

## LOPEN PARISH COUNCIL

### Minutes of the Meeting held in The School Room, Church Street, Lopen 24 May 2018, 7 pm

Present : S Crane (Chairman), S Frackiewicz (Vice Chairman), N Jones, E Moore, V Canton, J Feeney

In attendance : L Wilson - Parish Clerk, Cllr Adam Dance (part of the meeting) Members of the Public : 3

The meeting commenced at 7.15 pm.

Public Forum: reference to The Parish Council's recent Internal Auditor's report which recommended limiting the Public involvement to the Public Forum as per Standing Orders and guidelines

**303/18 Apologies :** District Councillor Raikes

**304/18 Election of Chairman:** Nick Jones proposed Stephen Crane, which was seconded and the Council resolved to accept Cllr Crane's nomination. Simon Frackiewicz was proposed as Vice Chair, seconded, and it was resolved to accept his nomination. Both signed to accept their roles.

**305/18 Co-option of New Councillor :** The co-option of Jennifer Feeney was discussed, a unanimous vote recorded and it was resolved to accept her co-option. Ms Feeney joined the Council, signing her acceptance for the role.

**306/18 Declaration of Interests & Dispensations :** None.

**307/18 Approval of Minutes :** The minutes of the 22 March and the 2 May (previously circulated) were accepted as a true record of the meetings and signed accordingly.

**308/18 Review of Member Responsibilities :**

Footpaths : Cllr Moore

Ranger Liaison & Highways : Cllr Crane

Planning : Cllrs Jones & Feeney

Social, Health & Wellbeing : Cllr Canton

Lopen Eye Newsletter column : Cllr Jones will complete article for this month, with Cllr Crane taking over the role thereafter

**309/18 Receipt of precept :** confirmation of receipt of precept in sum of £6036 (as amended)

**310/18 Internal Auditor's Report :** previously circulated report reviewed. Apart from point already referred to in Public Forum and Risk Assessment strategy to follow, it was resolved there were no points that required further action

7.55 pm Arrival of District Councillor Adam Dance

**District Councillor's Report:** Confirmation of Boundary result in that Lopen would remain with South Petherton area, with the new addition of White Lackington. Library Consultation continues until the 15 June - flyers distributed. Flooding and blocked drain issue: Cllr Dance asked to be copied into correspondence about the broken drains in Holloway Road, in which they confirmed a works order had been issued on the 18 April. Clerk to write to Highways to ask if the drain outside Shore Farm was broken and whether it was included with that, or subject to a separate works order yet. SIS : Cllr Dance had been informed the work was scheduled for Autumn 2019, which differed from what Cllr Jones had understood as early next financial year. Cllr Dance offered to write to Highways to establish the true date.

**311/18 Review of Financial Controls:** It was resolved that, as per Internal Auditor's Report, existing system controls were satisfactory.

**312/18 Exemption Certificate :** Further to an earlier minuted resolution to request exemption from the requirement of an External Audit; the certificate was presented for signature and duly signed. Action : to be sent to External Auditor, P K Littlejohn.

**313/18 Annual review of Standing Orders & Financial Regulations :** resolved that this would be referred to a working party of Stephen Crane, Jenny Feeney and the Clerk for presentation to the full Council at a later date.

**314/18 Annual Review of arrangements with Services and Suppliers :** Resolved to continue with Footprintz, the printers, and SSDC regarding the Ranger Services.

**315/18 Review of subscriptions :** Resolved to continue with SALC subscription (subject to a very small increase this year).

**316/18 Annual Insurance Renewal :** Review of quotations received. Resolved that a maximum of £325 should be authorised for Zurich's policy, provided that cover included power tool use (Footpath Day) and events with higher than 100 attendees (relevant for Village Picnic). Resolved that the extra annual premium of £20 could be incurred for Key Person Cover.

**317/18 Risk Assessment Review :** Deferred to later meeting for Cllrs to consider any other potential risks.

**318/19 GDPR :** Review of action taken to date and going forward. Resolved to use Somerset Archive storage facility (free) in Taunton to store old records.

**319/18 Asset Register :** Deferred to a later meeting. Cllrs to consider valuation of Parish Bier.

**320/18 Annual Village Meeting :** Summary of meeting. With the village survey closing date next week, it was resolved the results could be brought to next/later meeting for discussion.

**321/18 Footpath Day :** Cllr Moore confirmed that this had been publicised on the front page of the Lopen Eye. He informed all present that, having scoped routes, he had completed some work already. Resolved that amendments to Risk Assessment would be completed by Cllr Moore and communicated to the Clerk.

**322/18 SID** : Presentation of a summary of options. So far, 80% of village responses indicate they would prefer village to purchase its own device. 20% wish the PC to meet the full value of the device and ancillary equipment/training. Resolved to await final responses to Village Survey before a decision could be made, and for Roger Gurner to approach residents with regard to their confidential donation pledges. Confirmed that Parish Council would have to hold legal ownership of device for insurance purposes amongst other things.

**323/18 Review of Road Committee Membership**: Resolved to comprise Cllrs Jones, Crane, Feeney, and Roger Gurner of SLOW. Cllr Feeney voted as Chair.

**324/18 Payments** : Schedule of payments made:

140518	Clerk	Refund of expenses	33.46
180518	Footprintz	Printing	45.00
180518	All Saints Lopen PC	School Room Hire	100.00
		Donation	100.00
180518	SALC	Annual membership fee	70.98
180518	Clerk	10/12 Home use expenses	29.17

**325/18 Planning : 18/01445/FUL Probiotics International Ltd, Lopenhead : change of use of land to accommodate an outdoor amenity area, additional landscaping, nature trail, parking spaces and planting apparatus.** Resolved that, without any objections available within Planning Guidelines, and with additions of screening/planting and parking advantageous, Cllr Jones would write to SDDC making no objections, but to comment that pre-existing screening conditions had never been complied with and should be enforced and that the new tree planting should not exclude any pre-existing commitments to screening, but be additional. Comment would also be made about potential noise from the proposed generator, in particular with regard to impact upon the residential property in proximity.

**326/18 Future Meeting Dates** : Resolved next meeting to be Monday 11 June, primarily to discharge the signature of the Annual Governance Statement and Financial Statement so that Publishing requirements can be complied with.

The meeting concluded at 9.35 pm