

**Minutes of the Town Council Meeting held on Tuesday 29th May 2018
in the Bruton Community Hall at 7.30 pm**

Present: Councillors: Anderton, Brownlow, Crawford, Hall, Haselgrove, Hood, Jones,
Marsh and Robinson

In the Chair: Councillor Hall

In attendance: The Clerk

18/014 Welcome and Apologies for Absence

Apologies were received from Councillors Abi Baker, Karen Baker and Sida. Apologies were also received from County and District Councillor Groskop.

18/015 Declarations of Interests

There were none.

18/016 Minutes of the Meeting held on 22nd May 2018

It was proposed and seconded that the minutes of the meeting held on 22nd May 2018 be adopted as a true and accurate record.

Resolved 9-0-0

18/017 Public Question Time

A resident of Uphills reported concern at the number of non-residents parking in Uphills and would like a consultation event for residents parking. This will be discussed at the next meeting of the Transport Committee.

18/018 Action Points from the Meeting held on 24th April 2018

The Clerk reported. The "Award for All" grant application is on hold until the Unionist Club EGM on 1st June. A letter was sent to King's School on 10th May outlining Dropping Lane proposals. An e-mail has been sent to Bruton Trust concerning the Churchyard trees and a letter of support for a plastic-free Bruton has been sent. All other items are on the agenda.

18/019 Reports from County and District Councillor

There was no report this time.

18/020 Reports from Committees

a) Planning Committee

i) Planning Committee Meeting 25th April 2018

Councillor Hall reported. The recommendations of the Planning Committee were noted.

ii) Planning Committee Meeting 16th May 2018

Councillor Hall reported. The recommendations of the Planning Committee were noted.

b) Services and Amenities Committee

i) Jubilee Park Play Equipment

The Clerk reported that chains had been cut from the wooden bridge play equipment. The wooden bridge has currently been cordoned off and this item will be discussed at the next Services & Amenities Committee Meeting on 5th June 2018.

c) Finance & General Purposes Committee

i) Electronic Banking

Councillors Jones, Robinson and Anderson had recently met to discuss the best way forward for using electronic banking in light of Council's current financial regulations. An authorisation matrix is required which will allow the bank to include a facility for three signatures. The Clerk will visit HSBC bank in Frome tomorrow to discuss this option.

d) Transport Committee

Councillor Hood reported that the minutes from the last Transport Committee meeting held on 17th April 2018 have now been distributed.

i) Library Junction Public Consultation Event – 15th May 2018

It was reported that 44 people attended the consultation over 2 sessions and a lot of support was shown. Councillors Brownlow and Hood had then spoken to Streets Reimagined about amendments suggested. A revised plan will be considered at the next Transport Committee meeting before being presented to full Council.

e) Communications Committee

i) Communications Committee Meeting 8th May 2018

This item was deferred until next time.

f) Land and Properties Committee

i) Bruton Unionist Club

Councillor Jones reported that a letter of engagement had been received from Rosie Parr. Council is happy with the content of this letter except that the point of contact should be Councillor Brownlow and not Councillor Jones. It was proposed and seconded that the letter, with the change of contact name, be signed.

Resolved 9-0-0

An EGM of the Bruton Unionist Club will take place on Friday 1st June 2018 and the outcome of this meeting will be reported next time.

ii) Walls

Councillor Hall reported. John Bishton from Bruton Trust had spoken to the Conservation Planning Officer Andrew Tucker and there is currently no policy at SSDC which mentions dry stone walls.

- 18/021** **Internal Audit Report and Audit Annual Return for the year ending 31st March 2018**
 Councillor Hall read the Internal Audit report to the meeting, a copy having already been distributed to Councillors. There were no problems reported.
- a) Annual Return Section 1**
 The Annual Governance Statement 2017/2018 Section 1 was considered in detail. Although there were no problems identified with the accounts, the current procedures for dealing with accounting documents were considered and improvements suggested, in particular that accounting documents should be distributed to all members of the Council and not just the Finance and General Purposes Committee. It was proposed and seconded that Section 1 be approved by Council.
Resolved 6-1-2
- b) Annual Return Section 2**
 The Accounting Statements 2017/2018 Section 2 were considered in detail. It was proposed and seconded that Section 2 be approved by Council.
Resolved 9-0-0
- 18/022** **Insurance**
 Three quotations had been received. It was proposed and seconded that as from 1st June 2018 the Town Council insurance cover be provided by BHIB Insurance Brokers for one year.
Resolved 9-0-0
- 18/023** **General Data Protection**
 Councillor Jones and the Clerk had both attended training organised by SSDC. The training was very useful. SALC will also be organising training at a later date and all Councillors are encouraged to attend.
- 18/024** **Library Working Group**
 Councillor Robinson reported. A document previously distributed was discussed and it was considered that option A would be the most suitable for Bruton at the present time. The BCP has expressed an interest to be involved and it was agreed that the document should be shared on Facebook. The Library Trust would like to set up a Management Committee. The BCP will need to meet with the Library Working Group and Councillor Robinson will try to attend the next BCP meeting.
- A Library Consultation will take place in the Community Office on Monday 4th June 2018 and it was proposed and seconded that Councillor Robinson compose a response on Council's behalf for the Clerk to submit.
Resolved 9-0-0
- 18/025** **Business Enterprise Centre**
 A meeting took place between interested parties on 23rd May as a pre-discussion prior to planning. Designs were presented and discussed and it was particularly emphasised that the Centre needed to accommodate some artists' studios. The proposed Centre will be in two buildings, both single storey, with one building for office accommodation and the other for workshops/lockups. Councillors were unhappy that a press release had been made without their prior knowledge. Councillor Hood will draft a letter in response to the meeting that all Council attendees at the meeting will sign.

18/026

Christmas 2018

Councillor Marsh reported. Tricia Rawlingson-Plant has agreed to run the Christmas Event this year with Aidan and Julia McDonald being happy and willing to help. It was originally thought that Council would organise the Christmas lights, reducing the amount of the grant awarded accordingly. However, insurance restraints may make this difficult. It was agreed that this item will be discussed again next time when more information is available.

18/027

Bruton Community Partnership

There was nothing to report this time.

18/028

Reports:

Town Councillors - Councillor Haselgrove reported on excessive motorbike noise due to Scramblers riding on the side of Creech Hill next to Huish Lane.

Councillor Brownlow reported that he met with the Bumblebee Conservation Trust and literature has been left in the office. Nothing further has been heard about the problem of the lights in King's School car park.

Councillor Marsh reported that the Visitors of Sexey's Hospital are to draft a lease extension proposal to be presented at the next Trustee's meeting. A target completion date has been given for the end of November.

Repairs needed as a result of the MUGA construction are still to be completed.

A bat count has been undertaken by the Brue Crew.

The current Chair of the Chamber of Commerce is intending to stand down due to work commitments.

Councillor Jones attended a recent MTIG meeting and also met with the Bumblebee Conservation Trust. Councillor Jones, together with Councillor Pickering, recently met with Pam Williams from SSDC to discuss asset transfers and this item will be discussed at the next Land & Property Committee meeting in June. The Emily Estate is promoting the area and wish to involve Castle Cary, Wincanton and Bruton.

Chairman – Councillor Hall reported he had recently been a guest at an event held by King's School.

18/029

Items for next agenda

Christmas 2018. Library Junction. Communications Committee. Bumblebees. Councillors are asked to forward items for the next agenda to the Clerk by Monday 18th June 2018.

18/030

Accounts for Payment

1	K F McCarthy	Salary – May 2018	£1500.00
2	P Pender-Cudlip	Salary – May 2018	£379.02
3	HMRC	Tax/NI – May 2018	£492.19
4	Pension Trust	Employer pension contrib-May18	£73.97
5	D. Newton	Window cleaning	£10.00
6	Somerset County Council	Unionist Hall Asbestos Survey	£1204.60
7	Vodafone	Phone bill to 30/4/18	£19.37
8	Bruton Community Hall	Hire of hall 24/4/18	£12.00
9	K F McCarthy	Expenses - GDPR Training - Yeovil	£18.00
10	Opus Energy	Electric bill 20/4-20/5/18	£38.02
11	Wiltshire Council	Attend Dark Night Skies workshop x 2	£24.00
12	SLR	Grounds Maintenance April 2018	£988.80
13	Water2Business	Cemetery water bill 31/10/17-04/05/18	£21.34
14	Phil Simpson	Website maintenance April 2018	£75.00
15.	SLR Outdoor Maintenance	Grounds maintenance for May 2018	£988.80
16.	BT	Internet Services	£135.84

Resolved 9-0-0

18/031

Correspondence

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| 1. | SLCC | The Clerk Magazine May 2018 |
| 2. | Clerks & Councils Direct | Magazine 2018 |
| 3. | Local Govern Boundary Commission | Electoral review of South Somerset |
| 4. | Seafarers UK | Merchant Navy Day 3 rd Sept 2018 |

Members of the Council considered these matters in the exercise of their functions: Equal opportunities (race, gender, sexual orientation, marital status and any disability): Crime and Disorder, Health and Safety and Human Rights.

Action Points

1. Uphills residents parking – Transport Committee
2. Play equipment damage – S & A Committee
3. Visit bank to discuss electronic banking – Clerk
4. Library Junction amendments – Transport Committee
5. Library Consultation response letter – JR
6. Letter to Enterprise Centre – JH/All meeting attendees to sign
7. Asset transfers – Land & Property Committee