

Shapwick Parish Council
Minutes of a meeting held on 17 May 2022
at 7.35pm at Shapwick Village Hall, Shapwick

- 22/23/1 Present:** Frank Barnard, Steve Champion, Graham Croucher, Lesley Gaskell, Moray McGowan and Paul Rogers
- 22/23/2 In Attendance:** Sue Williams (Clerk)
- 22/23/3 Also Present:** 12 Villagers
- 22/23/4 Apologies for Absence**
There were no apologies for absence.
- 22/23/5 Declarations of Interest**
There were no declarations of interest.
- 22/23/6 Election of Chairman and Signature of Declaration of Acceptance of Office**
Nominations for Chair were called. Lesley Gaskell proposed Graham Croucher. Seconded by Paul Rogers. There were no other nominations. Unanimously agreed that Graham Croucher is elected as Chair. Graham Croucher signed the declaration of acceptance of office.
- 22/23/7 Election of Vice-Chairman**
Graham Croucher called for nominations for Vice-Chair. Steve Champion proposed Lesley Gaskell. Seconded by Frank Barnard. There were no other nominations. Unanimously agreed that Lesley Gaskell is elected as Vice-Chair.
- 22/23/8 Co-Option to fill Vacancy for one Councillor**
Following the resignation of Laura Anderson at the recent elections there is a vacancy for one Councillor. A co-option notice has been posted but to date no one has come forward. Vacancy will continue to be advertised.
- 22/23/9 Minutes of the Meetings held on 15th March 2022 and 3rd May 2022**
The minutes were agreed and duly signed.
- Graham Croucher welcomed Steve Champion to the Parish Council.
- Villagers' Open Period**
- 22/23/10 District and County Councillors Reports**
Neither present so no reports were given.
- 22/23/11 Planning Application 43/22/00003 and 43/22/00004 2 Church Farm, Shapwick – Change of use of a school building (F1) to dwelling (C3) with some minor internal alterations (revised scheme)**
Parish Councillor considered the application noted the applicant had carried out a community consultation as requested by the planning department of SDC.
- The PC agreed that the previous comments of minute 21/22/93 still stand and that it considers there will be no loss of services to the village due to the change of use. Proposed by Lesley Gaskell. Seconded by Paul Rogers. Unanimous. Clerk to inform SDC.

22/23/12

Queen's Platinum Jubilee

Lesley Gaskell informed the meeting that plans are well underway.

The Estate has given permission for use of the field behind the village hall – proof of insurance and a risk assessment needs to be sent to Bill Robbins.

The event will consist of a picnic and series of games/challenges for families as well as a toast to the Queen. There will also be a treasure hunt during the week before the picnic. A mailshot asking for help will be delivered around the village.

Moray McGowan reported that coins have been purchased as a memento for primary aged school children in the village and a presentation envelope made.

Open Session

A villager asked if there would be a fancy dress competition. Lesley Gaskell said on balance the organisers have decided against a competition but if people wanted to come in fancy dress they are welcome to do so.

Closed Session

Graham Croucher suggested that a plaque for the trees planted in the churchyard should be purchased. The general consensus was that a stone or slate plaque would be most in keeping with the churchyard. Frank Barnard agreed to investigate options and obtain quotes.

22/23/13

Ditch and Drainage Maintenance

Paul Rogers reported that he had inspected the culvert on High Lane which a resident reported as continually silting up. Paul Rogers has been in contact with Liam Gill of Highways who has agreed to jet the culvert in the first instance and then meet with Paul Rogers to look at the layout of the culvert as a change of design may be required to alleviate the issue.

Paul Rogers reported that he has been in contact with Highways regarding the eroded culvert on Northbrook Road. The Highways department has deemed this as not urgent but has included it on the schedule of works.

Paul Rogers has continued to obtain quotes for the clearance and maintenance of ditches around the village. Local farmers have indicated they are happy to support the project by dispersing some of the soil on their land. Parish Council will ensure the contractor engaged to carry out the works has the correct disposal licences.

It was agreed that by the July Parish Council meeting the village be have been mapped and a plan, prioritising worst affected areas, will have been put together with the aim of the first phase of work starting in September/October of this year.

Lesley Gaskell and Steve Campion agreed to help Paul Rogers with the mapping process.

22/23/14

Highways**a) Fly Tipping**

Paul Rogers is in contact with Clean Surroundings regarding the recent spate of fly tipping in the village.

Clean Surroundings has put up a fly tipping sign on the bin in the layby in Wood Lane. Frank Barnard said he favoured use of CCTV to catch the fly tippers. Graham Croucher said there are legal hurdles to overcome with use of CCTV. It was agreed to wait for the report back from Clean Surroundings before taking any further action.

22/23/14 cont'd

b) Ash Dieback

Lesley Gaskell raised this matter on behalf of a villager. Councillors discussed identifying diseased trees.

It was agreed that Lesley Gaskell would go back to the villager who had identified the issue and see if a list can be drawn up.

c) Speedwatch/SID

The clerk reported that the SID programme is no longer in existence. The only option now available is to purchase a SID for the village if desired.

Speedwatch – the village could join this programme but it requires volunteers willing to operate the speed gun. It was noted that only one site in the village meets the location criteria and this site is not necessarily the area where most speeding occurs.

Open Session

Jason Goddard, Dovecote School, said he is looking at speeding through the village from a school perspective and this could be an opportunity for a joint venture.

Closed Session

22/23/15

Shapwick Community Project

Initial meeting reported in minute 21/22/157.

Two successful outcomes so far – Shapwick News has been reinstated with the first quarterly edition having been delivered to the village. Thank you to Kate and John Anderson for their input. Also a Welcome Pack to be given to newcomers to the village has been put together. Parish Councillors have agreed to personally deliver the packs to newcomers. Villagers asked to let the Parish Council know when newcomers move in.

Other projects underway include updating the Parish Council website to include a village calendar and a survey asking villagers to answer the question 'I wish Shapwick.....'. Graham Croucher reported there had been 11 responses so far. Steve Campion said he was surprised at how few responses there have been and suggested that villagers are reminded of the survey.

Further meeting of Shapwick Community Group to be held 25th May 2022.

22/23/16

Councillors' Responsibilities

Councillors' responsibilities were allocated as follows:

Footpaths and Dog Walkers: Steve Campion

Highways and Verges: Paul Rogers

Shapwick Community Group: Graham Croucher and Lesley Gaskell

Shapwick News: Moray McGowan and Frank Barnard

Police Liaison: Lesley Gaskell

Communication: It was agreed that initially this role would include the Parish Council Facebook page and the website – Graham Croucher and the Clerk to oversee in the first instance.

22/23/17

Finance

a) Internal Audit The Clerk reported that Michael Dukes had inspected the books and records as an independent internal auditor and had signed the report.

b) Annual Statement of Governance Councillors reviewed the Annual Statement of Governance and Paul Rogers proposed that a 'yes' response should be given to each question. Seconded by Lesley Gaskell. Graham Croucher signed the Statement of Governance on behalf of the Parish Council.

22/23/17 cont'd

c) Accounts for the Year ended 31 March 2022 the Clerk presented the accounts for the year ended 31 March 2022 together with the explanation of variances and bank reconciliation. Paul Rogers proposed that the accounts be accepted. Seconded by Frank Barnard. Unanimous. Graham Croucher signed the Accounting Statements on behalf of the Parish Council.

d) Audit Exemption 2022 In line with the decision made in 2018 (minute 18/19/5f) and being eligible for exemption. Frank Barnard proposed that the Parish Council certifies as exempt for the 2020/21 and considers a limited assurance review for 2022/23. Seconded Moray McGowan. Unanimous. Graham Croucher and the Clerk as RFO signed the certificate of exemption. Clerk to send to auditors.

e) Mandate It was agreed to add Steve Campion as a signatory on the bank account. Steve Campion asked if other councils use online banking – the Clerk said she would investigate. Lesley Gaskell said internal controls must not be compromised.

f) Cheques for Signature Graham Croucher £37.50 (Chq 935, Jubilee Posters), BHIB £305.46 (Chq 936, Insurance), Shapwick Village Hall £84.00 (Chq 937, Hall hire), Mrs S Williams £449.08 (Chq 938, Salary and expenses), Narked Ltd £150.00 (Chq 939, Website Hosting), BWV Print Ltd £122.00 (Chq 940, Shapwick News printing) and Moray McGowan £326.40 (Chq 941, Jubilee coins and presentation envelopes).

22/23/18

Date of Next Meeting

Date of next PC meeting will be Tuesday 19th July 2022.

There being no further business the meeting closed at 8.45pm.

Signed.....

Date.....