

Draft Minutes of Camerton Annual Parish Council Meeting on Wednesday 15 May 2024 at 7.30 pm at Camerton Community Hall Meeting Room

Present: Councillors: Cllr Randall (Chair), Cllr M Hutton, Cllr H Edwards, Cllr B Edwards, Cllr Sangan, Clerk: Kathryn Manchee

1. Apologies for absence

None.

2. Election of Chair

It was unanimously resolved to reappoint Cllr Randall as chair.

3. Formal Declaration of Acceptance of Office by Chair

The acceptance of office was signed by Cllr Randall witnessed by the clerk.

4. Declarations of interest and Dispensations

None.

5. Review and Confirm or Amend Standing Orders and Financial Regulations

It was unanimously resolved that the standing orders and financial regulations stay as is.

6. Review and Confirm or Amend the Website Accessibility Statement

It was unanimously resolved that the website accessibility statement stay as is.

7. Review and Confirm or Amend the GDPR Documentation

It was unanimously resolved that the GDPR documentation stay as is.

8. Review and Confirm or Amend Payroll Arrangements

It was unanimously resolved that the parish council continue to use DM Payroll Services for its payroll.

9. Review and Confirm or Amend Banking Arrangements and Bank Mandate

It was unanimously resolved that the banking arrangements and bank mandate stay as is.

10. Review and Confirm or Amend Clerk and RFO's Contract

It was unanimously resolved that the clerk and RFO continue to be employed on the same contract as is.

11. Reappointment of Internal Auditor

It was unanimously resolved that the current internal auditor be reappointed.

12. Parish Council Representative Reports 2023-2024 Camerton Community Hall, Environment Enhancement, CBLNR, Neighbourhood Watch and Rural Transport

Written reports were circulated prior to the meeting.

13. Appointment of Parish Council Representatives to Camerton Community Hall, CBLNR, Environment Enhancement and Neighbourhood Watch

It unanimously resolved that the existing representatives be reappointed

14 Parishioners Matters

None.

15. Minutes of Meeting Held April 10 2024

The minutes of the meeting held on April 10 having been previously circulated were unanimously resolved as a true record of the meeting and were therefore signed by the chair.

16 PARISH COUNCIL MATTERS

16.1 Progress Report on Forest of Avon assistance with the CBLNR The parish council and Forest of Avon remain in contact regarding advice on what planning and work the parish council needs to undertake going forward over and above the current maintenance work.

16.2 Update on Dunkerton & Tunley Parish Council's Proposal to Progress Moving Upper Tunley into Dunkerton & Tunley Parish. Nothing new to report.

16.3 Update on Diverting Existing or New Bus Services to serve the main part of Camerton Ward Cllr Gourley is working with Cllr Randall to get the 2V service routed to serve the main part of Camerton.

16.4 Consideration of Request to replace Red Hill stile into the Batch with a gate The parish council decided not to proceed with this due to lack of accessibility into the Batch by the stile along with the cost in relation to parishioner level of demand. Instead the parish council will request from BANES improved safety measures for pedestrians at this point plus the need for the pavement to be cleared of vegetation to be raised via Fix My Street.

17 FINANCE

17.1 Approval of Insurance Renewal As our existing supplier's renewal quote is less than an alternative provider's quote and a third company did not response to the parish council's request for a quote it was unanimously resolved that the parish council renew their policy with Clear Insurance (formerly BHIB).

17.2 Approval of Risk Assessment. The risk assessment including details of the insurance renewal having previously been circulated to councillors was unanimously approved.

17.3 Approval of Asset Register The asset register unanimously approved.

17.4 Consider and Approve Payments

Payments for Ratification

10 April	Bank Transfer	HMRC Tax	£401.34
10 April	Bank Transfer	ALCA Membership 24 25	£186.55
22 April	Bank Transfer	Defib Installation Court Rooms	£281.40
22 April	Bank Transfer	Defib Installation Hall	£210.00
30 April	Standing Order	Clerks Net April Pay	£754.40

Payments for Approval

15 May	Bank Transfer	Insurance Renewal	£446.56
15 May	Bank Transfer	Internal Auditor Honorarium	£100.00

Approved.

17.5 Notification of Public Inspection Dates relating to the Annual Accounts 2023 2024 The public inspection date will be from Monday 24 June 2024 to Friday 2 August 2024.

17.6 Approval of Completed Conflict of Interest with External Auditor Form The completed form signed by the chair and clerk.

17.7 Approval of List of Transactions over £100 2023 2024 Unanimously Approved.

17.8 Approval of Annual Governance Statement 2023 2024 Unanimously Approved and signed by the clerk and Chair

17.9 Approval of Accounting Statements 20232024 and supporting information Unanimously approved and signed by the chair having previously been signed by the responsible financial officer.

17.10 Internal Audit Report 2023 2024 and approval of any required resulting action A copy of this was circulated prior to the meeting. While no major issues were found some receipt and payment supporting information needed more explanation. More information on receipts and payment vouchers to be provided going forward where required. Report and proposed parish council response unanimously approved.

17.11 Financial Report The balance of funds as at 15 May is £32,036.22 and without the Batch Reserves of £5,992.45 it is £26,043.77.

18 HIGHWAYS, RIGHTS OF WAY & ALLIED MATTERS

18.1 Highway Related Matters

18.1.1 Update on Request to BANES Highways for the introduction of further measures to tackle speeding to improve highway safety for all road users. After the April meeting the following measures were requested from BANES Traffic Management.

- Measures to reduce the speed of the traffic at Meadgate
- Additional measures to reduce the speed of the traffic on Red Hill including a review of the current traffic calming scheme
- Additional 20 mph signs on Durcott Lane

The parish council has not yet received a response.

The state of the pavement on Skinners Hill to be reported to BANES via Fix My Street

18.2 Update Public Rights of Way Missing PROW sign has been reported to Fix My Street

19. PLANNING

19.1 Reports of BANES Planning Decisions

Planning Application REF 22/02169/EOUT Parcel 4234 Combe Hay Lane Combe Hay Outline application for Phases 3 and 4 for up to 300 dwellings REFUSED BY THE PLANNING COMMITTEE

Planning Application REF 23/02825/FUL Parcel 1172, Radford Hill, Radford Paulton Change of use of the land to a single caravan pitch for a gypsy and traveller family including the siting of one static caravan, 1 touring caravan and dayroom and associated access and hard surfacing (Part Retrospective). PENDING CONSIDERATION

Planning Application REF 24/00517/FUL Homelands 9 Camerton Hill Camerton Erection of rear extension and loft conversion; with associated works to improve the structural integrity to the existing fabric and visual appearance PENDING CONSIDERATION

Panning Application REF 24/01022/FUL 5 Overdale Tunley Erection of two separate single storey extensions APPROVED

19.2 Planning Correspondence and other planning related matters. The parish council submitted a response to the local plan requesting additional protection for landowners/homeowners and other assets regarding the proposed amendment to the Somersetshire Coal Canal Policy HD/SCCW. Since the agenda was issued the parish council has been consulted on the following application Development Site Opposite Woodview, New Pit Cottages Conversion of outbuilding to 1no. dwelling (Certificate of Lawfulness for an Existing Development) Type of Application Cert of Lawfulness (Existing) 191 REF 24/01659/CLEU. The Parish council unanimously supported this application subject to the new dwelling being ancillary to Woodview.

20 Reports by Clerk/Councillors

Cllr B Edwards – raised the issue of the offer of defib training. Clerk to arrange a session with the parishioner training volunteer to be hosted by the hall. It was agreed that this would take place after the publication of the Autumn newsletter so the training session could be published widely in the parish.

21 CORRESPONDENCE

None

The meeting Closed at 20.40 pm

Date of next parish council meeting – Wednesday 19 June 7.30 pm

Date: Signature: Chair