

## CHAPEL ALLERTON PARISH COUNCIL

Minutes of the Meeting of the Parish Council meeting held in the Old School Room, Stone Allerton on Monday 23<sup>rd</sup> March 2020 7.30 p.m.

**Present:** Cllrs F Torrens-Spence (in the Chair) Cllr J. Blakemore, Cllr R. Williams, Cllr Wallach and the Clerk Miss C Harris.

1 parishioner in attendance.

**86/19 Apologies:** Apologies were received and accepted from: Cllr P. Duggan-Rees, County Councillor Filmer and District Councillor Godwin-Pearson.

**87/19.1 Minutes of Meeting held on 17<sup>th</sup> February 2020**

The minutes of the meeting held on 17<sup>th</sup> February 2020 were declared correct and signed by Cllr Torrens-Spence. Any matters arising were to be discussed later in the meeting.

**87/19.2 Minutes of the planning meeting held on 27<sup>th</sup> February 2020**

These were read out by the Chair then declared correct and signed by the Chair (The clerk was asked to re-type these to match the format of the usual minutes without altering the content)

**88/19 Correspondence –** just for reference as no action required.

**89/19 COVID -19**

**89/19 i) The business continuity motion and delegation of powers as advised by SALC was read to all present:  
Business Continuity Motion to Council**

In light of the Coronavirus (Covid-19) pandemic and government advice, this council resolves that:

(a) Should the council be unable to meet for whatever reason, the Clerk be given delegated authority to progress all ongoing matters and projects and authorise all regular payments and incur expenditure in line with the council's agreed budget.

(b) Any decisions taken under resolution (a) above will be taken, whenever possible, in consultation with the Chairman and Vice Chairman of council. A record of all decisions and expenditure incurred under delegated authority will be kept and reported to members when the council next meets.

(c) The authority to decide the council's response to planning applications be delegated to the Clerk, in consultation with the Chairman and Vice Chairman of council. Whenever possible, members of the council will be invited to submit comments to the Clerk.

(d) The provisions outlined in resolutions (a-c) above will override any requirements to the contrary in the council's standing orders, financial regulations or terms of reference.

(e) In line with government advice, staff will be encouraged to work from

home.

(g) Should the Clerk be unable to perform her duties, Councillor Robinson will assume the role of Proper Officer and RFO in an unpaid capacity.

(h) The Clerk, in consultation with the Chairman and Vice Chairman, may incur expenditure from the project earmarked reserve where such expenditure will help the community's efforts to support those in need of assistance or prevent social isolation.

(i) Should government allow councils to meet virtually (online), the council will take all reasonable steps to facilitate this.

It was agreed to remove the words shown crossed through regarding committees.

**RESOLVED: To accept this motion as shown above unanimously.**

**89/19 ii) The motion to postpone The Annual Parish Council Meeting was discussed.**

**RESOLVED: To accept this motion unanimously.**

**89/19 iii) The motion to make provision for parishioners according to Government Guidance was discussed.**

a) The Chair reported that there are a high number of elderly people in the Parish and a cluster of cancer cases and other people who will need to be shielded. There will be an article in the April edition of the Allerton News giving telephone numbers of the Churchwardens who will take telephone calls from villagers needing help and volunteers. The wardens are compiling a list of particularly vulnerable Parishioners and making sure they are helped. Attention is also being paid to single parent households so that children are looked after if the parent falls sick. The Wheatsheaf shop is now supplying grocery essentials such as milk, bread and vegetables so that villagers will not have to go to supermarkets.

b) the Cheddar Valley have organised a response around the [www.facebook.com/groups/coroncheddar/](http://www.facebook.com/groups/coroncheddar/) initiative. It was discussed that the majority of parishioners who would need help did not use Facebook. A draft information leaflet for the CAPC website was read out by the clerk. It was agreed that the clerk would keep up to date with local information and consult with the Chair prior to collating for publication on the website.

**RESOLVED: To accept this draft Cheddar Valley information and add it to the website to be of help for those that wished to engage with this resource.**

Councillor Torrens-Spence said that, in line with government guidelines, she had used the next edition of the Allerton News to announce that the Annual Parish Meeting in April would be postponed until further notice. She has notified the speaker, John Rowlands, about this. She also announced that all full Council Meetings would be cancelled until further notice with the pos-

sible exception of planning meetings which can be held outside. Councillors agreed that planning meetings could safely be held outside, but the Clerk did not think there would be any planning meetings until the current restrictions are lifted as planning at Sedgemoor District Council seemed to be on hold.

## **90/19 Planning Updates**

Recently decided applications 15/19/00015, and 15/19/00012 were discussed and conditions noted. 15/19/00012 The construction of a gateway on Dunkerry Road is conditional on the drainage ditch on the south side of Dunkerry Road being sorted out in compliance with an order by FWAG and the existing gateway to the field which is in the curtilage of the Grange, Stone Allerton, being blocked up. As the Grange is currently for sale any new owner will need to be informed of this Planning Condition by the Council. Council to monitor this.

If application 15/20/00006 goes to Sedgemoor District Council Development Committee, Clerk to inform the Council as to the date so that a Councillor can attend.

## **91/19 Footpaths & Highways**

### **91/19.1 Footpaths**

The footpaths Councillor Cllr Duggan-Rees was not present in person as he is self isolating. He sent in a report that some finger posts have been knocked over and he is planning to set them right. Cllr Torrens-Spence has been walking footpaths and said they are generally in good condition. She has used the Allerton News to ask Parishioners who are out walking with dogs to be careful to keep away from sheep as it is the lambing season. Dogs should be kept under control or on a lead on footpaths. She has also asked walkers to cut back overhanging brambles etc when walking on droves and other footpaths.

### **91/19.2 Highways**

Nothing discussed – signs addressed in VDSU section.

## **92/19 Finance**

### **92/19.1 Accounts payable**

Clerk wages C. Harris) 27 hours	£315.09
*Clerk's pay adjustment (underpaid wages & hol pay)	£567.06
Clerk's expenses (12m of MS Office & postage)	£61.94
Village Maintenance (Dale Plowman)	£6.00
IT support Oscar Martin	£40.00
VDSU exp (Total £30.98) comprising of:	

Old School Room hire (for Village Design Statement open days)

	£20.00
Stationary for event (David Nevitt)	£10.98
Website update and 3yrs hosting 2017- 2020	£200.00

\*These were discussed. The clerk read out an explanation of the calculations.

The NJC pay scale of 23 should have been applied from 1<sup>st</sup> April 2020 to increase the hourly rate from £11.05 to £11.67. There have been 288.5 hours worked since then, which equates to **£178.87** of underpaid wages.

This has not included any holiday pay and the statutory entitlement is 5.6 weeks.

The average weekly wage has been £69.32 and so the holiday pay owed is **£388.19**. **Total = £567.06**

### **RESOLVED: To pay these**

As of April 2020 The clerk will be paid for fixed hours by Sedgemoor District Council who will charge £130 per annum for doing this and for deducting her tax. She will be paid for 16 hours per month. If she does not work 16 hours unused hours will be rolled over to future months, or pay can be adjusted accordingly as it is taken from the Parish Council by Direct Debit.

As the Clerk will work fewer hours on meetings until they are resumed Councillors asked if her hours could be reduced. Clerk will investigate. During the corona crisis her main duties will be sending on information to the Parish Council and keeping the Parish website up to date. She is also doing the annual Audit. The clerk agreed to do simple monthly break down of what her hours are spent on.

**93/19**

### **Standing Orders**

Updated draft Standing Order to be circulated by Cllr Wallach in next few weeks for comment by members. The existing Standing Orders were circulated to all members prior to the meeting for reference.

**94/19**

**Village Design Statement**

94/19 i) The Chair reported that the consultation drop-in events held on: 27<sup>th</sup> February and 29<sup>th</sup> February were very successful. Cllr Wallach commented that she felt that the Survey Monkey was well crafted and easy to navigate.

92/19 ii) A lot of support for keeping Binham and Allerton Moor development free and for no street lights

94/19 iii) There was a split response regarding having more signs as half of respondents felt that signs were confusing and difficult, and the other half would welcome more.

94/19 iv) Feedback had included comments that the 3 notice boards around the village were in poor repair and the Chair proposed that these be refurbished. A local contractor, Brian Blake, has supplied a quote of £ 954.00 to do this work and is available immediately. **RESOLVED: To accept this quote and ask Mr Blake to do the required works to the notice boards at his earliest convenience.**

**95/19**

**Fly Tipping.**

Cllr Torrens-Spence reported that there were 2 more instances of Fly Tipping in the usual place off Allerton Moor Drove near Mark Cross. This was reported by the Clerk and has been cleared.

**96/19 Matters of Report**

The Chair reported on an initiative whereby villagers would be invited to 'adopt a bench', whereby they could refurbish a bench by sanding and treating using Teak Oil. A large tin has been ordered at a cost of approximately £25. It was agreed that this was a good initiative. There will be a resolution on this at next full Council meeting.

**97/19**

The meeting closed at 8.35pm as soon as the Prime Minister announced that the whole country was in lock down and that public meetings could no longer be held. (This announcement was made just after 8.30pm)