

BURRINGTON PARISH COUNCIL

Applegarth, Rickford Rise, Burrington, North Somerset BS40 7AN

Tel: 07908 566 825 Email: burringtonpc@yahoo.co.uk

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

held on **MONDAY 20th MAY 2024** in The Parish Room, Burrington

PRESENT:

Councillors:
Mrs. Helen Jackson (Chair) (HJ)
Mr. Roger Daniels (Vice Chair) (RD)
Mr. Paul Keel (PK)
Mr. Richard Dors (RDors)
Mr. Mark Northcott (MN)
Mrs. Teresa Martin (Clerk)

ALSO PRESENT:

Mr. Craig Husher
Cllr Patrick Keating

1. ELECTION OF OFFICERS

Chairman	Helen Jackson	Proposed by Paul Keel, seconded by Roger Daniels
Vice Chair	Roger Daniels	Proposed by Helen Jackson, seconded by all

Both Helen Jackson & Roger Daniels were happy to undertake these roles

2. APOLOGIES FOR ABSENCE - None

3. QUESTIONS FROM THE PUBLIC - there were none.

4. **MINUTES** of the Parish Council and the Annual Parish meetings held on the 8th April 2024 were approved by all. Copies have been placed on the website and notice boards.

5. ELECTION OF REPRESENTATIVES TO COMMITTEES

Parish Room	- Richard Dors	- Proposed by Helen Jackson, seconded by Paul Keel
Conservators	- Paul Keel	- Proposed by Helen Jackson, seconded by Roger Daniels
Wedmore Charity	- Paul Keel & Helen Jackson	- proposed by Richard Dors, seconded by Roger Daniels
C&L Minibus Society	- Helen Jackson	- Proposed by Paul Keel, seconded by Mark Northcott
PCAA	- Roger Daniels	- Proposed Helen Jackson, seconded by Paul Keel

6. MATTERS ARISING:

- 6.1 **Burrington Inn Site** - still awaiting environmental impact assessment.
- 6.2 **Replacement Grit Bin in Link Lane** – purchased and MN undertook to deliver and transfer salt into new bin.
- 6.3 **Speed Limit Enforcement** – nothing to report.
- 6.4 **Highway Issues in the Parish** – the drains along the A368 have been cleaned but not jet washed and therefore still blocked in places. Stones and gravel are collecting at the bottom of Rickford Rise and overflowing onto the A368. The Clerk undertook to advise NSC.
- 6.5 **NSC Local Plan** Patrick Keating advised that a further consultation will be coming soon.
- 6.6 **Tidying UP the Square** – RDors undertook to arrange a meeting with building company together with HJ & PK to discuss our requirements and obtain a quote. Once costings have been confirmed we will look to purchase a notice board and replacement bench.
- 6.7 **Bath Road Pavement & Bridge Repair** - awaiting response from NSC – Clerk will chase.
- 6.8 **Community Payback Scheme** – see 7 below.
- 6.9 **NSC Draft Rural Strategy 2024-2028** – consultation closes 31st May 2024. Noted - no comment.
- 6.10 **Bus Infrastructure A38/A368 Junction (Churchill Gate)** – RD had attempted to set up a meeting with NSC together with representatives from Churchill Parish Council but still awaiting a date from NSC. PKeating advised that they have gone back to the drawing board on this scheme so not necessary to hold a meeting at this time.

7. **BURRINGTON COMBE TOILETS** – HJ has spoken to the organizer of the Community Payback Scheme but in view of the restrictions regarding working close to roads or climbing on ladders it was felt that we would not be able to use their services for the jobs we had in mind. Craig Husher agreed to repaint the toilets. PK undertook to ask Barry Dimond to quote for repairing the fascia boards. PK will arrange to scrape up the mud and order large boulders to protect the site from vehicles and allow the grass to grow. PK to arrange for an electricity check and replacement of fluorescent bulb. HJ will look into the need for risk assessment and check cover for accidents. The QR code at the toilets is currently not working and HJ will investigate. A letter has been received from Hon Alderman Mark Williamson of East Devon District Council praising the condition of the toilets and the initiative we have taken with the QR code and donations scheme in an attempt to raise funds to assist with the upkeep of the facilities, which are the only public toilets on the Mendips.

8. DISTRICT COUNCILLORS REPORT – P Keating advised that:

- following a change in the Constitution, Parish Councils will be allowed to speak at Planning Committees
- any petitions with 2,000 or more signatures will be debated by Council, whatever the issue.

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9. CORRESPONDENCE

- 9.1 **PCAA AGM 27th June** - RD to attend.
- 9.2 **NSC Parish Engagement Working Group** – noted.
- 9.3 **NSC Bus Service Improvement Plan** - see 6.10 above.
- 9.4 **Footpath from The Batch, Rickford** closure extended til 14th Jan 2025 - noted.
- 9.5 **Community Bleed Kit (A&S Constabulary)** – look into further with a view to purchasing.
- 9.6 **Weston Hospice Care publicity** – in view of limited space on notice boards it is not possible to publicise.
- 9.7 **Mendip Hills National Landscape** - now recruiting Young Rangers – noted.
- 9.8 **Safety of Lithium Batteries & E-bikes** – noted.

10. PLANNING APPLICATIONS

New:

- 24/P/0711/TRCA** – Y Stabl, Langford – Pruning of two silver birch trees. No comments, now approved by NSC.
- 24/P/0834/CQA** – Langford Green Farm, Bath Road – Prior approval for the conversion of an agricultural building to form 1no residential unit – no comments
- 24/P/0780/MMA** – Brook House, Langford Road – Minor material amendments to vary condition 2 of application
- 19/P/0922/FUH** – no comments, leave to the planners.

Updates:

- 242/P/0665/FUL** – buildings adjacent to The Hill, Ham Link, Burrington – nothing further online.
- **Bristol Airport Expansion** - no further progress to report
- **Blagdon Water Gardens** - nothing further to report

11. BURIAL GROUND

PK is comparing prices for burials with other parish councils.

12. ACCOUNTS - RECEIPTS & PAYMENTS

Payment of the accounts shown below were proposed by Paul Keel and seconded by Mark Northcott.

- 13. **Annual Accounts Sign-off** – the amended final accounts were approved and signed by HJ.

14. ANNUAL AUDIT RETURN

- 14.1 **Officially re-appoint Mr. R Shapland as Internal Auditor** – proposed by HJ, seconded by PK
- 14.2 **Certificate of Exemption** - all agreed we should submit a Certificate of Exemption again this year and the Chair, Helen Jackson, signed accordingly
- 14.3 **Annual Internal Audit Report** – was noted by all. R Shapland was happy to sign off the annual audit report in anticipation of contract renewal which will be issued shortly (see 14.1 above)
- 14.4 **Annual Governance Statement** - had been read by councilors prior to the meeting and all agreed that we complied with the statement, and the Chairman signed.
- 14.5 **Accounting Statement** was agreed and signed by the Chairman.
- 14.6 **Conflict of Interest with BDO LLP** – signed by Chairman – no conflict.

15. REVIEW OF STATUTORY ORDERS

- 15.1 **Standing Orders** - approved and signed by Chairman
- 15.2 **Financial Regulations** - approved and signed by Chairman
- 15.3 **Risk Assessment** - approved and signed by Chairman
- 15.4 **GDPR Privacy Notice** - approved and signed by Chairman

16. ANY OTHER BUSINESS

- the broken notice board in the Square has been removed and all agreed not to repair
- it was noted that Gypsies were in the area. Camping/parking is not allowed on the common land
- the unveiling of the commemorative stone took place on 18th May and HJ undertook to send a letter of thanks to those who have been involved from the start
- the archive records were displayed in the Parish Room, where 44 people viewed historical documents relating to the Parish. Donated refreshments were served and the sum of £75 was raised for the RNLI
- RD undertook to produce a map showing where our 'fixed assets' are located
- use of the sum-up machine has been requested by this year's Fete organisers. HJ to check it is working.

- 17. **DATE OF NEXT MEETINGS** - Monday, 15th July and 23rd September 2024

The meeting closed at 8.50 pm.

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Receipts

Bank Interest - Business Reserve A/c 6Apr-3May	8.84
NSC first half of Annual Precept	4,000.00

BURRINGTON COMBE PUBLIC CONVENIENCES

Mendip Outdoor Ltd (DD) monthly donation 2 nd April	80.00
1May	80.00
Caving Services (DD) monthly donation 13Apr	10.00
Safepost Box cash collection Cash – May24	245.00
Sumup machine receipts	<u>Nil</u>
Total Receipts	<u>£4,423.84</u>

Payments

North Somerset Council monthly DD - Burial Ground waste 2Apr	13.78
1May	13.78
Southern Electric Supply to BC Toilets (DD) - no payments in March or April - Credit Balance now - £39.69	Nil
Water2business monthly DD for water bill Burrington WC– 2Apr 24	127.00
- 1May	127.00
J G & T Martin – Maint of Burial Ground 26/4, 4/5, 18/5 3 x £80.00	240.00
C Husher Cleaning BC Toilets 1-30 th June24 - 4 wks @£55	220.00
Mark Northcott – Purchase of salt bin for Link Lane Burrington	56.00
Paul Keel – Purchase of Wine & soft drinks for Annual Meeting	34.00
Paul Keel – Purchase of Toilet Rolls & Light Bulb (taken from safepost collection)	37.97
Clear Insurance Management Ltd (formerly BHIB) Annual Insurance Renewal WEF 1 st June 2024	642.04
Parish Councils Airport Association Annual Subs 2024-25	<u>95.00</u>
Total Payments	<u>£1,606.57</u>
R Daniels – Web Domain renewal fee (submitted at mtg.)	<u>28.78</u>
	<u>£1,635.32</u>