

BINEGAR PARISH COUNCIL

Minutes

of the Parish Council meeting held on 2 April 2013 in the Memorial Hall

Present: G Halfhide (GH) (Chairman), R Anderson (RA), P Blatchford (PB), R Higgins (RH), D Stone (DS), Cath Law (CL). Jude Robbins (JR). Part of time: Cllr Harvey Siggs, A number of local people attended in connection with item 14 (3).

		Action
1	Apologies for absence: WPC Nikki Housley, Cllr Wayne Closier Declarations of interest: none	
2	Minutes of the meeting held on 5 March 2013: agreed as true record.	-
3	Matters arising from the Minutes (1) Weed sprayer: HS to pursue further . Clerk to request works quote from BPC contractor, Primrose.	HS / RT
4	Local government reports, including responses on: (1) School playing field - proposal to gift to Binegar Parish: item closed. (2) Somerset County Council and MDC reports: no report from MDC. HS not allowed to report from SCC due to election rules.	HS HS / SP
5	Police report: received 04/03 report of sheep on the road before Gurney Slade 16/03 Report of suspicious vehicles around Emborough lake area, Police attended and found nothing untoward 22/03 Report of a goat in the road nr Marchants hill.	NH
6	Planning issues (1) Francis Flower: PB reported dust on road and will forward a map and letter to the clerk. (2) Emborough Pond development: RH & PB had attended the Emborough parish meeting, following discussion it was agreed to recommend refusal, RH to draft response for GH to finalise and submit.	PB RH/GH
7	Ongoing Parish Council matters (1) Records policy: agreed to defer to the July meeting. (2) Burial records: the clerk undertook to maintain paper and computer records. (3) Notice boards: PB to ask Paul Milverton (The Smithy, Binegar) to quote for erection of board by phone box on Turners Court Lane.	GH RT PB

	<p>(4) Events attended: none</p> <p>(5) Insurance: GH stated he was assessing alternative quote and will make a recommendation at the May meeting.</p> <p>(6) Co-options: the clerk confirmed that all paperwork for CL and JR was complete.</p>	<p>All</p> <p>GH</p>
8	<p>Binegar Playing Fields Group</p> <p>(1) Minutes of the last meeting were formally noted. The asset list is being updated – noted that current values should not include VAT, GH to confirm they don't with Heather Wareham.</p> <p>(2) Inspection reports: it was noted that Cath Law would prepare future schedules.</p> <p>(3) Fund raising events – the wine tasting and quiz events were noted</p> <p>(4) PB reminded PC that the electricity meter backing board needs replacement. The clerk to report to EDF to ascertain their involvement. .</p>	<p>PB</p> <p>GH</p> <p>CL</p> <p>PB</p> <p>RT/PB/DS</p>
9	<p>Binegar Cemetery</p> <p>(1) Tree surgery assessment: DS reported no progress.</p> <p>(2) Works plan: was noted that dependent on (1).</p>	<p>DS/PB</p> <p>DS</p>
10	<p>Parish land</p> <p>(1) Details of land owned by the Council, tenancies, rents and reviews were received and noted. Document to be held in electronic records.</p> <p>(2) Rent reviews for let land: was agreed to consider annually at October or November meetings.</p> <p>(3) Binegar Bottom: was agreed to consider how to rehabilitate this <i>Local Wildlife Site</i>. RH undertook to seek advice from Somerset Wildlife Trust and involve the Community Gardening Group.</p>	<p>RH</p> <p>RH</p> <p>RH</p>
11	<p>Highways and rights of way</p> <p>(1) Public rights of way PPLO report: PB reported that the annual ROW survey is in hand. The new permissive path is being well used.</p>	<p>PB</p>
12	<p>Binegar Memorial Hall</p> <p>Proposed extension to car park : DS stated there was no progress to report.</p>	<p>DS/GH</p>
13	<p>Financial matters</p> <p>(1) Asset list: GH stated that updating for insurance purposes was in hand</p> <p>(2) George Inn wayleave: RT reported that the payment for 2012 has not been received, the 2013 payment is now due.</p> <p>(3) Annual accounts: RT stated that the preparation of these was in hand</p>	<p>GH</p> <p>RT</p> <p>RT</p>
14	<p>Sundry items:</p> <p>(1) Community gardening project (including legacy fund): RT has sent a letter to SCC requesting permission for planters, awaiting a reply.</p> <p>(2) Parish Council website proposal: a report was received and considered. It was agreed that RH work with David Jordan on the preparation of a website.</p> <p>(3) Local flooding: local residents joined the meeting to consider what might be done</p>	<p>GH/RT</p> <p>RH</p> <p>GH</p>

	<p>to prevent future flooding. GH reported that the County had still to undertake the promised survey of drains and asked those present to check the drainage plan provided for accuracy. GH also asked to be advised of all properties affected by floods to ensure that the Parish Council had a complete record.</p> <p>RH reported from the Somerset Flood Summit. It was noted that communities in receipt of help had first produced a flood plan. Following discussion, GH undertook to work on a draft plan on condition that those at risk of flooding participated.</p> <p>(4) 1930 OS Parish Map:GH reported that he had offered the map to the Memorial Hall and awaited a reply from the Chair. It was agreed that, should the Hall not wish to accept the map, it should be offered to the Somerset Heritage Centre.</p> <p>(5) Street lamp repairs: one lamp remains to be repaired at Station Road – clerk to report.</p> <p>(6) Sale of Glebe land: as no further update it was agreed to close item. It would be reopened if the planning application was raised.</p> <p>(7) Annual parish meeting: GH undertook to invite presentations from community groups. It was agreed to make the annual donation to Somerset Air Ambulance.</p>	<p>GH</p> <p>RT</p> <p>GH</p>
15	Correspondence: the 'clerks and councils direct' communicated was received noted.	
16	<p>Matters of report and items for next meeting</p> <ul style="list-style-type: none"> ● Community Defibrillator: CL undertook to report on this at the May meeting. ● Overhanging trees from the old quarry may cause a wet patch in the playing field: DS to lead the discussion. ● Forward Agenda. GH suggested that such an agenda would be useful. 	
17	Next meeting Annual Parish meeting at 7 00 pm May 7th followed by the Annual Parish Council meeting at 7 30 pm in the Memorial Hall were noted.	-

BINEGAR PARISH COUNCIL

MINUTES

of the Parish Council meeting on May 7th 2013 in the Memorial Hall at 7.30 PM

Present: Present: G Halfhide (GH) (Chairman), R Anderson (RA), P Blatchford (PB), R Higgins (RH), D Stone (DS), Cath Law (CL), Jude Robbins (JR), R Thompson (RT), clerk.

In attendance: Rachel Thompson (Clerk), WPC Nikki Housley (for item 5) and two members of the public (for item 6(3)).

		Actio n
1	<p>(1) Apologies for absence: None.</p> <p>(2) Declarations of interest: None.</p> <p>(3) Annual Election of Chairman: Gus was nominated. The Clerk asked whether Gus was standing with a condition to his election, referring to a recent email. Gus stated that no condition had been made, at the meeting, when he agreed to stand as Chairman. The matter resolved, Philip proposed, David seconded and Gus was elected unanimously. Gus signed the Declaration and took the Chair.</p> <p>(4) Annual Election of Vice Chairman: Richard proposed and Roger seconded Philip who was elected unanimously.</p> <p>(5) Election of Committees: Philip Blatchford was elected as Chairman of the Binegar Recreation Field Committee - proposed GH, seconded DS.</p> <p>(6) Resolutions relating to the conduct of the meeting: Richard proposed that, because of the weight of the agenda, standing order 1t that limits meetings to two hours be suspended for the evening. This was agreed unanimously. The Clerk stated that she had to leave at 9 30 pm.</p>	
2	Minutes of the meeting held on 2 April 2013: Following discussion, the Council declined to approve the Minutes as an accurate record of the meeting. The Clerk was asked to investigate the procedure to be followed.	RT
3	<p>Matters arising from the Minutes</p> <p>(1) Weed spraying - In the absence of Harvey Siggs, this matter was not discussed.</p> <p>(2) Proposal for the management of a council event and agenda items diary: discussed under item 14.8.</p>	HS All
4	Local government reports: In the absence of County and District councillors, there were no reports.	HS / SP
5	<p>Police report: A report was received from WPC Nikki Housley including the following matters: 16/3 Report of suspicious vehicles at Emborough quarry – no actual problem when investigated; 22/3 Goat on Marchant’s Hill; 12/4 Sheep on Wells Road; 25/4 Road Traffic Accident at Gurney Slade.</p> <p>WPC Housley left the meeting.</p>	NH

6	<p>Planning issues</p> <p>(1) Francis Flower: control of dust - This item was not discussed.</p> <p>(2) 2012/3033: Emborough Grove and Lechmere Water - It was noted that Mendip District Council had refused consent.</p> <p>(3) 2013/0638: The Firs, Station Road - The applicant was present. The Chair stated that this comprised extension and conversion of a garage to create annexe accommodation. David queried car park provision and the applicant explained how this would be organised. Philip asked that a condition be suggested to the District Council that the annexe should not be separately saleable. The applicant indicated he was content with such a condition. The Council voted and were all in favour of recommending approval of the application subject to the aforementioned condition.. The Clerk was asked to respond.</p> <p>(4) 2013/0775 Application for a lawful development certificate for the existing use of a building as a single dwelling in breach of condition 4 of planning permission 085033/007 Marchants Hill Barn, Portway Lane, Gurney Slade, Radstock, BA3 4TZ</p> <p>The Chair had circulated information to councillors by email. The Chair stated that the District Council had asked whether the Parish Council had information to confirm or deny that the building had been in permanent residential use since 01/01/2002. It was noted that the Council had no such information and the Clerk was asked to respond accordingly.</p> <p>The two members of the public present left.</p>	PB RH RT RT
7	<p>Ongoing Parish Council matters</p> <p>(1) Records policy: This was deferred to the July meeting.</p> <p>(2) Notice boards: Philip has met with builder Mr Milverton to assess the work to be done - council noted.</p> <p>(3) Events attended: This item was not discussed.</p> <p>(4) Insurance:</p> <p>A report was received from Gus that recommended taking insurance with Aviva via Came & Co.. Gus proposed and David seconded this proposal which was unanimously agreed.</p> <p>Gus further proposed that the Council enter a three year binding agreement to obtain a discount. Philip proposed and Roger seconded this proposal which was unanimously agreed.</p> <p>The Clerk stated that there was no provision on the agenda to pay the invoice. Gus proposed and Philip seconded a proposal to pay the invoice and confirm authorisation at the June meeting. All voted in favour and a cheque was raised.</p>	GH PB All GH
8	<p>Binegar Playing Fields Group</p> <p>(1) Minutes of the last meeting: Had been circulated by email but not discussed.</p> <p>(2) Inspection reports: Not discussed.</p> <p>(3) Fund raising events: Not discussed.</p> <p>(4) Electricity meter backing board: David undertook to contact EDF and arrange for the board to be replaced. The Clerk undertook to provide David with the account and phone contact information.</p>	PB CL PB DS RT
9	<p>Binegar Cemetery</p> <p>(1) Risk assessment of trees in Binegar Cemetery and Recreation Field:</p> <p>David reported that he had received an estimate of £350 to undertake a risk assessment of all the trees in the Cemetery and one in the Recreation Field. Philip stated that the length of time for which an assessment was valid was important when comparing prices. David noted this and undertook to seek other quotations.</p>	DS

	<p>Financial matters (continued)</p> <p><i>minutes but not on the budget.</i></p> <p><i>In 2011/12 and 2012/13 budgets based on her understanding of what was agreed, the clerk included a rise to scp 24 for April 2012 and scp 25 for 2013 in the budget (and consequent) precept that the council discussed and voted for in December 2012 and 2013. (The budgets and minutes had been circulated prior to the meeting).</i></p> <p><i>It should be noted that the annual anniversary of the clerk's appointment is December. No annual review takes place. Contract 5.2 states. 'You have been appointed to a single salary point and the Council will review your salary annually on the anniversary of your appointment'.</i></p> <p><i>During the 2012 / 2013 accounts and audit preparation it was noted that the clerk had not been paid scp 24 and so needed amending for scp 25.</i></p> <p><i>Draft accounts sent to councillors April 10th – including outstanding items – no comments were received.</i></p> <p><i>The Chairman responded that none of the above was indicated by a resolution in the minutes at the time and that the clerk's contract contained details of what pay rises the clerk could expect.</i></p> <p><i>Of the councillors who were present in Dec 2011 and Dec 2012 only RA remembered the discussion and agreement regarding these budget items, taking place.</i></p> <p>The Council neither discussed nor made any decision regarding monies owed to the Parish Clerk.</p> <p>(9) Parish Clerk SO amendment: This item was not discussed.</p> <p>(10) Payment for grit spreader (raised in audit) £27.31: Refer to item 13.4 above.</p>	
14	<p>Sundry items:</p> <p>(1) Community gardening project: This item was not discussed.</p> <p>(2) Parish Council website proposal: The Council noted that David Jordan had produced a website for the parish. Richard referred to a report he circulated and asked for comments on the website which would remain available only to Councillors until July. The Council expressed its thanks to David Jordan for his work.</p> <p>(3) Local flooding: This item was not discussed.</p> <p>(4) 1930 OS Parish Map: - This item was not discussed.</p> <p>(5) Street lamp repairs: The clerk reported that all repairs had been completed.</p> <p>(6) War memorial details request by MDC: David reported that he had photographed the memorial in Holy Trinity Church and would forward this to Mendip District Council.</p> <p>(7) Licensing of parish priest: It was noted that it was tradition for the Council to present a new incumbent with a parish map. Philip undertook to obtain one from the District Council. It was agreed that David would represent the Parish Council at the ceremony.</p> <p>(8) Motion to hold a discussion of PC 'Minutes, Clerk's Responsibilities and Contracted Hours': With regard to item 14/8 The clerk had previously stated that there was no special resolution to</p>	<p>GH RH</p> <p>GH GH RT DS</p> <p>DS</p>

Sundry items (continued)

exclude the public on the agenda – yet there was an expectation of discussion of: PC 'Minutes, Clerk's Responsibilities and Contracted Hours' - discussion of matters appertaining to the clerk in public. It was her belief, supported by a discussion with the MDC monitoring office that this should not take place and in any case a BPC meeting is no place to discuss matters appertaining to the clerk.

The parish council did not discuss the above statement when it had been raised by the clerk. No members of the public were present at the meeting when item 14(8) was discussed.

The Council received and considered a report from Gus.

The Clerk stated that she had sought advice on Minutes from colleague parish clerks, some of long standing and had received the following advice:

- Minutes are a record of Council decisions, not a record of discussions
- Meetings are open to members of the public who can attend to know the detail of a meeting
- Clerks can only be asked to change minutes for reasons of accuracy and they may refuse
- Avoid phrases such as "he (or she) said. . ."
- Receive written reports from Members when the agenda is issued, if electronic, these may then be pasted into the minutes saving any later argument
- Ensure proposals and motions are drafted and voted upon properly, recording names where votes are not unanimous
- Councillors must sum up each agenda item before moving on
- Councillors should be aware of the legal status of Minutes

At 9 30 pm, the Clerk left the meeting, stating that there were proposals about to be considered with which she disagreed.

In the Clerk's absence, at the request of members, Richard agreed to keep a record of proceedings and the meeting returned to consideration of the report before it.

Following discussion, it was agreed that:

- The Chair and Vice Chair, in consultation with other Councillors and the Clerk, propose minimum requirements and style for the Minutes;
- The Clerk circulate a calendar showing planned items for future agenda;
- The structure of the agenda be reviewed by a Councillor in consultation with the Clerk;
- Councillors would circulate reports and updates no later than 3 days before meetings;
- A Working Group (to comprise Chair, Vice Chair and a Councillor) be established to review Standing Orders in respect of this agenda item and make recommendations.

Jude undertook to review the structure of the agenda with the Clerk.

It was agreed that reports on these items would be considered at future meetings.

The following proposals were agreed:

- To request that the Clerk keep a log of her work and time taken for each task;
- To set up a dedicated Parish Council email account for the Clerk.

It was agreed to defer consideration of employee accountability and include it in the review of Standing Orders already agreed.

GH

RT

All

GH

JR

RT

PB

	Sundry items (continued)	
	(9) Motion: 'Should Binegar Parish have a community defibrillator': No motion was put to the parish council as it is still at the information gathering stage. Cath reported that there was to be a demonstration of the equipment at her home at 7 30 pm on Monday 13 May. Four councillors agreed to attend.	CL
	(10) Proposal to have a village clean-up including Binegar Bottom: This item was not discussed.	DS
	(11) Motion: 'Should Binegar Parish have a Neighbourhood Plan': This item was not discussed.	RH
15	Correspondence There was no correspondence laid before the Council.	
16	Matters of report and items for next meeting At Roger's suggestion, it was agreed to consider access to playground activities for young people with a disability.	PB
17	Next meeting Tuesday June 4th at 7 30 PM in the Memorial Hall.	-

The Chair closed the meeting at 10 00 pm

BINEGAR PARISH COUNCIL

Clerk to the Council
Rachel Thompson

Townsend Cottage
Townsend
Priddy
Wells
BA5 3BP

Tel: (01749) 870340

07/05/13

DRAFT Minutes of The Annual Parish Meeting held on Tuesday May 7th 2013, in the Binegar Memorial Hall, at 7.00 p.m.

Present: G Halfhide (GH) (Chairman) and Councillors R Anderson (RA), P Blatchford (PB), R Higgins (RH), D Stone (DS), Cath Law (CL). Jude Robbins (JR). R Thompson Parish Clerk.

8 parishioners attended

1. Apologies and Declarations of Interest: no apologies received and no declarations of interest.
2. Minutes of Last Meeting held on May 1st 2012: these were accepted as a true record proposed Philip Blatchford, seconded Dawn Marshall, all in favour.
3. Public participation: Molly Reakes asked about the condition of the Alley – see matters arising. Dawn Marshall asked about the flooding issues. GH reported on the PC action plan which is in the PC meeting minutes. DM also asked about the recreation land. BPC has made representations to Somerset County Council to hold this land as a community asset, this is still with SCC.
4. Matters Arising:
Alley – weeds and condition of walls. The clerk had reported this to Ashwick Parish Council in 2012.
Binegar School – the Chairman reported that the school is still for sale.
5. Chairman's Annual Report: the Parish Council Chairman presented the annual report – this is attached to the minutes. Specifically Ann Caley and Dawn Marshall were thanked for all their contributions as PC councillors.
6. Financial report: the Responsible Financial Officer presented the draft accounts – this is attached to the annual parish council minutes.
7. Binegar Playing Field Group Recreation Field Committee Report: the BPFPG Chairman presented the annual report – this is attached to the minutes.
8. Community Groups Presentations
Memorial Hall Committee – treasurer Mike Marshall presented a report.
PCC – Church warden Grenville Reakes presented a report: this is attached to the minutes.
Scouts - Sandra Pennyfather, assistant scout leader, presented a report.
Community Garden Group - Kim Connor presented a report.
9. Donations
 - a) Requests for funding from Mendip Citizens Advice Bureau received earlier in the year. A motion of awarding MCAB £50 proposed Molly Reakes, seconded Dawn Marshall and to award Air Ambulance £100 – motion carried.
10. Binegar defibrillator discussion: Cath Law gave a presentation on the merits of having a defibrillator.
11. Matters of Report & Items for next meeting: none
12. Date of next meeting: May 6th 2014 7 pm in the Binegar Memorial Hall.

BINEGAR PARISH COUNCIL

MINUTES

of the Parish Council meeting on 4 June 2013 in the Memorial Hall at 7 30 pm

Present: Gus Halfhide (Chair), Philip Blatchford, Richard Higgins, David Stone, Cath Law, Jude Robbins

	<p>Chair's remarks Gus reported that the Clerk was unwell and unable to undertake her duties. Philip proposed, Cath seconded and it was unanimously resolved to suspend Standing Order 5(a) to allow consideration. At the meeting's request, Richard agreed to draft Minutes. Following discussion, it was agreed (a) to send the Council's best wishes to the Clerk, (b) to arrange for emails to be diverted to a new account and post sent to Philip and (c) that communication from the Council would be through the Councillor assigned to that activity.</p>	PB
1	<p>Declarations of interest David declared an interest in item 13.3, wayleave to <i>Class Motor Services</i>.</p>	
2	<p>Minutes of previous meetings Minutes of the meetings held on 2 April and 7 May were agreed and signed by the Chair.</p>	
3	<p>Matters arising from the Minutes 1 Weed spraying There was no update from the County on this matter</p>	HS
4	<p>Local government reports There were no reports. It was noted that Cllr. Siggs had indicated that he might be unable to attend the meeting and there were no Mendip District councillors.</p>	
5	<p>Police report There was no report.</p>	
6	<p>Planning issues 1 Francis Flower road cleaning A letter was received outlining the quarry's cleaning arrangements which the Council accepted. 2 Affordable housing The Council considered a request from Mendip's Housing Development Officer to support a survey to assess the need for affordable housing. Following discussion, it was agreed to lend support on condition that the Council (a) had input to the survey, (b) participated in the criteria for offering tenancies and (c) that the housing was designated for village residents. Gus undertook to reply.</p>	GH
7	<p>On-going matters 1 Parish Council notice boards Philip reported a quote of £98+VAT to erect a board at Binegar Green. It was agreed to proceed. 2 Registration of interest David received and undertook to complete and return his register of interests. 3 Style and minimum requirements for Parish Council Minutes Richard agreed to join Gus and Philip to consider this issue with report back in September. 4 Structure of Parish Council agendas Philip agreed to join Jude to consider this issue with report back in September. 5 Review of Parish Council's Standing Orders Cath agreed to join Gus and Philip to consider this issue with report back in November.</p>	PB DS GH JR GH

	<p>On-going matters (continued) 6 Clerk's time log Cath undertook to put forward a proposal for the July meeting to consider.</p>	CL
8	<p>Binegar Playing Fields Group The Minutes of the May meeting were received and noted. On the issue of the electricity meter backing board, David reported that <i>EDF Energy</i> would replace this without charge. He undertook to progress the matter.</p>	DS
9	<p>Tree condition assessments: cemetery and playing field David stated that he awaited contact with a tree surgeon for a second quotation.</p>	DS
10	<p>Parish land 1 Binegar Bottom It was noted that the botanical survey of the <i>Local Wildlife Site</i> had been rescheduled for 5 June. The Council approved in principle the plan for planting trees on the south side of Binegar Bottom and looked forward to seeing a more detailed planting plan. The Council approved in principle use of Binegar Bottom by the Scouts. It was agreed to ask for more detail of the proposal. 2 Land at Emborough In response to a report of encroachment by a neighbour, Philip and David undertook to establish whether action was required. It was agreed Richard would instigate action with the Council's land agent if necessary.</p>	RH GH GH PB RH
11	<p>Highways and rights of way There were no matters to note.</p>	
12	<p>Binegar Memorial Hall car park extension As this matter rested with Hall Committee, it was agreed to take no further action.</p>	
13	<p>Financial matters 1 Asset register Richard undertook to review and update the register with report back in October. David noted that the graveyard extension had been transferred from the Church Commissioners and it was agreed that the original cost should be shown as zero. 2 Payments The following payments were authorised and cheques raised: £27 16 to EDF Energy, £72 to Priddy Accountancy for internal audit 2012-13, £582 76 to Came & Co for insurance, £139 65 to Binegar Playing Field Group for VAT reclaim and £100 to Binegar Memorial Hall for room hire 2012-13. 3 Wayleave to Class Motor Services Payment for 2013-14 of £50 was received and accepted for the wayleave for the <i>Class Motor Service</i> sign at Clarke's Pond. 4 Annual accounts and audit The meeting received and approved the annual accounts excepting the claim for £89 18 by the Clerk. Gus outlined the internal audit report and stated that it had not been signed by the Responsible Financial Officer and that item 4(G) stated that employees' salaries had not been paid in full. With the Council's approval, Gus amended item 4(G) to show that the full salary had been paid. Gus undertook to seek advice from the external auditor on how to proceed.</p>	RH GH
14	<p>Business items 1 Community gardening: planters at village signs It was noted that this project had received approval from Somerset Highways.</p>	

	<p>Business items (continued)</p> <p>2 Flood plan Gus reported that he had prepared an outline for a flood plan and presented it to members of the community affected. He stated that it required input from those at flood risk (for example, who would be willing to carry out monitoring and maintenance tasks) and that the Council could not take the matter further without such input. It was agreed to close the item.</p> <p>3 1930 Ordnance Survey map Gus reported that as there had been no response from the Memorial Hall Committee he had offered the map to the Somerset archive. The archive accepted and Gus undertook to deliver the map.</p> <p>4 War memorial David reported that he had supplied information requested to Mendip District Council.</p> <p>5 Parish Priest licensing David received the Council's gift of a parish map to present to the new Priest.</p> <p>6 Community defibrillator Cath reported on the recent demonstration of defibrillator use. She stated she had also heard from <i>Somerset Ambulance Service</i> which offered a defibrillator, maintenance and instruction for a donation of £1,500 plus £720 for the equipment. The Council agreed to take the matter further and asked Cath to put forward a proposal.</p> <p>7 Village clean-up day David undertook to ascertain whether the WI would again organise such an event.</p> <p>8 Neighbourhood Plan Gus outlined the status of such a plan and the process of preparing one. Following discussion, it was agreed that, at this point, there was no reason to prepare a Neighbourhood Plan.</p> <p>9 Openness and transparency on personal interests Members received and noted this government publication.</p> <p>10 Community Payback Group Cath outlined possible help that offenders might offer. The Council supported the idea in principle and it was agreed to consider suitable projects.</p>	<p>GH</p> <p>CL</p> <p>DS</p> <p>CL</p>
15	<p>Correspondence The Council was pleased to receive letters of thanks from <i>Dorset & Somerset Air Ambulance</i> and from the <i>Citizen's Advice Bureau</i> for its donations. It was also pleased to receive a letter from the Parochial Church Council thanking the Council for its maintenance of the graveyard.</p>	
16	<p>Matters of report 1 Kings Lane David reported pot holes on Kings Lane. Philip undertook to report these.</p>	PB
17	<p>Next meeting It was agreed to meet on 2 July 2013 at 7 30 pm in the Memorial Hall.</p>	

The Chair closed the meeting at 9 30 pm

BINEGAR PARISH COUNCIL

Minutes of the meeting held on 2 July 2013 in the Memorial Hall at 7 30 pm

Present: Gus Halfhide (Chair), Roger Anderson, Philip Blatchford, Richard Higgins, David Stone, Cath Law

1	<p>Apologies for absence An apology was received from Jude Robbins</p> <p>Declarations of interests No declarations of interest were made.</p>	
2	<p>Minutes of the previous meeting The Minutes of the 4 June 2013 meeting were approved and signed by the Chair</p>	
3	<p>Matters arising from the Minutes</p> <p>1 Cover for the Clerk's duties When requested, Richard agreed to keep a record of the meeting. Gus reminded the Council that its statutory Annual Return of finances required the signature of the Responsible Financial Officer (RFO) and the Clerk. He noted that this was not possible during the Clerk's absence. He stated that he had sought advice from the external auditor, had gained an extension of the deadline for submission and proposed to appoint a temporary RFO and clerk. He proposed Richard to be RFO and Philip to be Clerk, Roger seconded these proposals the Council agreed the temporary appointments.</p> <p>2 Proposed time log for the Clerk (Min 7.6) Cath presented several options and stated that she would wish to discuss with Rachel which log was most suitable. Meanwhile, it was agreed that the temporary Clerk and RFO might try the simplest log and Cath undertook to circulate it.</p> <p>3 Somerset County Council weed sprayer proposal (Min 3.1) Philip was asked to seek a progress report from Cllr. Siggs.</p> <p>4 Erection of notice board at Binegar Green (Min 7.1) Philip reported that the contractor had undertaken to do this work.</p> <p>5 Tree condition assessments: cemetery and playing field (Min 9) David stated that he had been unable to obtain a second quote and it was agreed to proceed with the quotation received at £350.</p> <p>6 Incursion on Council land at Emborough (Min 10.2) Richard reported the land agent's advice was to instruct the neighbour to leave the land and restore the fence or offer a licence. Given the danger of the geological fault, it was agreed to ask the land agent to instruct the neighbour to leave the land.</p> <p>7 George Inn Gus reported that he had written to the receiver to register a claim for the debt.</p>	<p>CL</p> <p>PB</p> <p>DS</p> <p>RH</p>
4	<p>Local government reports An apology for absence and a written report from Cllr. Siggs were noted.</p>	
5	<p>Police report The report listed sheep on Marchants Hill on 2 June and was noted.</p>	

6	<p>Planning issues</p> <p>1 Affordable housing survey Gus reported that he had received no further information about this proposal.</p> <p>In light of late information received, it was agreed under Standing Order 4(a) to suspend Standing Order 5(a) to allow discussion of the following:</p> <p>2 Emborough Grove developments It was noted that an appeal against refusal of planning consent had been lodged with comments required by 26 July. The Council empowered Richard to make a response having first consulted members.</p> <p>3 The Batch, Neville's Batch It was noted that this was for sale. The Council wished to be assured that the owner had complied with the Planning Inspector's specific conditions for the site. Gus undertook to enquire further.</p>	RH GH
7	<p>Proposal for a community defibrillator A report from Cath comparing two options was received and considered. Following discussion, the Council resolved that it should pursue securing funds for a defibrillator. Cath outlined the relative merits of the AED and South West Ambulance Service defibrillators. She considered the length of guarantee and assistance offered with fund-raising were the two elements that tipped the selection in favour of AED and Councillors agreed. There was discussion on where to locate the machine and how to raise funds. It was agreed to inform the community starting at the September Village Day. Cath undertook to lead the process.</p>	CL
8	<p>Parish Council records storage and email management policy Gus requested that this item be deferred to the September meeting.</p>	
9	<p>Parish Council website Richard proposed opening the website to the public and this was agreed.</p>	RH
10	<p>Employment policies A report from Richard on grievance, discipline and anti-bullying policies was received. It was agreed to reaffirm grievance and discipline policies as set out in the Clerk's contract. It was agreed that, with only one employee, an anti-bullying policy appeared unnecessary. It was noted that, in these matters, members were bound by the Council's <i>Code of Conduct</i>.</p>	
11	<p>Events attended There were no events attended to report.</p>	
12	<p>Financial matters: Annual Return Gus reminded the Council it had approved the annual accounts in June. He stated that the Clerk had refused to sign the statutory Annual Return. She claimed the accounts were inaccurate for failing to include a pay claim submitted by the Clerk but rejected by the Council. The internal auditor had also been persuaded to withdraw his signature from the Return. Gus reported advice from SALC and both auditors. He stated that SALC had advised appointing a temporary Responsible Financial Officer and Clerk to complete the Return. On hearing the position, the internal auditor had restored his approval of the Return and written to that effect. The external auditor had extended the deadline for its receipt.</p>	

13	<p>Binegar Playing Fields Group</p> <p>The Minutes of the June meeting were received and noted. Roger pointed out that he had proposed a swing suitable for disabled children and young people rather than simply access to the swings as shown in the Minutes. Philip undertook to take the matter on.</p> <p>David reported that the replacement of the electricity meter backing board was in hand between Philip Bridges and EDF Energy.</p>	PB
14	<p>Highways and rights of way</p> <p>1 Parish Paths Liaison Officer report</p> <p>Philip stated that there were no items to report.</p> <p>2 Binegar Bottom/Roemead Lane junction: drainage and ditch</p> <p>David stated that the surface of Binegar Bottom roadway was being destroyed by water running over it from Roemead Lane. He said that the surface could be protected were a short ditch dug to channel water along the side of the road. Philip undertook to report the matter.</p> <p>3 Kings Lane: potholes</p> <p>Philip stated that he had reported these but did not know if they had been filled.</p>	PB
15	<p>Correspondence</p> <p>There was no correspondence to receive.</p>	
16	<p>Items for the next or a future agenda</p> <p>It was agreed to add an address from the Scout leader to the September agenda.</p>	RH
17	<p>Date and time of next meeting</p> <p>It was agreed to meet at Binegar Memorial Hall on 3 September 2013 at 7 30 pm.</p>	

The Chair closed the meeting at 9 05 pm

BINEGAR PARISH COUNCIL

Minutes of the meeting held on 3 September 2013 in the Memorial Hall at 7 30 pm

Present: Gus Halfhide (Chair), Philip Blatchford, Richard Higgins, Cath Law, Jude Robbins, David Stone,

1	<p>Apologies for absence An apology was received from Roger Anderson</p> <p>Declarations of interests David declared an interest as a Parochial Church Councillor in item 14.4: suggestion to extend Binegar Cemetery.</p>	
2	<p>Minutes of the previous meeting The Minutes of the 2 July 2013 meeting were approved and signed by the Chair</p>	
3	<p>Matters arising from the Minutes</p> <p>1 Cover for the Clerk's duties (Min 3.1) The meeting agreed to continue the temporary arrangements for Clerk (Philip) and Responsible Financial Officer (Richard). Richard agreed to take the minutes.</p> <p>2 Somerset County Council weed sprayer proposal (Min 3.3) Philip stated that he had discussed this pilot with the County. He noted that the County would supply most aspects of the project but not insurance. Philip undertook to arrange a meeting with the County to conclude arrangements.</p> <p>3 Erection of notice board at Binegar Green (Min 3.4) Philip reported that this work had been completed satisfactorily.</p> <p>4 Tree condition assessments: cemetery and playing field (Min 3.5) David stated that he had invited condition assessments from a tree surgeon and hoped to receive an opinion shortly. Philip expressed concern over an ash tree that had dropped branches in the playing field. Following discussion, it was agreed to seek the opinion of the Playing Field Group on whether to fell the tree.</p> <p>5 Incursion on Council land at Emborough (Min 3.6) Richard stated that the owners of the neighbouring house had been instructed to move their property from Council land but had not done so. Following discussion, it was agreed to obtain estimates to fence the land, giving notice to the neighbours that their property would be moved at that stage.</p> <p>6 Proposal for a community defibrillator (Min 7) Cath updated the meeting on the launch of an appeal for this project at the Village Day. Between them, Councillors undertook to deliver leaflets to residents.</p> <p>7 Community gardening/Binegar Bottom planting (June Mins 10.1 & 14) This item was deferred.</p>	<p>PB</p> <p>DS</p> <p>PB</p> <p>PB</p> <p>RH</p>

	<p>8 Electricity backing board replacement (Min 13 refers) David reported that this work had been completed satisfactorily.</p>	
4	<p>1st North Mendip Scout Group The meeting welcomed Sandra Pennyfather, Scout Leader. Sandra said that the scout group had grown sufficiently to be independent and had been established as the <i>1st North Mendip Scout Group</i>.</p> <p>Sandra stated that this gave the Group greater flexibility and responsiveness. She said that the Group wished to work with the Council offering help and suggesting ways in which the Council might assist the Scouts. Sandra said they had several ideas already that she would put formally to the Parish Council.</p> <p>Sandra was thanked for attending and congratulated on the Group's achievement.</p>	
5	<p>Local government reports A written report from Cllr. Siggs was noted. It was agreed to apply for a <i>Small Improvement Schemes Grant</i> towards the community defibrillator.</p>	RH
6	<p>Police report No report was received.</p>	
7	<p>Confidential matters The Council RESOLVED that, in view of the confidential nature of the business about to be transacted, it was advisable, in the public interest, that the public be temporarily excluded since information about an individual was likely to be disclosed.</p>	
8	<p>Planning issues 1 2012/3033 Emborough Grove Richard reported that the Council's further comments had been sent to the Planning Inspector adjudicating this appeal which had yet to be determined.</p> <p>2 The Batch, Neville's Batch Gus reported that the owner had not complied with the Planning Inspector's specific conditions for the site and had been given to 19 November to do so.</p>	RH
9	<p>Financial matters 1 Annual Return Gus reported that this statutory Return had been submitted to the external auditor.</p> <p>2 Financial report Richard gave an oral report for the months to 31 July noting that most of the year's income had been received and that about one-third of the budget had been spent. He drew attention to the sum set aside for projects at the cemetery which remained untouched.</p> <p>3 Payments It was RESOLVED to authorise the following payments: Playsafe Ltd for annual playground inspection: £128.40 P N Milverton (Construction) Ltd for Binegar Green notice board: £117.60 EDF Energy for electricity supply: £25.01 P Blatchford for book <i>Arnold Baker Local Government Administration</i>: £60.00</p>	

10	Parish records Gus reported that he had lodged various records with the Somerset Archive.	
11	Structure, style and standards for Parish Council agendas and minutes The meeting received, considered and agreed reports recommending standards for these communications. It was agreed to post them on the website.	RH
12	Somerset County Council: Chairman's award for Services to the Community Notice of this award had been received too late for action. To avoid such difficulty in future, it was agreed to consider award nominations each year in June.	RH
13	Parish Council website Richard proposed a policy for website updates. It was agreed that routine items (e.g. minutes) would be added without further authorisation but that Councillors would be consulted on other changes to the website. If a Councillor objected to a change, it would be removed from the website pending further consideration.	
14	Binegar cemetery 1 Request to reserve a plot Following consideration, it was RESOLVED to approve a request to reserve a plot for burial. Gus undertook to update the cemetery records. 2 Request for the burial of Miss Chloe Wilcox It was RESOLVED to endorse the Chair's approval of the sale of a plot and a funeral. Gus undertook to update the cemetery records. 3 Grave spoil bunker It was noted that the spoil bunker was full. David undertook to organise emptying. 4 Parochial Church Council (PCC) suggestion to extend the cemetery The meeting welcomed the Revd. Captain Richard Priestley, Mr Grenville and Mrs Molly Reakes. Councillors heard that the Church Commissioners proposed the sale of the Glebe Land (<i>The Fair Field</i>) beside Holy Trinity Church and Binegar cemetery. It was reported that the PCC had considered what local needs might be met by use of all or part of the field. Considering the disruption caused to traffic on Station Road when there were weddings or funerals, etc., the PCC intended to suggest that the Church Commissioners reserve some land for church parking. Were the field sold, there would be no future opportunity to extend the cemetery. The PCC, therefore, considered that the Parish Council might wish take the opportunity to seek reservation of part of the field for an extension to the cemetery. Following discussion, the Parish Council agreed to support the Parochial Church Council's approach to the Church Commissioners to set out the local needs that could be met by use of part of the Glebe Land, including a cemetery extension.	GH GH DS
15	Events attended Gus reported on a <i>Somerset Association of Local Councils</i> meeting in which a principal item had been hydraulic fracturing recovery of gas.	
16	Binegar Playing Fields Group The Minutes of the meetings held on 23 July and 13 August were received and noted.	

17	<p>Highways and rights of way</p> <p>1 Parish Paths Liaison Officer report Philip stated that he had almost completed his walk of all parish paths and reported them to be in remarkably good order. Gus stated that this did not include the footpaths running behind the School and between Turner's Court and Tellis Lanes about which complaints had been received. Philip undertook to walk the paths and clear any obstructions.</p> <p>2 Binegar Bottom/Roemead Lane junction: drainage and ditch It was noted that Somerset County Council had taken no action to date.</p> <p>3 Kings Lane: potholes It was noted that these had been filled.</p> <p>4 Station Road, street light 15 David reported that this was lit 24 hours a day. Philip undertook to report this.</p>	PB PB
18	<p>Correspondence Amongst correspondence of an ephemeral character, Philip reported consultation on the siting of a pedestrian crossing over the A37 at Gurney Slade. He stated that Somerset County Council offered two options. The preferred option, which the Council RESOLVED to support, crossed from between <i>The George</i> and Underhill. The Council noted with some surprise that the estimated cost was £83,000. Philip undertook to respond to the consultation.</p>	PB
19	<p>Items for the next or a future agenda It was agreed to add Emborough Pond footpaths and electricity supply to the playing field to the October agenda.</p>	RH
20	<p>Date and time of next meeting It was agreed to meet at Binegar Memorial Hall on 1 October 2013 at 7 30 pm.</p>	

The Chair closed the meeting at 9 25 pm

BINEGAR PARISH COUNCIL

Minutes of the meeting held on 1 October 2013 in the Memorial Hall at 7 30 pm

Present: Gus Halfhide (Chair), Philip Blatchford, Richard Higgins, Cath Law, David Stone,

1	<p>Apologies for absence Apologies were received from Roger Anderson and Jude Robbins.</p>	
2	<p>Declarations of interests There were no disclosures of interest from Councillors about matters on the agenda.</p>	
3	<p>Minutes of the previous meeting It was RESOLVED that the Minutes of the 3 September 2013 meeting be signed as a correct record.</p>	
4	<p>Matters arising from the Minutes</p> <p>1 Cover for the Clerk's duties (Min 3.1) The meeting agreed to continue the temporary arrangements for Clerk (Philip) and Responsible Financial Officer (Richard). Richard agreed to take Minutes. It was RESOLVED that the officers might submit claims for out-of-pocket expenses.</p> <p>2 Somerset County Council weed spraying proposal (Min 3.2) Philip reported that the County had offered to supply equipment, training and insurance (for trunk roads) for those involved in the project. Risk assessments and record keeping had also been agreed. Gus noted that those spraying on minor roads were covered by the Council's insurance. It was agreed to proceed with the project.</p> <p>3 Tree condition assessments: cemetery and playing field (Min 3.4) David stated that he had arranged to meet a tree surgeon later in the week.</p> <p>4 Incursion on Council land at Emborough (Min 3.5) Richard reported that he, Philip and David had inspected the site and noted that the neighbours had removed their play equipment. The visit surveyed fencing needs and noted the presence of <i>Fallopia japonica</i>. Following discussion, it was agreed to obtain estimates for dealing with the knotweed, deferring progress with the fence.</p> <p>5 Proposal for a community defibrillator (Min 3.6) The meeting received an update from Cath. Following discussion, Cath undertook to seek funds from national and local charities and potential benefactors</p> <p>6 Community gardening/Binegar Bottom planting (Min 3.7) This item was deferred.</p> <p>7 Binegar cemetery: reservation of plot (Min 14.1) Gus stated that, in seeking approval at the previous meeting, he had omitted to state that the request was for a double plot. The Council noted this and RESOLVED to approve the reservation of a double plot.</p>	<p>PB</p> <p>DS</p> <p>PB</p> <p>CL</p>

	<p>8 Binegar Bottom: botanical survey (June Min 10.1) The meeting received and considered the survey report which noted deterioration in the diversity of flora on the site. Philip and Richard stated that they would seek advice on management of the <i>Local Wildlife Site</i> and report back.</p>	PB RH
5	<p>Village Agent The meeting welcomed Jackie Smith who outlined progress during her first year. Jackie reported she had helped 50-60 clients in her villages in a variety of ways and established good local contacts. Jackie was thanked for attending and congratulated on her first year's achievements.</p>	
6	<p>Local government reports The meeting welcomed Rachel Carter and Harvey Siggs. There was discussion on licences for unconventional gas exploitation. Harvey stated that extraction of methane from coal seams rather than hydraulic fracturing was likely and explained the position of the District Council as a consultee in any planning application.</p> <p>Rachel undertook to take forward any matters with which the Council needed help and was thanked for this offer.</p>	
7	<p>Police report Reports from Claire Leonard were received: 02/6 sheep loose on A37, 25/6 gunfire heard, 26/6 informed of filming at Highcroft Quarry to include explosions and gunfire, 15/7 possible drink-driver on A37, 28/7 lorry knocked off branches onto A37, 30/7 delivery driver smelling of alcohol, 11/8 road rage incident on A37, 19/8 female driver tailgated by lorry through village, 01/9 cyclist hit by vehicle at Chapel Lane junction receiving minor injuries, 17/9 tree down blocking A37, 24/9 car in ditch near Mendip Inn.</p>	
8	<p>Planning issues</p> <p>1 Pedestrian crossing across A37 at Gurney Slade The Council received and noted Somerset County Council's proposal.</p> <p>2 2012/3033 Emborough Grove Richard reported this appeal had yet to be determined.</p> <p>3 Emborough Grove: proposal to seek statutory recognition of footpaths Philip outlined the background and progress with this issue. Following discussion, it was RESOLVED to pursue statutory recognition of these footpaths.</p>	RH PB
9	<p>Financial matters</p> <p>1 Report for the half-year It was noted that the 2013 Annual Return had been approved by the auditor. A financial report to 30 September was received. It was noted that almost all income for the year had been received and that half the budget had been spent.</p> <p>2 Banking It was noted that the Council's account had been transferred to TSB.</p> <p>3 Budget 2014-15 A draft budget was received and Councillors were asked to consider items of expenditure for 2014-15.</p>	

	<p>4 Payments</p> <p>It was RESOLVED to authorise the following payments: PP Bridges for replacement of meter backing board: £108.00 AP Print Design for leaflets: £31.00</p>	
10	<p>Events attended</p> <p>There were no reports but Cath was authorised to book a place on two courses.</p>	CL
11	<p>Parish Council land at Emborough</p> <p>Following concern over the boundaries of field ST6350 0284, David reported on an inspection of the field and Land Registry Title. He stated that both boundary and title were in order.</p>	
12	<p>Electrical supply: playing field and proposed defibrillator</p> <p>Philip stated that the Council paid a £98 annual standing charge for the playing field supply but had used no power for two years. He proposed that the Council seek permission from the Memorial Hall to take a metered supply from the Hall for both the field and defibrillator. He had received an estimate of £488 for this work. It was RESOLVED to seek the Hall's permission and David undertook to do this.</p>	DS
13	<p>Binegar Playing Fields Group</p> <p>The Minutes of the meeting held on 4 September were received and noted. Philip stated that the <i>Village Day</i> had been successful with requests for a repeat.</p>	
14	<p>Highways and rights of way</p> <p>1 Parish Paths Liaison Officer report</p> <p>Philip stated that he had cleared the blocked paths behind the school and between Tellis and Turner's Court Lanes.</p> <p>2 Binegar Bottom/Roemead Lane junction: drainage and ditch</p> <p>Philip reported that Somerset County Council had requested a meeting to consider this matter.</p> <p>3 Drainage channel below A37 by Gurney Slade Post Office</p> <p>Richard stated that the channel was congested with undergrowth and, from experience of floods in 2012, required clearing before winter. Gus undertook to progress this.</p>	PB GH
15	<p>Correspondence</p> <p>Philip reported receipt of a copy of a letter from the residents of Fairfield Cottage to the Bath & Wells Diocese requesting information about intentions for the Fair Field.</p>	
16	<p>Confidential matters</p> <p>The Council RESOLVED that, in view of the confidential nature of the business about to be transacted, it was advisable, in the public interest, that the public be temporarily excluded since information about an individual was likely to be disclosed.</p>	
17	<p>Date and time of next meeting</p> <p>It was agreed to meet at Binegar Memorial Hall on 5 November 2013 at 7 30 pm.</p>	

The Chair closed the meeting at 9 45 pm

BINEGAR PARISH COUNCIL

Minutes of the meeting held on 5 November 2013 in the Memorial Hall at 7 30 pm

Present: Gus Halfhide (Chair), Philip Blatchford (after item 5.3), Cath Law (after item 5.3), Jude Robbins, David Stone, Kim Connor (for item 5.6 only)

1	<p>Apologies for absence It was RESOLVED to accept apologies from Roger Anderson and Richard Higgins.</p>	
2	<p>Declarations of interests There were no disclosures of interest from Councillors about matters on the agenda except David for item 9.3.</p>	
3	<p>Chair's announcements No announcements.</p>	
4	<p>Minutes of the previous meeting It was RESOLVED that the Minutes of the 1 October 2013 meeting be signed as a correct record with the addition of Rachel Carter and Harvey Siggs attending for part of the meeting.</p>	
5	<p>Matters arising from previous Minutes</p> <p>1 Cover for the Clerk's duties The meeting agreed to continue the temporary arrangements for Clerk (Philip) and Responsible Financial Officer (Richard). Gus agreed to take Minutes.</p> <p>2 Somerset County Council weed spraying proposal Gus reported that SCC had approved the trial project. Philip will be the BPC contact.</p> <p>3 Tree condition assessments: cemetery and playing field David had obtained the written quote and it was RESOLVED to carry out the work at a cost of £500. David was also asked to find out what it would cost to cut down the 6 fir trees in the cemetery.</p> <p>4 Council land at Emborough: <i>Fallopia japonica</i> treatment Philip said there was no update. Gus asked the PC to note that Western Power will be cutting back trees on that land to avoid potential damage to power lines.</p> <p>5 Proposal for a community defibrillator Cath advised that requests for funding had been sent to local businesses, Plymouth Brethren and Tessa Munt. Collection boxes had also been placed in The Horse & Jockey, The George and The PO. Morris and Perry had made a £500 donation and it was agreed that Cath send a 'thank you' letter.</p> <p>6 Electrical supply to defibrillator and playing field David advised that the Memorial Hall Committee had approved the work at its last meeting. He was asked to obtain confirmation from Brian Rich.</p>	<p>DS</p> <p>CL</p> <p>DS</p> <p>PB</p>

	<p>Philip advised that the total cost would be £883. He was asked to obtain a formal quote but it was RESOLVED that the work be carried out as quoted.</p> <p>6 Community gardening/Binegar Bottom planting Kim advised that the proposal was as presented to the PC in May and provided an update on the acquisition of (420) trees and other materials. Work is scheduled to be done in stages with the help of the scouts starting on Saturday 9th November. It was RESOLVED that she proceed as proposed.</p> <p>7 Binegar Bottom: botanical survey (Min 4.8) Philip said that in addition to the survey carried out he had surveyed the site with a lecturer from Radstock Technical College. They had identified honeysuckle and clematis not shown in the previous report. It was RESOLVED to allow Radstock College to conduct further surveys providing BPC were informed in advance and be provided with copies of the survey. Philip to inform Radstock College. Philip was asked to submit a proposal to BPC on any further work such as coppicing that he would like to carry out in Binegar Bottom.</p>	PB
6	<p>Local government reports No reports received.</p>	
7	<p>Police report <i>The following report had been received from Nicola Housley but was not available at the meeting.</i> 22/10 An attempt break in at Gurney Slade shop in the early hours, no entry gained 28/10 A fallen tree on the A37 towards Gurney Slade</p>	
8	<p>Planning issues 1 2012/3033 Emborough Grove It was noted that this appeal had yet to be decided.</p> <p>2 Emborough Grove: proposal to seek statutory recognition of footpaths No update.</p>	RH PB
9	<p>Financial matters 1 Budget 2014-15 The meeting received and noted a draft budget for 2014-15.</p> <p>2 Contract for grass cutting 2014-15 A specification of the work required was received and considered and It was agreed to seek a price for this from J & K Primrose. <i>A proposal had been submitted by Primrose's but was not available at the meeting.</i></p> <p>3 Rents and wayleaves (1) It was noted that Western Power pay £70 per year for agreements relating to poles and overhead lines. (2) It was RESOLVED that the Class Motor Vehicles wayleave charge for the sign at Clarke's Pool be £60 for 2014-2015. (3) It was RESOLVED that The George wayleave charge for the sign at Clarke's Pool be waived for 2013-2014 as a gesture of goodwill for the new tenants but that they are also informed that the full charge will apply for 2014-2015</p>	RH RH

	<p>4 Payments</p> <p>It was RESOLVED to authorise the following payments:</p> <ol style="list-style-type: none"> 1 Binegar Playing Fields Group for Bronze Award: £25.00 2 South West Councils subscription: £ 289.82 3 Grant Thornton for audit: £120.00 4 EDF Energy for electricity supply: £14.79 	
10	<p>Standing orders</p> <p>It was RESOLVED that the revised Standing Orders as proposed by Gus and Cath with Philip's amendments be adopted. Gus will tidy up the document and circulate.</p>	GH
11	<p>Holy Trinity graveyard and Binegar Cemetery</p> <p>Gus informed the PC that the 5 yearly safety audit of the graveyard and cemetery was due in 2014. It was agreed to add it to the forward agenda. It was also agreed that Gus and Richard review and submit a proposal as to what Burial information should be published on the website.</p>	GH RH
12	<p>Events attended</p> <p>Gus provided an update on the Local Choices event he had attended at Kilver Court.</p>	
13	<p>Binegar Playing Fields Group</p> <p>The Minutes of the meeting held on 8 October were received and noted.</p>	
14	<p>Highways and rights of way</p> <p>1 Binegar Bottom/Roemead Lane junction: drainage and ditch Philip and David had met with Highways and shown them the problem. Highways have added it to their schedule of work.</p> <p>2 Drainage channel below A37 by Gurney Slade Post Office Gus has reported it to the SCC Flood Risk team who have passed to Highways.</p> <p>3 Other items to report</p> <ul style="list-style-type: none"> • Binegar Bottom street sign at end of Roemead Lane needs re-erecting, reported to Highways. • BPC bye law sign on Binegar Bottom needs reerecting. It was RESOLVED that Philip acquire materials and re-erect with Gus' help. • It was RESOLVED that the stiles on the Binegar Bottom land be replaced with 'squeeze stiles'. Philip and Gus to assess requirements and proceed as necessary. • It was RESOLVED to replace the broken gate post on the Binegar Bottom land to acquire a new padlock and chain. Philip and Gus to assess requirements and proceed as necessary. • It was agreed that Philip report the leaves, causing a slipping hazard, on the pavement along the A37 between Salisbury Terrace and Kings Lane to Highways. • It was agreed that Philip report a safety concern with lorries mounting the pavement, in the same location, to Highways 	PB GH PB GH PB PB
15	<p>Correspondence</p> <p>Gus reported a letter from Tessa Munt (already passed to Cath) re potential defibrillator funding.</p>	

	<p>Philip reported:</p> <ul style="list-style-type: none"> • The Parish Highways Service information Pack now available on the SCC website at www.somerset.gov.uk/localchoices • Temporary road closure at Thickthorn Lane, Ston Easton for 3 days from 9th December. 	
16	<p>Items for the next or future agenda Cemetery and graveyards audit in 2014.</p>	
17	<p>Confidential matters There was no resolution to exclude the press and public as only councillors were present.</p>	
18	<p>Date and time of next meeting It was agreed to meet at Binegar Memorial Hall on 3 December 2013 at 7 30 pm. Jude gave her apologies in advance; she will not be able to attend.</p>	

The Chair closed the meeting at 9 40 pm.

BINEGAR PARISH COUNCIL

Minutes of the meeting held on 3 December 2013 in the Memorial Hall at 7 30 pm

Present: Gus Halfhide (Chair), Philip Blatchford, Richard Higgins, Cath Law, David Stone

In attendance: Nikki Housley (Avon & Somerset Police), Councillors Carter and Siggs

1	<p>Apologies for absence It was RESOLVED to accept apologies from Roger Anderson and Jude Robbins.</p>	
2	<p>Declarations of interests Philip declared an interest in agenda item 5.6.2. There were no other disclosures of interest from Councillors.</p>	
3	<p>Chair's announcements The Chair stated that the local government and police reports would be taken immediately following the affirmation of the accuracy of the minutes.</p>	
4	<p>Minutes of the previous meeting It was RESOLVED that the Minutes of the 5 November 2013 meeting be signed as a correct record.</p>	
5	<p>Matters arising from previous Minutes</p> <p>1 Cover for the Clerk's duties (Min 5.1) The meeting agreed to continue the temporary arrangements for Clerk (Philip) and Responsible Financial Officer (Richard).</p> <p>2 Tree condition assessments: cemetery and playing field (Min 5.3) David stated that, when the contractor undertook the work already agreed, he would seek a quotation for felling the conifers lining the path of the cemetery. It was RESOLVED to delegate authority to David to agree works up to a cost of £500.</p> <p>3 Council land at Emborough (Min 5.4) Philip reported <i>Ecosulis</i> quoted £305+VAT per treatment of the <i>Fallopia japonica</i> invading the land (with nothing received from the other company asked to quote). It was noted that two annual treatments would be required over three years and that the price required that a person be in attendance for safety.</p> <p>Philip stated that access should be prevented to avoid spread of the plant. It was noted that fencing the site had been deferred but it was agreed that this should now be done. Philip undertook to ascertain the access route that <i>Ecosulis</i> required and arrange for a quote for fencing in light of that.</p> <p>4 Community defibrillator (AED) (Min 5.5) Cath reported that her application to Tessa Munt MP had been successful and that the Plymouth Brethren were to donate an AED. She awaited the donor's approach. Cath undertook to discover if monitoring of the AED required a telephone line.</p>	<p>DS</p> <p>PB</p> <p>CL</p>

	<p>5 Electrical supply to defibrillator and playing field (Min 5.6) Philip stated that a quotation for the work was awaited. In light of the agreed work, it was RESOLVED to arrange disconnection of the playing field electrical supply.</p> <p>6 Binegar Bottom 1 Tree planting (<i>The other Min 5.6</i>) It was noted with pleasure that the tree whips had been planted along Binegar Bottom. Gus reported a comment that some planting was too near the road. 2 Horticultural management (<i>Min 5.7</i>) Philip reported that a meeting with <i>Somerset Wildlife Trust</i> was being arranged.</p> <p>Philip outlined an arboriculture management proposal to clear fallen trees and rotationally coppice others. He stated that he would carry out this work at no expense to the Council or profit to himself and with proper insurance. He noted that vehicle access to the site would be required and undertook to supply Councillors with the full written proposal. It was RESOLVED to accept Philip's proposal.</p> <p>Philip confirmed that any access for teaching by <i>Radstock Technical College</i> would be subject to formal request to the Council. 3 Maintenance (<i>Min 14.3</i>) Philip stated that he had purchased the sundries required to re-erect the bye-law sign and he and Gus would do this work.</p> <p>Gus undertook to supply a specification for <i>squeeze stiles</i> and Philip undertook to obtain prices to make the necessary replacements.</p> <p>Philip gave a report of the condition of the entry gate and posts and undertook to obtain prices for replacement gate posts.</p> <p>7 Cemetery information for website (Min 11) Gus stated that he and Richard would bring forward a proposal in February 2014.</p> <p>8 Highways 1 Outstanding works noted (<i>Mins 14.1, 14.2, 14.3</i>) Binegar Bottom/Roemead Lane drainage and ditch (from Jul 13) Clearance of drainage channel by Gurney Slade post office (from Oct 13) Binegar Bottom/Roemead Lane re-erection of road sign (from Nov 13) 2 Completed works noted (<i>Min 14.3</i>) Clearance of leaves from the A37 footpath Cut-back of trees to prevent lorries mounting the pavement</p>	<p>PB RH</p> <p>PB</p> <p>PB</p> <p>PB</p> <p>GH PB</p> <p>PB</p> <p>GH</p>
6	<p>Local government reports Cllr Carter suggested that the parish might wish to do any small maintenance tasks, for example, signpost repainting, which would not attract priority from Mendip.</p> <p>The Councillors announced the opening of an innovative reception <i>The Hub</i> at Shepton Mallet. It would serve police, district and county offices using volunteers to steer callers to the right service first time. Gus indicated he would be attending the opening on Friday 6 December.</p>	

7	<p>Police report</p> <p>PC Nikki Housley gave an oral report of incidents locally in November:</p> <ul style="list-style-type: none"> ▪ Mud on road at Burnt Wood crossroads (well signed, not serious) (5/11) ▪ Road traffic accident by Mendip Golf Club (no injuries) (6/11) ▪ Slow carnival procession on A37 (organiser notified) (11/11) ▪ Explosions at Highcroft Quarry without warning (13/11) ▪ Injured deer (not found, usual to despatch wounded animals) (18/11) <p>Cllrs Carter and Siggs and PC Housley departed.</p>	
8	<p>Planning issues</p> <p>1 2012/3033 Emborough Grove</p> <p>It was noted that this appeal had been dismissed. Richard reported that the Emborough Parish Meeting had voted to support to Binegar Parish Council's attempts to enforce the planning decision. Richard agreed to write to Mendip District Council in particular about reinstatement of the northern bank where the causeway had been built.</p> <p>2 Emborough Grove: proposal to seek statutory recognition of footpaths</p> <p>It was noted that Richard had taken on this task.</p>	RH RH
9	<p>Financial matters</p> <p>1 Budget 2014-15</p> <p>Richard presented a budget based on the latest projected out-turn for 2013-14. Lower than estimated spending for tree works and defibrillator had raised the estimated carry forward to £3,925. Budgeted expenditure totalled £16,368. This implied setting the precept at £7,275.</p> <p>In discussion, it was noted that higher costs had been identified for notice boards and churchyard gates and a budget would be required for felling the conifer trees in the cemetery. In light of these and other uncertainties, Richard suggested lifting the contingency sum from £1,500 to £2,000 and this was agreed.</p> <p>It was noted that these changes brought the expenditure total to £17,743 implying a precept of £8,700. It was also noted there was likely to be income from the <i>Support Grant</i> and it was agreed this should be deducted from the precept.</p> <p>It was RESOLVED to agree the budget as amended in the meeting and set the precept at £8,700 less the value of any <i>Support Grant</i>.</p> <p>2 Contract for grass cutting 2014-15</p> <p>A quotation for £3,696+VAT was received from Primrose Garden Maintenance Ltd. The work specified was agreed to be sufficient. The Council noted with thanks that Kit Primrose had held the price of the contract for the third year. It was RESOLVED to accept the quotation from Primrose Garden Maintenance Ltd.</p> <p>3 Payments</p> <p>It was RESOLVED to authorise and make the following payments:</p> <ol style="list-style-type: none"> 1 <i>Corporate Health</i> for occupational health assessment: £285.00 2 <i>Somerset Playing Fields Association</i> annual subscription: £10.00 3 Philip Blatchford for sundries to maintain bye-law notice: £39.71 	RH RH

10	<p>Holy Trinity graveyard and Binegar Cemetery</p> <p>The Council noted the burial of Mrs Josephine Rydon on 6 November 2013. Gus expressed concern that, contrary to the Council's policy set in 1999, Mrs Rydon had purchased the burial plot in advance. He questioned whether there were any other such pre-purchased plots. It was noted that the question would have to wait until the Clerk resumed work. It was noted that the headstone fee was outstanding and Philip undertook to follow this up.</p>	PB
11	<p>Events attended</p> <p>There were no reports.</p>	
12	<p>Binegar Playing Fields Group</p> <p>It was noted that there was no meeting held in November 2013.</p>	
13	<p>Highways and rights of way</p> <p>There were no matters reported.</p>	
14	<p>Correspondence</p> <p>Planning application 2011/2357: From Mendip District Council - approvals and refusals of details reserved by condition; land adjacent to <i>The Beechings</i>.</p> <p>Planning application 2013/2289: Philip reported an email seeking comments on this application which had not been received. Gus undertook to investigate.</p>	GH
15	<p>Items for the next or future agenda</p> <p>Cemetery information for posting on website: February 2014</p>	
16	<p>Confidential matters</p> <p>The Council RESOLVED that, in view of the confidential nature of the business about to be transacted, it was advisable, in the public interest, that the public be temporarily excluded since information about an individual was likely to be disclosed.</p>	
17	<p>Date and time of next meeting</p> <p>It was agreed to meet at Binegar Memorial Hall on 4 February 2014 at 7 30 pm.</p>	

The Chair closed the meeting at 9 50 pm.

BINEGAR PARISH COUNCIL

Minutes of the meeting held on 4 February 2014 in the Memorial Hall at 7 30 pm

Present:

Gus Halfhide (Chair), Philip Blatchford, Richard Higgins, Cath Law, Jude Robbins, David Stone

In attendance: Councillor Rachel Carter and, for item 8.1, Mr Andy Stewart (B&J Haulage), Mrs Molly and Mr Grenville Reakes, Mrs Laraine and Mr David Sheppard and Mr Steve Young

1	<p>Apologies for absence It was RESOLVED to accept an apology from Roger Anderson.</p>	
2	<p>Declarations of interests There were no disclosures of interest from Councillors.</p>	
3	<p>Chair's announcements The Chair stated that the Highcroft Quarry planning application would be taken immediately after affirmation of the accuracy of the minutes and cover for the Clerk's duties. He stated that the recruitment of a new clerk would be considered at the end of the agenda.</p>	
4	<p>Minutes of the previous meeting It was RESOLVED that the Minutes of the 7 January meeting be signed as a correct record.</p>	
5	<p>Matters arising from the Minutes of December 2013 and January 2014</p> <p>1 Cover for the Clerk's duties (Min 5.1) The meeting agreed to continue the temporary arrangements for Clerk (Philip) and Responsible Financial Officer (Richard).</p> <p>2 Tree works (Min 5.2) David stated that start to works at the Cemetery had been deferred due to weather conditions. The Chair stated that two parishioners had written objecting to the plan to fell the conifers lining the Cemetery path. He noted that Philip had responded to them and that the Parish Council had resolved to fell the trees. To rescind that resolution required the written support of five Councillors. Four of the Councillors present voted to rescind the plan. This being short of the required number, the plan to fell the conifers stood. It was noted, however, that the Council's plan was conditional on the cost being under £500. David undertook to seek a cost.</p> <p>3 Council land at Emborough (Min 5.3) Philip stated that two quotations for fencing had been received, with one awaited. He considered that work could not start before trees along the road were cleared from overhead power lines. Gus stated the <i>Western Power Distribution</i> had indicated its intention to do this.</p> <p>4 Community defibrillator (AED) (Min 5.4) Cath reported that the donated defibrillator had been received. Since it was necessary to locate the AED outside the Hall, the Council delegated authority to Cath to purchase an appropriate cabinet, exchanging the internal-use cabinet supplied.</p> <p>Concerning arrangements for the handover on 15 March, Cath and Jude agreed to lead this, calling on other Councillors as required.</p>	<p>DS</p> <p>DS</p> <p>PB</p> <p>CL</p> <p>CL</p>

	<p>5 Electrical supply to defibrillator and playing field (Min 5.5) Councillors agreed the location for the defibrillator and asked Philip to arrange for the electrical work to take place in time for the handover.</p> <p>6 Binegar Bottom (Min 5.6) Philip undertook to advise the Council when he proposed to start work in Binegar Bottom and to supply particulars of his insurance. He stated that weather conditions had prevented the re-erection of the byelaw sign and gate post replacement. He questioned the need to install squeeze stiles and proposed gaps were left in the fence for public access. David stated that stiles had been installed to prevent motor cycle access which had been a problem. Since this problem no longer applied, the Council agreed to Philip's proposal.</p> <p>7 Cemetery information for website (Min 5.7) A report from Gus on publishing burial documents on the website was received, considered and approved. Gus undertook to progress the work by preparing a burial policy.</p> <p>8 Highways (Min 5.8) 1 Requested works outstanding Clearance of drainage channel by Gurney Slade post office (from Oct 13) Binegar Bottom/Roemead Lane re-erection of road sign (from Nov 13) 2 Completed works noted David reported that Chris Burr had dug a drainage ditch at the junction of Roemead Lane and Binegar Bottom and considered that the cost should be billed to the County which had agreed to undertake the work in July 2013 but had failed to act.</p> <p>9 Planning issues (Mins 8 (December) and 6 (January)) 1 Emborough Grove Richard stated that he had drafted a letter to the owner requesting reinstating public access. 2 2013/2289 Proposed conversion of Binegar School to a single dwelling The owner's agent's response to matters raised by the Council was noted and a decision awaited. 3 2013/2360 Proposed erection of single dwelling by Holy Trinity Church Gus read out the comments received by Mendip District Council. Philip stated that he had received a reply to the Council's letter to the Diocese and undertook to circulate it.</p>	<p>PB</p> <p>PB</p> <p>GH</p> <p>PB PB</p> <p>RH</p> <p>PB</p> <p>PB</p>
6	<p>Local government reports Cllr Carter suggested that the parish might apply for <i>Health & Wellbeing</i> funds still available and consider whether to commemorate the centenary of World War I.</p>	
7	<p>Police report No report was received.</p>	
8	<p>Planning issues</p> <p>1 PL 2521 13(2014/0038/CNT): Highcroft Quarry - deposit of inert waste materials for ground remodelling and restoration to agriculture Philip reported that Somerset County Council had added Binegar to its list of consultees.</p> <p>Mr Andy Stewart, on behalf of the applicant, told the meeting that the plan was to import soils to reinstate the quarry base to agriculture. He indicated the soils – generally from building sites - would be clean and inert from about a 10-mile radius. He estimated 15,000 lorry loads and, depending on supply, 3-5 years to fill the base to 2.5-3m depth. This would mean an average of 20-30 loads daily on weekdays 0800-1630. On site earth moving machinery would operate 0730-1700.</p>	

	<p>Councillors and public present raised a number of issues which were discussed. These included HGV movements (numbers and timings), maximum loads, load capacity of roads, mud from lorry wheels, dust, transport routes and quarry access, noise, drainage, effect on watercourses and flooding, road safety on A37, the possibility of week-end working and how any conditions placed on the application would be enforced.</p> <p>Mr Stewart departed.</p> <p>Following discussion, the Council agreed to recommend refusal of the application on the grounds raised at the meeting.</p> <p>All members of the public departed.</p> <p>2 Enforcement issue at Wheelwright's Cottage Gus reported that further action rested with Mendip's planning enforcement.</p> <p>3 2013/2499 Proposed gypsy caravan pitches (2x) at Old Gore Lane, Emborough This application was received and noted.</p>	GH
9	<p>Financial matters</p> <p>1 Budget 2014-15 Richard confirmed the budget at £17,793. He reported that Mendip had accepted the precept of £8,497 and that £203 would be received as <i>Council Tax Support</i>.</p> <p>2 Asset register 2013-14 The Council received and approved the Asset Register. It was noted that the reduction in the value of play equipment followed an instruction from the auditor to use purchase price and not replacement cost values.</p> <p>3 Financial Standing Orders The Council received its 2011 Orders. It was noted that these had not been reviewed with Standing Orders in 2013 because new guidance was expected. Following consideration, it was RESOLVED to reaffirm the Financial Standing Orders.</p> <p>4 Annual Return 2013-14 It was agreed to ask <i>Priddy Accountancy</i> to undertake the Council's internal audit. It was noted that, in 2014-15, an internal audit review should be undertaken.</p> <p>5 Payments It was RESOLVED to authorise and make the following payment: Philip Blatchford for postage costs: £2.70</p>	RH RH RH
10	<p>Mrs Rachel Thompson It was noted that Mrs Thompson had resigned as Parish Clerk.</p>	
12	<p>Flood prevention The Council received a report on Gurney Slade culvert from Somerset's <i>Flood and Water Management Team</i>. It estimated the cost to clear the culvert was £30,000 but that it was unlikely to attract funding. It also reiterated that the culvert was a riparian responsibility as it ran past Woodside Terrace and Gurney Slade Stores.</p> <p>The Council noted two acts of good citizenship which would help prevent any future flooding. Chris Burr had dug the ditch at Roemead Lane and Paul Milverton had cleared the culvert on</p>	

	Binegar Lane. David stated that water had ceased flowing down Binegar Bottom from Roemead Lane.	
13	Parish records: filing and retention Philip outlined a proposal to use <i>Dropbox</i> , an internet 'cloud' service, to store the Parish and Clerk's documents. Councillors would be given read-only access to shared files. The proposal was approved.	
14	Events attended There were no reports.	
15	Binegar Playing Fields Group The Minutes of the meeting held on 14 January were received and noted. Philip requested that Councillors undertaking playground safety checks return form to both Cath and the Playing Fields Group.	
16	Highways and rights of way David reported potholes on Tellis Lane and Binegar Bottom which Philip undertook to report.	PB
17	Correspondence No correspondence was reported.	
18	Items for the next or future agenda Internal audit review: July 2014	
19	Confidential matters The Council RESOLVED that, in view of the confidential nature of the business about to be transacted, it was advisable, in the public interest, that the public be temporarily excluded since information about an individual was likely to be disclosed.	
11	Employment of a Parish Clerk Gus stated that he had undertaken to chair the Council for three years and that time was almost up. He considered the relationship of Chair and Clerk was important and that, therefore, a new Chair should lead the recruitment process. He tendered his resignation which the Council reluctantly accepted. Philip assumed the Chair. The process of recruiting a Parish Clerk was considered. Gus stated this would entail preparing a job description, person specification and employment contract, advertising and interviewing. He reported that <i>South West Councils'</i> recommendation was that these tasks be delegated to and undertaken by a sub-group of Councillors. Concerning the employment contract, it was proposed, having reviewed the Council's previous contract, to substitute certain national terms and conditions with local ones, including, pay, holidays and sickness. Following discussion, this proposal was agreed. David proposed that Gus, Philip and Richard form the sub-group and this was agreed.	
20	Date and time of next meeting It was agreed to meet at Binegar Memorial Hall on 4 March 2014 at 7 30 pm.	

The Chair closed the meeting at 9 50 pm.

BINEGAR PARISH COUNCIL

Minutes of the meeting held on 4 March 2014 in the Memorial Hall at 7 30 pm

Present:

Philip Blatchford, Gus Halfhide, Richard Higgins (Chair), Cath Law, Jude Robbins, David Stone

In attendance: PCSO Nicola Housley

1	<p>Apologies for absence There were no apologies for absence.</p>	
2	<p>Declarations of interests There were no disclosures of interest from Councillors.</p>	
3	<p>Election of Chair Philip proposed and Cath seconded that Richard be elected Chair. This was agreed unanimously.</p> <p>Richard expressed sadness that Gus had resigned but, on behalf of all, thanked Gus for leading the Council with skill, wisdom and dedication.</p> <p>Chair's remarks The Chair stated that discussion on item 5.7 would be deferred to the end of the meeting.</p>	
4	<p>Minutes of the previous meeting It was RESOLVED that the Minutes of the 4 February meeting be signed as a correct record.</p>	
5	<p>Matters arising from the Minutes of December 2013 and January 2014</p> <p>1 Cover for the Clerk's duties (Min 5.1) The meeting agreed to continue the temporary arrangements for Clerk (Philip) and Responsible Financial Officer (Richard).</p> <p>2 Tree works (Min 5.2) David stated that start to works at the Cemetery had continued to be deferred due to weather conditions.</p> <p>3 Council land at Emborough (Min 5.3) Philip stated that two quotations for fencing had been received. It was agreed to accept the lower quotation and Philip was asked to proceed. David asked whether the sealed quotations should have been obtained for this order. It was noted that such quotations must be sought in the case of contracts.</p> <p>Philip also asked whether he should proceed with orders to treat the <i>Fallopia japonica</i>. David asked why eradication was required. Following discussion, the view formed was that the Council was obliged to prevent spread of the species to neighbours and on this basis, Philip was authorised to order two treatments.</p> <p>4 Community defibrillator (AED) (Min 5.4) Cath thanked Councillors for their help and noted that cabinet was expected on Monday 11</p>	<p>DS</p> <p>PB</p> <p>PB</p>

<p>March allowing installation before the official handover. Cath stated that she had obtained a quote of £280+VAT for cardio-pulmonary resuscitation training and would gauge demand at the handover. It was agreed that Councillors would meet at the Hall at noon on March 15.</p>	
<p>5 Electrical supply to defibrillator and playing field (Min 5.5) Gus reported that metered electricity supply had been made for the playing field and connections made ready for the defibrillator. He undertook to organise for Chris Bridges to complete the work. David confirmed that the Memorial Hall Management Committee were aware that these changes implied no additional costs for the Hall.</p>	GH
<p>6 Binegar Bottom (Min 5.6) Philip stated that weather conditions had continued to prevent the re-erection of the byelaw sign and gate post replacement.</p>	PB
<p>7 Cemetery information for website (Min 5.7) Gus stated that there were a number of points of principle that the Council needed to agree in order for him to create a final draft of a policy on burials. He noted that <i>Holy Trinity Churchyard</i> was formally 'closed'. David confirmed the understanding that the newer <i>Binegar Cemetery</i> was consecrated ground. David also confirmed possession of a bill of sale for the Cemetery land to the Council from the ecclesiastical authorities. He undertook to supply a copy to Gus.</p>	DS
<p>There was discussion on how a parishioner might obtain an exclusive right of burial and a burial plot. It was agreed to allow reservation of a right to be buried but not reservation of a specific plot. Purchase of the right and a plot and issue of the <i>Deed of Grant</i> would therefore take place at the first burial relating to the reservation.</p>	
<p>There was discussion on how many year a <i>Deed's</i> exclusive right to burial should last. Gus stated that current <i>Deeds</i> had no expiry date; that in law 100 years was the limit; but that many cemeteries offered <i>Deeds</i> for shorter periods. It was agreed the policy should include <i>Deeds</i> valid for 50 years. Gus also suggested that <i>Deeds</i> and all other forms be kept electronically rather than as filed papers and this was agreed.</p>	
<p>It was agreed that prices required review and Gus undertook to make recommendations.</p>	
<p>Gus was thanked for his work and the Council looked forward to receiving a second draft that would incorporate the above and other changes that reflect comments received from Councillors.</p>	
<p>8 Highways (Min 5.8) <i>Requested works outstanding</i> Binegar Bottom/Roemead Lane re-erection of road sign (from Nov 13)</p>	PB
<p>9 Planning issues <i>1 Wheelwright's Cottage enforcement issue</i> Gus reported that Mendip Council did not consider planning consent was required for the business carried on at the premises. <i>2 Emborough Grove (Min 5.9.1)</i> Richard stated that he had been invited to meet the owner about reinstating public access. <i>3 2013/2289 Proposed conversion of Binegar School to a single dwelling</i> It was noted that a decision was awaited. <i>4 2013/2360 Proposed erection of single dwelling by Holy Trinity Church</i> It was noted that Mendip's <i>Tree and Woodland Officer</i> had objected to the proposal on the ground of its potential deleterious effect on the Copper Beech. <i>5 2014/0038 Highcroft Quarry ground remodelling</i> It was noted that a decision was awaited.</p>	RH

6	<p>Local government reports No reports were received.</p>	
7	<p>Police report PCSO Nikki Housley reported an apparent abandoning of a van by Highcroft Quarry. She stated that the police had no powers to act but that Mendip District Council could be asked to give notice to remove the vehicle. Philip undertook to pursue this.</p> <p>Nikki reported the following incidents: 4/2 – tree down on A37; 11/2 – two males selling garden equipment from a van in Portway Lane; 27/2 – cows on A37. She added that there had been a spate of thefts from garden sheds recently.</p> <p>Councillors reported hearing gun shots from Highcroft Quarry. PCSO Housley advised reporting all such incidents at once.</p> <p>Philip reported suspicious activities of a driver in a white van. He was advised to obtain the registration mark and report the matter if it continued.</p>	<p>PB</p> <p>PB</p>
8	<p>Planning issues No new planning applications had been received.</p>	
9	<p>Financial matters 1 Insurance 2014-15 Gus stated that the Council had obtained cover for the three years 2013-16 but undertook to assess that the Council's insurance requirements were covered.</p> <p>2 Internal audit Richard stated that he had been unable to contact the Council's auditor. Suggested alternatives were given that Richard undertook to pursue.</p> <p>3 Payments It was RESOLVED to authorise the following payments:</p> <ol style="list-style-type: none"> 1. EDF Energy for electricity supply: £22.05 2. Binegar Memorial Hall for Heart Start presentation: £40.00 3. AED Locator (E.U.) Ltd for defibrillator cabinet: £1,404.00 4. Richard Higgins for website and postal expenses: £95.54 	<p>GH</p> <p>RH</p>
10	<p>Employment of a Parish Clerk Gus stated that he and Richard had met with <i>South West Councils</i> for advice on employment and recruitment issues. It was now possible to finalise the contract and other documents and then proceed with recruitment. He reported the advice that authority to appoint should be vested in the interview panel. Following discussion, this was agreed. It was also agreed that the interview panel would comprise Gus, Philip and Richard. Richard undertook to circulate the recruitment documents and Jude offered to assist with advertising.</p>	<p>RH</p>
11	<p>Annual Parish Meeting The Council gave consideration to its yearly meeting with parishioners. Provided the Hall could be booked, it was agreed to move the date of the meeting to May 13. Following discussion, it was agreed to ask Brian Perry whether he would make a presentation.</p>	<p>RH</p> <p>RH</p>
12	<p>Events attended David reported from a meeting of Binegar Memorial Hall that prices had been reviewed.</p>	

13	Binegar Playing Fields Group The Minutes of the meeting held on 11 February were received and noted.	
14	Highways and rights of way David indicated the location of potholes on Tellis Lane and Philip undertook to report these.	PB
15	House style for agenda and minutes Philip and Cath recommended that this policy be revised to ensure that, where agenda items are taken out of order, this is made clear in the minutes. Richard suggested adding a final bullet to paragraph 3.2 to read "Where the Chair takes items out of order, record this in Chair's remarks". Richard stated that he considered the policy covered the other recommendation from Philip and Cath that minutes record important decisions in enough detail. The Council RESOLVED to adopt the revision to this policy.	RH
15	Correspondence Philip reported an invitation to the Council to join the <i>Campaign for the Preservation of Rural England</i> . Following discussion, it was agreed to pass over the opportunity. Philip reported an email from Lin Emery of Hollow Hole Farm requesting that Council take action to prevent cars from driving on The Batch. Following discussion, it was agreed to monitor the situation and Philip undertook to reply to Lin. Gus reported a letter requesting interment of cremated remains in an occupied grave. Following discussion, it was agreed to grant permission on payment of the published interment fee. It was noted that Philip had received a similar request which was agreed on the same terms.	PB GH PB
16	Items for the next or future agenda None were listed.	
20	Date and time of next meeting It was agreed to meet at Binegar Memorial Hall on 1 April 2014 at 7 30 pm.	

The Chair closed the meeting at 9 26 pm.