

**OVER STOWEY PARISH COUNCIL MEETING**

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

**Please note that these minutes are draft until approved  
at the April 21st 2021 meeting**

Present: Parish Councillor

K. Barrow  
P. Tully  
B. Bartlett  
D. Peaster  
R. Curtis

District/County Councillor  
District Councillor

M. Caswell  
J. Pay

**1. Apologies for Absence:**

Cllr Goddard

**2. Members of the Public:**

There were two members of the public in attendance as candidates for the Parish Councillor vacancy

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

None declared

**4. Minutes of the meeting held on February 17th 2021**

(held on the Zoom platform)

**Proposed:** Cllr Tully

**Seconded:** Cllr Curtis

**5. Minutes of the EGM held on March 1<sup>st</sup> 2021**

(held on the Zoom platform)

**Proposed:** Cllr Peaster

**Seconded:** Cllr Bartlett

**6. Correspondence:**

The Clerk had received an email from the contractor stating that the panels have now been raised as agreed and that the project is complete. Cllr Barrow, Peaster and the Clerk will visit the site on March 18<sup>th</sup> 2021 to sign this off and discuss how to communicate how the net can be removed for team games and signage for the MUGA. An update will be made at the April monthly meeting.

## 7. Items for Discussion:

- i. Consider applications from candidates for co-option for the Councillor vacancy
  - Both candidates made full and comprehensive presentations to the Parish Council with reference to; reasons why they were applying for the vacancy, existing skills and knowledge, what they could bring to the role and their work within the parish and local area to date
  - There were no additional questions from the Parish Council members and a vote was held to ascertain who would be the successful candidate
  - It was unanimously agreed that the vacancy should be filled by Ms Tammy Weeks
  - The Acceptance of Office was signed at the meeting and shown to all councillors and the Clerk will sign the original copy when received. Cllr Weeks will also need to complete the Declaration of Interests form for the Clerk to forward to the Monitoring Officer at Sedgemoor District Council
- ii. Updates from District and County Councillors
  - Cllr Caswell stated that the District and County Councils are pressing ahead with the move to a Unitary Authority. This will happen, either with one or two authorities and it is anticipated that this will take effect from May 2022, with a shadow organisation in place until then. Councillors remain in place until re-selection takes place and as ever are still there to help parishes if needed
- iii. Consider method of response or Parish Council response to Local Government Reorganisation consultation
  - It was proposed that as the response is likely to be a personal opinion that the responses are made on an individual basis  
**Proposed:** Cllr Tully                      **Seconded:** Cllr Peaster
- iv. Confirmation of councillor attendance re the six-month rule
  - As all councillors had attended the meeting held on March 1<sup>st</sup> 2021, all are now covered until September 2021

v. Review of Statement of Internal Control and Risk Management Report for 2020/2021

➤ The documents had been emailed prior to the meeting for review and there are no changes from the previous year. The Clerk stated that changes will need to be made once the online banking and finance package are up and running and asked if Cllr Weeks would be able to assist the Clerk with this due to her knowledge and expertise in these areas. Cllr Weeks agreed to this request

➤ It was proposed that the documents be adopted

**Proposed:** Cllr Bartlett    **Seconded:** Cllr Tully

vi. Agree dates and platforms for 2021/2022 including the Annual Parish Meeting and the Annual Meeting of the Parish Council (dependent on Government advice and relevant legislation in place)

➤ The Annual Parish Meeting will be held online on Wednesday 21<sup>st</sup> April from 7.00pm – 7.45pm, followed by the April monthly meeting at 8.00pm

➤ The Annual Meeting of the Parish Council (election of Chair and Vice-chair) is provisionally booked to be held on Wednesday 5<sup>th</sup> May. Dependent on the legislation regarding remote meetings, this could take place on Wednesday 19<sup>th</sup> May within the monthly meeting. The Clerk will confirm this as soon as any further details are released by the Government

➤ The May monthly meeting will take place on Wednesday 19<sup>th</sup> May – platform/venue to be confirmed as soon as the Clerk receives information as above

➤ Meeting days remain as the third Wednesday of the month (apart from August when no meeting takes place) and the platform/venue will be confirmed as above

vii. Confirm clearance of ivy undertaken due to possible damage to porch roof

➤ This is still to be undertaken, the Clerk will follow this up with the contractor

viii. Consider arranging tree inspection at the cemetery

➤ This has been assessed and a report on what would be the most appropriate course of action will follow. It was proposed that a site meeting takes place to look at the

options. The Clerk will contact the contractor to arrange a meeting

**Proposed:** Cllr Curtis

**Seconded:** Cllr Tully

- ix. Discuss cemetery fees re exceptional circumstances
  - Further information has been received from the undertakers deeming this item irrelevant, therefore no discussion was necessary
- x. Update re self-closing bridleway gates
  - The Clerk had received an email with availability to meet with Cllr Curtis. The Clerk will forward this as soon as possible for Cllr Curtis to agree a date and time
- xi. Marsh Mills crossroads road markings
  - The markings on the junction (facing the road with the playing fields on the left) have faded and need to be re-painted to ensure the safety of all road users. It was proposed that the Clerk report this to the Highways department
- xii. Ratify purchase of Zoom monthly subscription to enable longer and more accessible meetings (agreed under Financial Regulation's item 4.1.)
  - The Clerk had contacted the Chair and Vice-chair as with the uncertainty regarding remote meetings and the annual meetings due soon if a month-by-month subscription should be taken out to ensure greater accessibility for members of the public to attend meetings (online and by phone) and to remove the restriction on time. This was agreed as above
  - It was proposed that this continues on a monthly basis until the Government confirms the legislation regarding remote meetings from May 7<sup>th</sup> 2021

**Proposed:** Cllr Tully

**Seconded:** Cllr Bartlett

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

- i. Consider proof designs for the signs to be sited at the MUGA
- ii. Follow up re the issue with the drain at Aley

#### **9. Planning:**

There were no planning applications for review

**10. Financial Matters:**

- a. Agree transfer of £3824.50 from Business Reserve Account 56510322 to Current Account 53265661

**Proposed:** Cllr Tully    **Seconded:** Cllr Curtis

- b. Payments

i.	Clerks Wages		£251.65
ii.	Expenses	SCRIBE subs	231.60
iii.	Microsoft 365 (Feb/Mar 21)		18.96
iv.	HP Ink Dec 20/Jan & Feb 21)		<u>10.47</u>
			£261.03
v.	ICO annual renewal		<u>£ 40.00</u>

**TOTAL** **£552.68**

**Proposed:** Cllr Curtis    **Seconded:** Cllr Bartlett

**11. Date of Next Meeting:**

Annual Parish Meeting to be held on Wednesday 21<sup>st</sup> April 2021 from 7.00pm – 7.45pm, followed by the monthly meeting from 8.00pm (on the Zoom platform)

There being no other business the meeting adjourned at 19.55

Amanda McMurren - Clerk to Over Stowey Parish Council

Tel: 01278 734689 or Email: [clerk@overstoweyparishcouncil.co.uk](mailto:clerk@overstoweyparishcouncil.co.uk)