

North Cadbury & Yarlington Parish Council

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Minutes of Annual Council Meeting

held on **Wednesday 22nd May 2024** in North Cadbury Village Hall,

Following the Annual Parish Meeting commencing at 7.00pm

Councillors Present:

Diane Rickers (Chairman)

Mareike Beyer

Andy Keys-Toyer

Alan Rickers

Maria Viney

Johnnie Counsell (Vice-Chairman)

Nick Garrett

Nerissa Northover

John Rundle

In Attendance: The Clerk and twelve members of the public.

- ❖ **Public Question and Comments:** No further comments following the North Cadbury Annual Parish Meeting.
- ❖ **Report from The Newt and Emily Estate:** Zoe Young, Community Liaison Officer, reported that:
 1. Work on the Trout Pond, Yarlington has recommenced. Pending weather it will take three months to complete.
 2. Pound Lane repairs are set for two days beginning on the 10th June.
- ❖ **Reports from Somerset Council (SC):** Cllr Henry Hobhouse reported that:
 1. Sewage Spills. Over the last four months there were one hundred and twenty two sewage spills from the storm overflows at North Cadbury and Sparkford into the Upper Cam and Low Cam respectively, which was totally unacceptable. He asked that this be brought to the attention of parishioners who could contact the Environment Agency (EA) if they had any questions or wished to report spills by emailing enquiries@environment-agency.gov.uk
 2. River Cam Flood Working Group (WG). The early warning system for the flood warning gauges was nearly operational. Training sessions would be provided on the 'App' which would be used to monitor the early warning devices.
 3. SC Finances. There were two types of funding that SC has to do; the first is statutory, the second is non-statutory. There was a major issue with the statutory funding due to the costs required to provide adult social care in Somerset for 8,500 people. This is costing SC £200m. The high numbers of people being looked after is because Somerset is a poor county. When you compare the figures to Dorset, which is a rich county, there are only 4,000 people being looked after and the cost is £140m. The children's social care looks after about 800 children, who are referred to as special education needs (SEN). These children cost the county £120m for their special schooling. One of the largest costs is the transport of the children around the county to their special schools, such as taxis, which costs approx. £20m. These schools can charge up to £100,000 per term depending on the supervision required.
 4. Phosphates. The system on phosphate mitigation would be completely changed/removed. **(Cllr Hobhouse left the meeting at 8.25pm)**

24/61. Election of the Chairman of the Council and receive his/her Declaration of Acceptance of office:

To elect a Chairman to serve until May 2025. The 2023/24 Chairman Cllr D Rickers called for nominations.

RESOLVED: One nomination was received for Cllr D Rickers, who agreed to hold the office of Chairman. She was elected unanimously and duly signed her DAO as Chairman.

24/62. Election of the Vice Chairman of the Council:

The Council may choose to elect a Vice-Chairman to serve until May 2025

As Cllr Rundle would retire from the PC at the end of the meeting, the Chairman called for nominations.

RESOLVED: One nomination was received for Cllr John Counsell who agreed to hold the office of Vice Chairman and was elected unanimously.

24/63. Apologies for absence:

To receive any apologies for absence.

RESOLVED: Apologies were received from Cllr Chris Jose. Somerset Councillor Kevin Messenger also tendered his apologies.

24/64. Declarations of Interests:

Members are reminded of their obligation to declare any Pecuniary or Other interests they may have under the Localism Act 2011 and NALC Model Code of Conduct adopted May 2022. (NB this does not preclude any later declarations).

RESOLVED: None declared.

24/65. Minutes:

To approve the Minutes of the PC meeting held on Tuesday 24th April 2024.

RESOLVED: The minutes were confirmed as a true record and signed by the Chairman.

24/66. Appointment of Parish Council Representatives for 2024/25:

RESOLVED: Councillors appointed as follows:

- a. Village Hall Committee representatives – deferred to June meeting.
- b. Parish Path Liaison Officer and Footpath Warden – Mrs S Fone, Cllr Garrett.
- c. Internal Auditor – Moderamen Ltd (TBC).
- d. North Cadbury Allotment Association Representative – Cllr Keys-Toyer.
- e. Precept / Finance Committee – The Clerk and Cllr Garrett.
- f. Highways and Byways - Cllrs Garrett and Jose.
- g. Personnel Committee – Cllrs Counsell, Keys-Toyer, D Rickers and Viney.
- h. Environmental, Climate Change and Sustainability – Cllrs Beyer, Keys-Toyer, D Rickers & Viney.
- i. Neighbourhood Plan Monitoring Group – Cllrs Counsell & A Rickers.
- j. Emergency Planning Working Group – Cllr Beyer to liaise with Village Halls.
- k. Media and Communication – The Clerk and Cllr A Rickers. Cllr Rickers offered training on the website, which was accepted by Cllrs Garrett, Leavold, Northover, D Rickers and Viney.
- l. Local Community Network representatives – Cllrs Beyer, Counsell, Keys-Toyer and D Rickers.
- m. Parish Strimmers – Cllr Counsell and Mr Tim Gilbert.

24/67. Appointment of Bank Account Signatories 2024/25:

To confirm the Council's bank signatories (Current signatories: Cllrs Garrett, Keys-Toyer, A and D Rickers and Rundle) and complete online banking mandate.

RESOLVED: Cllrs Garrett, Keys-Toyer, A Rickers and D Rickers to remain as signatories. To remove Cllr Rundle and add Cllr Leavold. The process to set up online banking would be reinstated having previously 'timed out'.

24/68. Council Policies, Terms of Reference, Risk Assessments:

To receive, review and adopt the following:

a. General and Financial Risk Assessment – adopted 24 May 23, minute Ref 23/73.

RESOLVED: The Clerk previously circulated a revised Risk Assessment, which was received, reviewed and approved.

b. Assets Register – adopted 28 Jun 23, minute Ref 23/102.c.

RESOLVED: The Clerk previously circulated the Assets Register for review, which was adopted.

c. Churchyard Maintenance Grants Policy – adopted 23 Nov 22, minute ref 22/162.

RESOLVED: Following the insertion of a new section 19A into the 1894 Local Government Act (LGA), which the Government says clarifies that councils can use their discretionary powers to fund church property, it was resolved that the Grant Policy was no longer required as the PC could continue to use S137 of the LGA 1972 to make such payments.

24/69. Planning:

a. Somerset Council Decisions.

i. **PA 23/02451/LBC.** Carry out alterations and conversion of barn to dwelling at Old Hunt Farm, Galhampton Hill, North Cadbury, BA22 7BA – **APPROVED.**

ii. **PA 21/01455/OUT.** Outline application with all matters reserved except access for up to 81 dwellings, a new access road, a new junction on to the A359, open space, school parking and drop off, landscaping and associated works on land at Ridgeway Lane, North Cadbury, BA22 7DF – **REFUSED.**

iii. **PA 20/01878/FUL.** Convert barn to dwelling (Revised application) at Marylands Farm, Marylands, Galhampton, BA22 7AH – **WITHDRAWN.**

24/70. Finance:

a. **Balance of the Council's Bank Account & Bank reconciliation:**

To receive the full council accounts and bank reconciliation.

RESOLVED: The Clerk previously circulated the PC's Accounts, which were agreed and Lloyds Bank balances at 9th May 2024 in the Treasurers Account £6,104.45 and Business Bank Instant Account of £32,937.33, reconciled, approved and signed.

b. **Accounts for payment:**

To review and approve a schedule of items of expenditure:

i. PC Printer	£99.99
ii. Moderamen Internal Auditor Fee	£80.00
iii. Clerk's Allowances & Expenses	£52.50

RESOLVED: Items of expenditure approved unanimously.

c. **Galhampton Playing Field Grounds Maintenance Contract:**

To receive and review quotes for Galhampton Playing Field two year Grounds Maintenance Contract for 2024 and 2025, as previously circulated.

RESOLVED: Cllrs approved Galhampton Village Hall's preferred contractor of Halcyon Landscapes.

24/71. End of Year Audit 2023/24:

a. **Internal Audit Report for 2023/24:**

To receive report and resolve on any recommendations.

RESOLVED: The Annual Internal Audit Report, carried out by Simon Pritchard, Moderamen Auditing, was received with comments and recommendations discussed and noted:

- i. Risk Assessment. A revised and more robust Risk Assessment was previously circulated, received and approved.
- ii. Council Training. Councillors had booked on to the Code of Conduct course and those who were yet to book were reminded to undertake the refresher/training as part of the PC's Code of Conduct and in order to better understand the declaration of interests and dispensations.
- iii. Online Banking. The PC's application for online banking would be re-initiated after which the Clerk's salary would be paid net with PAYE paid monthly to HMRC by the PC.
- iv. Bank Reconciliations. Bank statements would continue to be reconciled monthly but may be recorded and signed at monthly meetings and continue at a minimum quarterly, in accordance with the Financial Regulations.
- v. Minutes – The Clerk received advice from Somerset Association of Local Councils (SALC) that there is no definitive best practice on the recording of proposer and seconder in the minutes. On occasion the names of the proposer and seconder can be included if it was a controversial item, or if another councillor proposed an amendment to someone else's motion. It comes down to the preferred style of the council. The PC agreed that the style of the minutes clearly shows formal resolutions and whether they were by a majority or unanimous vote; names of the councillors were not required unless requested by a councillor.
- vi. Staff Performance. The Personnel Committee would meet in November to support the Clerk, assess performance and resolve on any salary increments for approval when setting the precept.

b. Annual Governance Statement 2023/24:

Members to resolve upon the response to the annual governance statement.

RESOLVED: The Annual Governance Statement was considered, approved and signed

c. Annual Accounting Statement 2023/24:

To approve the annual accounting statement.

RESOLVED: The Accounting Statements were considered, approved and signed.

d. Confirmation of Public Rights Period:

RESOLVED: The Clerk, as Responsible Financial Officer (RFO), set the date for the exercise of public rights to commence on Monday 3 June and end on Friday 12 July 2024, which would be published on the parish website with details of the arrangements.

e. Certificate of Exemption 2023/24:

To consider if the Council meets the qualifying criteria to certify itself as exempt from a limited assurance review under section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

RESOLVED: The PC confirmed that the statements applied that neither income or expenditure exceeded £25,000. The Certificate of Exemption was duly signed.

24/72. Emergency Planning and Flood Mitigation:

Update on the formation of a Community Emergency Plan and flood mitigation.

RESOLVED:

- a. Yarlington. Cllr Viney reported that there had been no take up in Yarlington to draft the village Emergency Plan. She was working with Pitcombe Parish Council and using their template Flood Emergency Plan to present to the Village Hall committee for review and approval.
- b. Galhampton and North Cadbury. Cllr Rickers reported that the three Village Halls were formulating their plans, which would be brought together by the PC to form the Parish Emergency Plan.
- c. Flooding: Section 19. Cllr Beyer reported that SC is currently still in the process of collecting and collating data. Originally the draft was supposed to be ready by May but more time is needed to ensure it is properly investigated.

Cllr Beyer had a Teams meeting with Anna Meares, SC Flood Impact Officer, she expressed that there is a lot that could and should be done to mitigate dangers of potential future flooding and that these recommendations will be included in the report.

She was grateful to be contacted. Comparing data showed that SC is missing data for our area. Her records show twenty eight houses recorded with internal flooding for whole area for South Cadbury, Compton Dundon, Blackford and our parish while our records show at least forty houses but suspect over sixty to have been flooded.

The flooding team are keen to engage with community to ensure all information is received.

Following from this Dr Paul Elliston, Somerset Rivers Authority (SRA) and SC Community Engagements Officer (flooding) has now been in contact to discuss potential dates for a visit to the community in late July (16th/23rd/25th). This will include a community meeting in the evening to 'present the timetable and process for the reports; go over a summary of the multitude of emails, reports, photos and videos and other information we've been sent; show some draft flow maps and to check with the community that we've heard and understood correctly and that's there's nothing that's been missed. Once we've established through this meeting that we're working with all the right information, this will allow the technical analysis phase to begin.'

Cllr Beyer asked again that residents should be encouraged to report internal flooding. This was followed by a discussion about some residents' concerns of the effect this could have on insurance and value of their property and Cllr Beyer said that these concerns also needed to be taken seriously and that she would try to find more out about this.

There was a general discussion about reoccurring flooding from surface water and if and how this can be investigated. Cllr Beyer stated that these issues needed to be recorded and mapped. She is in ongoing contact with the SRA, Yeovil Rivers Community Trust (YRCT), the Farming and Wildlife Advisory Group (FWAG) and SC Highways to get expert advice and funding to solve these issues. She is also liaising with landowners.

24/73. Highways and Rights of Way (RoW) Report:

PC Representatives to provide progress reports.

RESOLVED: Cllr Rundle gave his Highways report, which can be found at attachment 1. Cllr Garrett gave his report as follows:

- a. Rights of Way. Since the PPLO has provided a very comprehensive report this month I have little to add. One point for all Parishioners to note is that owing to the current weather the undergrowth around footpaths and bridlepaths continues to grow at great speed and volume. Unfortunately, neither the PC nor SC have the resources to clear and trim all paths and stiles within our Parishes. Therefore, if walkers can assist in clearing any upgrowth whilst out walking, it would help us all.
- b. 'Fix My Street' App. The Clerk reported that the 'Fix My Street' App could be used to report, view or discuss local problems including potholes, RoW issues, graffiti, fly tipping etc. in any part of the country and the council was legally obliged to respond to any report.

24/74. North Cadbury and Yarlington Neighbourhood Plan (NP):

Update from the NP Monitoring Group.

RESOLVED: Cllr A Rickers reported as follows:

- a. Project 1 – Historical Report. Cllr Keys-Toyer directed the Monitoring Group to the Heritage Assessment that was completed for the NP to register those buildings considered to be locally important buildings as Locally Listed Buildings with SC. The Clerk agreed to review and circulate to councillors for approval prior to registration.
- b. Project 9 – Road Safety. Village Gateways in the process of being approved for installation along the A359 in Galhampton.
- c. Project 6 – North Cadbury School Parking. No additional land had been identified or offered. The School was staggering drop off and collection times to help alleviate any parking issues.

d. Project 7 – Galhampton Footpath. The land on which the footpath would cross to access Galhampton Country Stores was no longer available for purchase. Monitoring was ongoing and the Group would carry out a review of the Conservation Areas.

24/75. Local Community Networks LCNs:

Reports.

RESOLVED: Cllr Keys-Toyer previously circulated his report on LCN meetings held between April 2023 and April 2024:

“There have been six meetings all of which have been attended by at least one representative from North Cadbury PC. In addition to these there have been Emergency Plan meetings and The Flood Café meetings. Topics discussed have been;

Antisocial behaviour and the Police.

Devolved Council Services .

Environment.

Footpaths.

Flooding.

High Street Development in Wincanton.

Highways.

Health and wellbeing.

Planning and enforcement

Public Transport.

Volunteer Role Profile.

Footpaths, Flooding and Highways are fixed agenda items and each have a working group that meet online. Parish and Town Councils are encouraged to have representation on each of these. It is important that we maintain an active participation at the LCN meetings as this is our only face to face access to the next layer of local government. It enables us to raise issues that concern our Parish and to have input from other Parishes that may also be equally concerned.”

The next South East Somerset LCN meeting was scheduled for 13th June 2024 in Wincanton.

24/76. Items for Report and Future Business:

a. Update on anti-social behaviour in the Parish – no update received from Amanda Ware, PCSO Supervisor. Clerk to hasten and include as an agenda item for next meeting.

b. To appoint Village Hall Representatives.

c. To appoint Internal Auditor.

d. The Chairman and councillors wished to thank Cllr John Rundle for all his work whilst on the PC and especially for his time and commitment for reporting and resolving the parishes highways issues. All wished him well in his retirement from the PC.

Cllr Rundle thanked the Council and confirmed that Cllr Jose would take over as the Highways representative on the PC.

Next meeting: to be held on Wednesday 26th June 2024 in Galhampton Village Hall.

There being no further business, the meeting closed at 9.50pm.

Signed

DatedChairman