

**(DRAFT) MINUTES OF THE MEETING OF STAWLEY PARISH COUNCIL
HELD AT APPELY PAVILION ON TUESDAY 5th SEPTEMBER 2017.**

Parish Councillors present: Charles St. George (CStG) Chairman
Paul Musgrove (PM)
Clive Wall (CW)
Grace Grantham Clerk

Others present:-

Councillor James Hunt (JH)

1. Apologies

PCSO Louise Fyne, Simon Buttars

2. Police Report

Nothing to report in this area.

3. Minutes of Last Meeting

Held on the 13th June, were proposed as correct and signed by the Chair.

4. Declarations of Interest

None declared

5. Matters Arising (not covered elsewhere)

In June Cllr Eddie Gaines suggested getting more information about support The Globe might receive from Taunton Deane Borough Council and he will forward CStG details of the relevant economic development team. This action will be carried forward to next month.

(ACTION EG)

The damage to the road from Appley to Kittisford was raised and CStG will report this to Somerset Highways.

(ACTION CStG)

PC asked the Clerk to redirect all correspondence to Stawley Shop

(ACTION Clerk)

6. Councillor Vacancy

PC discussed the recent councillor vacancy that occurred following Angus Macalister's resignation. The Chair said that he had written to Angus and thanked him for his contribution. He then explained the legal procedure in the event of a councillor resignation detailed by Taunton Deane Borough Council. This involves advertising the casual vacancy on parish noticeboards and allowing 14 days in which a minimum of 10 parishioners can request an election. The Chair suggested that the notice should be posted immediately with 27th of September being the closing date for calling an election. The PC agreed and asked the clerk to advertise this across the parish noticeboards.

(ACTION Clerk)

If an election is not called, the PC may co-opt a parishioner to fill the vacancy. The Chair proposed the PC meeting on 7th of November as the date for possible co-option which was agreed.

JH entered the meeting at 8 pm

7. Finance

Current Account - £2,874.37 . Deposit Account - £3,967.74.

The PC briefly discussed whether finances should be dealt with digitally in the near future. It was generally agreed that the transaction history of the parish accounts is fairly straightforward, and would be complicated by relying solely on internet banking, which would require two signatories logging in independently to sign off each transaction. PC agreed to continue using cheques as the main form of payment for the time being.

The Chair then explained VAT reclaim for non—business activities within the parish. HMRC had informed him that the PC can reclaim VAT on bills over the span of (minimum) a month to (maximum) a year. The PC will be sent a reclaim form by HMRC, which they can use to be reimbursed for last year's VAT.

A cheque for £131.50 was signed and sent to Lawrence Webber as payment for maintenance of road verges and footpaths around the parish.

The clerk announced her resignation from the PC with effect from the next meeting on 3rd October. The Chair asked her to formalise this in an email and options about how to fill the vacancy were discussed in brief. It was agreed that the Chair would approach the current Clerk at Wellington Without Parish to see whether he would be interested in the Stawley position.

(ACTION CStG)

8. Parish Council Records

The whereabouts of detailed Parish records including minutes of meetings & financial records was considered as these are held by several different individuals. The PC made the decision to collect all essential records required and store these in a specific location. It was suggested that this should be Appley Pavilion.

JH raised the issue that emails are required to be kept for a period of time and indicated that a back up of digital documents ought to be made.

It was agreed that CStG & CW meet to collate and sort through all the records to be kept.

(ACTION CStG/CW)

Thanks was given to CW for sorting through the proportion of documents to be sent to Somerset Heritage centre.

JH exit 8.45 pm

9. Options for use of CIL payment

After a discussion about suggestions made at June's APM on how the CIL payment might be spent, the PC concluded that further investigations should be made into the following potential areas:

1. Improvement at Appley Pavilion
2. Stawley school parking
3. The maintenance of local historical infrastructure

It was agreed that PM would contact the Pavilion Committee and CStG would write to the Headteacher at the school to ask whether they would like to use the CIL payment, and if so, what it should be spent on.

(ACTION CStG/PM)

PC agreed that costed proposals would be required from any relevant organisation that wanted CIL funding before any final decision was made.

9. Planning

35/17/0019 – provision of storage space over the garage at The Croft, Ham Hill, Stawley - no comment

10. Reports

CW told the PC that Lawrence Webber has completed cleaning and clearing vegetation by Greenham bridge.

10. Correspondence

-Nothing to report

11. AOB

Apologies from PM who will be unavailable for the meeting on the 3rd October

Meeting Closed at 9.15pm. G. Grantham, Clerk, 07794073818, www.stash.org.uk Next meeting Tuesday, 3rd October 2017 at 7.30pm.