

## ODCOMBE PARISH COUNCIL

**YOU ARE SUMMONED TO ATTEND THE MEETING OF ODCOMBE PARISH COUNCIL TO BE HELD AT 7.30 P.M ON MONDAY 16<sup>th</sup> MARCH 2020 AT THE VILLAGE HALL, ODCOMBE**

*Elizabeth M James*  
Clerk to the Parish Council  
10<sup>TH</sup> March  
2020

*Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety and Human Rights.*

*Recording, including filming, audio recording, taking photographs, blogging, tweeting and using other social media websites is permitted at Council meetings which are open to the public - however, anyone wishing to do so must speak to the Chairperson prior to the meeting as there are rules which must be followed.*

### **OPEN SESSION FOR ODCOMBE PARISHIONERS ONLY**

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the meeting by asking questions of, raising concerns and make comments, regarding the Parish Council.

No decision can be taken on issues raised unless the matter is already an item on the agenda. As this is not part of the formal meeting minutes will not be produced.

### **REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

County and District Councillors may give short verbal reports on matters affecting Odcombe. As these are also not part of the formal meeting minutes will not be produced. Reports from County Councillor Keating and District Councillor Clark have been circulated prior to the meeting.

**MR PAUL HUNTINGDON**, SSDC Compliance and Enforcement Specialist, will speak to the Council on what can be done to prevent dog fouling at the recreation ground.

## **AGENDA**

- 1. TO RECEIVE ANY APOLOGIES FOR ABSENCE**
- 2. DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS**
- 3. MINUTES OF THE MEETING HELD ON 20<sup>th</sup> JANUARY 2020**  
To confirm the minutes of the meeting held on 20<sup>th</sup> January 2020.

#### **4. CRIME, DISORDER AND COMMUNITY SAFETY**

- (a) Report from Police, if available.
- (b) To raise any concerns within the parish.

#### **5. CHAIRMAN'S ANNOUNCEMENTS**

#### **6. REPORTS FROM COUNCILLORS WHO ARE ELECTED REPRESENTATIVES ON OUTSIDE BODIES OR MEMBERS OF WORKING PARTIES**

#### **7. PLANNING**

##### **(a) DECISIONS ON APPLICATIONS**

19/03481/HOU - Hamdon, Ham Hill Road, Odcombe, BA22 8XE

##### **APPLICATION PERMITTED WITH CONDITIONS**

##### **(b) TO CONSIDER THE APPLICATIONS BELOW AND ANY NEW APPLICATION RECEIVED OR LISTED ON THE DISTRICT COUNCIL WEBSITE UP TO THE DATE OF THE MEETING**

##### **(c) SSDC - Housing and Economic Land Availability Assessment (HELAA)**

###### **Call for New Development Sites 2020**

South Somerset District Council is producing a **Housing and Economic Land Availability Assessment** (HELAA). This study will include an update of the Council's previous HELAA published in September 2018. The HELAA will be part of the evidence base used to identify additional sites for housing or employment to meet the District's future requirements and to inform the five-year supply of deliverable housing land. Submissions may also be used to support the preparation of Neighbourhood Plans. Further information has been circulated to Councillors.

##### **(d) ANY PLANNING MATTER TO BRING TO THE ATTENTION OF THE DISTRICT COUNCIL**

#### **8. HIGHWAY MATTERS**

**(a) Small Improvement Scheme** – it was AGREED at the last meeting that an agenda item this month would be on the Small Improvement Scheme, which has yet to be completed.

**(b) Street Lane** – Further to min. no. 199/19(a) a positive and helpful meeting was held between Councillors, Clerk and the Farm Manager of Manor Farm.

**(c) Blocked path at Chapel Hill** – support for an application for a modification to the Definitive Map has been obtained from Odcombe Walkers and the Yeovil District Ramblers Association. The submission is currently being prepared.

**(d) Traffic Order 341540** - Temporary road closures - Yeovil Half Marathon 2020 and 2021, circulated electronically.

**(e) RTA at Odcombe Cross Road** [min. no. 199/19(c)] – following the concerns raised last month SSDC arranged for the debris to be cleared.

**(f) Any areas of concern** to raise with SCC Highways.

## 9. CORRESPONDENCE

### a) Correspondence previously circulated

	Date circulated
CC Mark Keating – Coronavirus update	3/3/2020
Somerset Clinical Commissioning Group	6/3/2020
SSDC - Housing and Economic Land Availability Assessment (HELAA) - Call for New Development Sites 2020	9/3/2020

(b) Any correspondence arising since the preparation of the agenda, not requiring a financial decision of the Council.

## 10. CLERK'S REPORT

(a) The Clerk will be on annual leave w/c 23<sup>rd</sup> March 2020.

(b) Due to the very poor weather, the grounds maintenance contractor has not been able to cut the grass but will do so as soon as possible.

(c) The Milk Shed is now in operation.

(d) SSDC Great Parish Tree Giveaway – a verbal report will be given.

(e) Tree on Recreation Ground – The District Council have contacted their insurers to ask if they would be covered should they carry out any work. A request for an update has been sent to SSDC regarding this.

Any other matter arising since the preparation of the agenda

## 11. ADVERTISING BOARDS ON COUNCIL LAND

At the last meeting discussion took place on a request made to place an advertising board on the verge at the bottom of the drive to the village hall. However, following discussion, it was AGREED to defer this to this meeting (min. no. 204/19), as there were concerns this would set a precedent for other regular users.

Members are asked to consider this further.

## 12. PLAYDAY 2020

It has been suggested that the Playday 2020 take place on Wednesday, 12<sup>th</sup> August 2020. The Hall Booking Secretary has been asked whether the hall would be from 9 a.m. – 2 p.m. is available. Should the hall be available members are asked to consider this. The Play Organiser has requested payment in advance to cover booking fees and members are asked to consider this further.

## 13. SOUTH SOMERSET DISTRICT COUNCIL PARISH RANGER SCHEME

Members will recall that the sum of £2000 has been placed within the budget for 2020-2021. With the increased price of £18.50 per hour, this would equate to 14.5 days for the year.

A letter from SSDC is attached to the agenda regarding the Parish Ranger Scheme for the next two years. Members will note that the price from 2021-2022 would be £21 per hour.

A verbal report on options to be considered will be given at the meeting.

Members will be asked to consider this further.

#### **14. REVIEW OF INTERNAL CONTROL FOR YEAR ENDING 31 March 2020**

A draft review of internal control is attached to the agenda. Members are asked to consider this document and approve if agreed.

#### **15. REPORT OF INTERNAL AUDITOR FOR YEAR ENDING 31 March 2020**

A report from the internal auditor will be given at the meeting and members will be asked to consider the findings.

#### **16. QUARTERLY MONITORING STATEMENT**

A quarterly monitoring statement is attached to the agenda for review.

#### **17. FINANCE**

**(a) Bank Reconciliation** - Members will be asked to approve the bank reconciliation statement as at 28<sup>th</sup> February 2020

**(b) Interest** - Members are asked to note the receipt of £6.49 interest, paid on 28<sup>th</sup> February 2020.

**(c) Schedule of Payments** Members will be asked to resolve to approve a schedule of payments, already agreed by Council, which will be circulated at the meeting.

#### **18. ITEMS OF INTEREST AND AGENDA ITEMS FOR THE NEXT MEETING**

#### **19. ITEMS FOR DISTRIBUTION**

#### **20. DATE OF NEXT MEETING**

The next meeting will be held on Monday, 20<sup>th</sup> April 2020 at 7.30 p.m. the Village Hall. The meeting will close at 8.00 p.m. for the annual Meeting of the Parish and will commence once this meeting has finished.

### **ADDITIONAL INFORMATION**

#### **13. SOUTH SOMERSET DISTRICT COUNCIL PARISH RANGER SCHEME**

##### **Rangers Scheme 20/21**

I am writing to confirm your requirements from South Somerset District Council's Parish Ranger, from April 2020 to March 2021. Following a review of the Parish Ranger scheme, we have made some amendments to our costings to bring you in line with our costs and hourly rate. Therefore, there will be a gradual increase over the coming two years.

The current rate for the year April 2019/2020 is £17 per hour. The cost per hour from April 2020/2021 will be increasing to £18.50 per hour. The increase from April 2021/ 2022 will be £21 per hour in line with our current Ranger Scheme rate and inflation.

We do require a minimum of 1 day per month for the Ranger Scheme or 12 days throughout the year. One day equates to (7.4 hours) through the year being fixed by yourself.

Other Services are available to you which we can offer at a cost per hour which are identified in the attached 'Ranger Scope of Work'.

To allow us to move forward to invest in the scheme with our staff and equipment we are looking for details of the duties you require the Ranger to carry out so we can deliver this in the most cost and time efficient way and enabling us to manage and control the risk on behalf of yourselves

To update our information we are asking for contact details of anyone from the parish involved in directing our employees.

### **What does the Scheme offer?**

#### **Scope of work:**

- Ability to undertake additional Works that are beyond the scope of normal maintenance regimes
- Ability to undertake unique work that falls outside of routine responsibilities
- Ability to undertake works that are no longer undertaken or have had their funding reduced
- Ability to undertake responsive works that are requested by the Parish Council

#### **This includes:**

- Horticultural works / cutting back of overgrowth / bulb & tree planting
- Management of Environmental / conservation areas
- Additional clearance of flood alleviation / drainage systems
- Additional Litter clearance
- Installation / Repairs to fence & gates
- Additional herbicide applications
- Additional clearance of street weeds

#### **Reporting Process:**

- The Streetscene Team manage the day to day work of the Ranger and are responsible for his management, H&S, training etc.
- An Annual work programme of routine tasks is agreed with the Parish prior to commencement of the scheme and circulated to all members for clarity.
- There is a single point of contact agreed between the Parish & SSDC Landscape Officer to avoid multiple and conflicting demands, usually the Clerk

#### **Skills base**

The ranger in particular is trained to undertake:

- Conservation management
- Herbicide application
- Minor arboricultural works
- Minor landscaping and countryside building skills (fencing etc.)
- Cleansing operations

- Chapter 8

However; when required additional skills can be called upon depending on the project, these can include:

- Major arboricultural works including tree risk and inspection
- Open space risk assessment
- Open space design and management

### **Other Services are available**

#### **Arboricultural:**

- Tree risk assessments
- Arboricultural maintenance
- Stump grinding

#### **Landscaping and Ground Work**

- Memorial testing
- Paving and pathway
- Fencing and gate installation
- Groundworks
- Working at Heights
- Drain Jetting and pressure washing

#### **Grounds maintenance**

- Sports turf maintenance
- Weed control
- Planting
- Pruning
- Contract maintenance

## **REVIEW OF INTERNAL CONTROL FOR YEAR ENDING 31 MARCH 2020**

### **(a) Scope of Responsibility**

Odcombe Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded and properly accounted for and used economically, efficiently and effectively. In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

### **(b) The Purpose of the System of Internal Control**

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives. It can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the

achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

### **(c) The Internal Control Environment**

#### **Council**

The Council has appointed a Chairman who is responsible for the smooth running of its meetings and for ensuring that all Council decisions are lawful. The Council reviews its objectives and budget and the level of precept required for the following year at its January Meeting.

#### **Clerk**

The Council is presented with quarterly monitoring statements and bank reconciliations for signature.

#### **Monthly cheque signatories**

Two Councillors, chosen at random each month, as the required cheque signatories, are responsible for checking :-

- All documentation relating to the payments presented for approval at the parish council meeting
- Cheque book and the prepared cheques for the parish council meeting
- Clerk's expenses

#### **Monthly bank statement signatory**

One Councillor, chosen at random each month, is responsible for checking: -

- Bank statements
- Monthly reconciliation of the bank statements against the reported balance as detailed on the previous months finance sheet.

#### **Financial Officer**

The Council has appointed a Clerk of the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for the day-to-day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.

#### **Payments**

All payments are approved by Council.

Standing Orders: The Clerk's salary is paid by Standing Order on 25<sup>th</sup> of the month, any expenses incurred are paid by cheque as and when required at the monthly meeting. This standing order was approved on 21<sup>st</sup> March 2011 (min. no. 2011). The Community Council for Somerset was paid by Standing Order in 2018-2019. This Standing Order was approved on 17<sup>th</sup> June 2013 (min. no. 35/13).

Direct Debit: It had been resolved to pay the Information Commissioner by direct debit on 18<sup>th</sup> May 2009 (min. no. 20) and E-on by direct debit on 19<sup>th</sup> April 2010 (min. no. 227) as requested by both parties.

The reasons for the Standing Orders and Direct Debits are still valid and current. These payments are reviewed annually.

### **Risk Assessments/Risk Management**

The Council annually reviews its risk assessments in respect of its activities and reviews its system and controls.

### **Internal Audit**

The Council has appointed an independent Internal Auditor, Mrs I Meecham for the year 2020 who will report to the Council on the adequacy of its systems and procedures, internal controls and risk management and its reviews of these matters. The effectiveness of internal audit is reviewed annually.

### **External Audit**

The Council's appointed External Auditors for 2020 are PFK Littlejohn LLP. However, due to both income and expenditure being under £25,000, in April 2020 the Council can resolve to certify itself as exempt from a limited assurance review, or pay for PFK Littlejohn LLP to carry out a review..

### **Review of Effectiveness**

The review of the effectiveness of the system of internal control is informed by:

- The Council
- The Clerk/RFO who has responsibility for the design and maintenance of the internal control environment and managing risk
- The independent Internal Auditor who reviews the Council's systems of internal control
- Publication Requirements - The Council must publish various documents on its website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities

### **Significant Internal Control Issues**

No significant internal control issues have been raised.