one of the local riders meets with the person who will assess the gates at each location to explain what is required. Cllr Curtis stated that he would be happy to attend if necessary. The Clerk will arrange this with those involved

#### **7. Matters Arising for the Agenda for the March 2021 meeting:**

- Consider applications for the councillor vacancy, if any received
- Review of additional policies for the end of year
- Confirmation of councillor attendance re the six-month rule
- Consider work to clear the ivy from the porch at the cemetery
- Consider arranging a tree inspection at the cemetery
- Consider meeting dates and how these might take place (depending on legislation in place regarding remote meetings)

#### **8. Planning:**

i. 40/21/00001

Proposed demolition of existing rear (North) conservatory and Utility Room, with the erection of a single storey rear (North) extension

**The Old School House, Over Stowey, Bridgwater, TA5 1HA**

Following a review of the application, it was agreed that; there is no visual impact to anyone and replaces an existing structure, the materials proposed are suitable and therefore the application is supported without any objections

**Proposed:** Cllr Peaster    **Seconded:** Cllr Tully

ii. 40/20/00022

Change of use and conversion of an agricultural building to 4no. dwellings

**Higher Hockpitt Farm, Bincombe Road, Over Stowey, Bridgwater, TA5 1EX**

Cllrs Barrow and Tully left the meeting

The remaining councillors agreed that although there are no objections in principle to the amendment from 3no. dwellings to 4no. dwellings, a site meeting should be arranged for Thursday 18<sup>th</sup> February 2021 (adhering to all Covid-19 precautions with a risk assessment in place) to review the proposals fully.

A meeting to finalise the review by the Parish Council will now take place on Monday 1<sup>st</sup> March 2021

**9. Financial Matters:**

Clerks' wages	£237.34
Laptop (agreed January 2021 meeting)	£499.00
SLCC annual renewal	<u>£ 80.00</u>
	<b>£816.34</b>

**Proposed:** Cllr Curtis      **Seconded:** Cllr Goddard

**10. Date of Next Meeting:**

Monday 1<sup>st</sup> March 2021 at 7.00pm on the Zoom platform

There being no other business the meeting adjourned at 19.50

Amanda McMurren - Clerk to Over Stowey Parish Council

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