

ODCOMBE PARISH COUNCIL
77 West Street, Stoke-sub-Hamdon, TA14 6QL

**MINUTES OF THE ANNUAL MEETING OF ODCOMBE PARISH COUNCIL HELD ON
MONDAY 17th July 2023 AT THE VILLAGE HALL, ODCOMBE (7.30 p.m. – 9.35 p.m.)**

PRESENT:

Cllr D Peters (Chair)	Cllr K Perry
Cllr D Rennie	Cllr. C Francis
Cllr. F Cumming	Cllr B Dufty
Cllr R West	
Mr T M Heath (Clerk)	

REPORTS FROM COUNTY COUNCILLORS

County Councillor Hewitson provided an update of the indefinite closure of Chinnock Hollow and the imminent closure of the A30 for surface repairs, expected to last the duration of the school holidays. Access to Businesses, Schools, Doctors etc. will be allowed.

62/23 TO RECEIVE ANY APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. J Ashton and Cllr R Parr.

63/23 DECLARATIONS OF INTEREST IN AGENDA ITEMS

No declarations of interest in agenda items were tabled.

64/23 MINUTES OF THE MEETING HELD ON 19th JUNE 2023

It was **RESOLVED to APPROVE** the minutes of the meeting held on 19th June 2023 with one minor 'typo' amendment.

65/23 CHAIRMANS OPENING REMARKS

The Chairman reported he had been invited to attend a recent Village Hall Committee meeting, whereby he introduced himself and gave an outline of the Parish Councils responsibilities and current issues. Both parties agreed the importance of working together for the benefit of residents and visitors to the village.

66/23 PUBLIC SESSION

No members of the public were present.

67/23 FINANCE

It was **RESOLVED to APPROVE** the bank reconciliation statement dated 30th June 2023.

It was **RESOLVED to APPROVE** the following list of payments

£28.89	Mr T M Heath	Expenses
£25.00	Odcombe Village Hall	Hire of facility
£7.50	Tesco	Clerks Phone
£648.75	KTD Ltd	Grounds Maintenance
£318.20	Mr T Heath	Democratic Services
£48.27	Npower	Electricity supply

It was noted that 2 interest credits have been received into the bank accounts totalling £246.76

Members noted the quarterly financial monitoring statement, attached as **ANNEX A** to these minutes.

68/23 ASSET REGISTER

Members **RESOLVED to APPROVE** the updated asset register attached to these minutes as **ANNEX B**

69/23 APPOINTMENT OF INTERNAL AUDITOR FOR 2023/2024

Members **RESOLVED to APPROVE** the appointment of Tammy weeks of Hillside Business for the current financial year at an estimated cost of between £160 and £240.

70/23 SALT BIN

Members **RESOLVED to APPROVE** to purchase of a 100-litre salt bin for the Village Hall car park, up to the value of £150.

71/23 REPORTS FROM WORKING PARTIES AND OUTSIDE BODIES

Environmental Working Party – Nothing reported

Recreational Area Working Party – It was noted that the annual playground inspection has been delayed due to availability of the external inspector.

Communication Working Party – It was reported that the number of followers on Facebook continues to increase. The Councils submission to the Village newsletter has been made with the newsletter distributed to residents.

Car Park Working Party – It was agreed that urgent repair to a section of the car park surface and softening of the entrance was required. A specification is to be prepared allowing discussions with potential contractors on solutions and price.

Planning Working Party – No decisions are required by Council; the current status of planning applications can be found at minute 77/23.

Finance Working Party – Met prior to the meeting to review accounts, invoices, and bank statements.

Local Community Network – The date for the 1st Local Community Network group has been postponed until 8th August 2023.

Village Hall Liaison Representative – It was reported that the Village Hall Committee are awaiting quotations for upgrading the electricity supply.

72/23 HIGHWAY MATTERS

Following an offer from East Coker Parish Council to jointly fund the purchase of a speed indicator device (SID) it was agreed for the Clerk and Chair to meet with East Coker to discuss options and report back at the next meeting. The Clerk reported that he has arranged a meeting in early August with the Ilminster Town Clerk to discuss requirements and process for seeking authorisation to use a SID on a public highway and will report back to Council accordingly.

The Clerk reported he is in the process of setting up a site visit from County Highways to discuss a range of topics including traffic calming and reduction of speed limits throughout the village.

73/23 SOLAR LIGHTING

Following last month's approval to change 2 street lights in the Village Hall car park to solar (min. 51/23 refers) Cllr. Peters presented a number of issues and further options that have come to light. These followed extensive conversations with National Grid and a lighting Subject Matter Expert (SME) from Somerset Council. It was therefore agreed to put on hold changing the lights to solar and explore the costs and benefits of switching out the bulbs to LED, potentially resulting in a significant saving to the Council. Council agreed to decide on path forward at the August 2023 meeting.

74/23 GROUNDS MAINTENANCE TASKS

As specified within the contract, Council requested the following tasks be undertaken by KTD this month:

- Visibility Splays throughout village strimmed
- Strimming around the phone box in Lower Odcombe

75/23 CORRESPONDENCE

The Clerk reported that he continues to receive correspondence from residents regarding speeding throughout the village.

76/23 CRIME, DISORDER AND COMMUNITY SAFETY

The designated PCSO attended the meeting and briefed Council on current issues and mentioned the subject of speeding vehicles in Odcombe. It is planned for the PCSO and her colleagues to monitor the situation with the Road Incident Office in coming weeks.

77/23 PLANNING

The Clerk reported the current position of planning applications.

Applications Approved In Month

23/01356/LBC - Replacement of the front door to the dwelling, 32B Lower Odcombe, Yeovil Somerset BA22 8TX – Application permitted with conditions.

Non-Material Amendment to approved application 21/03305/FUL - Variation of Condition 2 (approved plans). New-Close Old Road Higher Odcombe Yeovil Somerset BA22 8XA. Application permitted.

Applications Awaiting Decisions

23/00685/COL - Application for a Lawful Development Certificate for an Existing Use; confirmation of Use Class of building as a single private dwellinghouse. Church View Chapel Hill Odcombe Yeovil Somerset BA22 8UH.

23/01348/DOC1 - Discharge of Condition No. 3 (Materials) of Planning Application 16/00149/FUL, Little Orchard Church Terrace Higher Odcombe Yeovil Somerset BA22 8UQ.

New Applications

None

78/23 HAMSTONE UPDATE

The Clerk reported that an update from the supplier had been received with a plan to commence stone production in August 2023.

79/23 MATTERS ARISING FROM CLERK'S REPORT

It was proposed by Cllr. Rennie and unanimously agreed to clarify a previous minute with the following:

Minute 142/21 approved a grant of up to £1000 to the Village Hall Jubilee Committee. It should be noted that village events held back in 2022 supporting the Queens Platinum Jubilee were not administered by the Village Hall and therefore no monies were directly provided to the Village Hall from the Parish Council.

80/23 ITEMS OF INTEREST AND AGENDA ITEMS FOR THE NEXT MEETING

No specific items of interest for the agenda were raised.

81/23 DATE AND TIME OF NEXT MEETING

The next meeting of council will take place at 7.30 p.m. on Monday 21st August 2023.

82/23 EXCLUSION OF PRESS AND PUBLIC

Council passed a resolution excluding the press and public from the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted (staffing).

83/22 CLERK'S REMUNERATION AND HOURS OF WORK

It was agreed that the Parish Council should accept the Staffing Committees recommendation that the Clerk should be paid on Spine Point 12 with effect from 1st February 2023.

The Parish Council did not support the recommendation of the Staffing Committee that the clerk's weekly hours should be increased from 7.5 to 9 hours, however agreement was given by the Council to increase the Clerks contracted weekly hours to 10.

**ANNEX A – Quarterly Financial Monitoring Statement
01/04/23 to 30/06/23**

Income			
Description	Budget £	Receipts £	% of receipts V budget
Precept	21708	21708	100
Interest	84	294	350
VAT Reclaim	1040	0	0
Football Fees	150	0	0
Total	22982	22002	96

Expenditure			
Description	Budget £	Payments £	% of payments V budget
Clerk Salary and PAYE	5232	1209	23
Internal Auditor	72	72	100
Clerks Milage	204	71	35
Office Expenses	360	163	45
Insurance	500	519	104
Subscriptions	420	35	8
Meeting Costs	180	25	14
Training	240	0	0
Chairmans Fund	75	38	51
Grants	2800	0	0
Play Inspections	143	0	0
Grounds Maintenance	7034	2036	29
Electricity	756	148	20
TRO	3000	0	0
Hamstone	2252	0	0
Solar Lighting	4300	0	0
Undistributed Budget	1700	0	0
Purchase of Equipment	0	144	N/A
Total	29268	4460	15

ANNEX B – Asset Register as July 2023

ODCOMBE PARISH COUNCIL - ASSET REGISTER						
						Jul-23
Line	Item Description	Manufacturer	When purchased	Item value (£)	Estimate Cost of Replacement (£)	Location
1	Defibrillator	IPAD SPI	Jan 2017	861.25	1000	Village hall
2	Defibrillator	IPAD SPI	April 2022	954.00	1000	Lower Odcombe
3	Defibrillator Cabinet	WEL Medical Ltd	June 2022	546.00	600	Lower Odcombe
4	Defibrillator Cabinet	WEL Medical Ltd	Jan 2017	590.00	600	Village hall
5	Defibrillator Signs	Direct 365	Aug 22	104.70	120	Lower Odcombe
6	Odcombe Meeting Point	Parsons Landscape	June 2011	10700.00	15000	Odcombe Recreation Ground
7	External hard drive	Freecom	28.5.2008	40.00	100	Clerks Office
8	Laminator	Maplins	6.6.2016	19.99	50	Clerks Office
9	Laptop	ACER	Jan 22	599.00	£600.00	Clerks Office
10	Printer	HP	May 2017	83.00	500	Clerks Office
11	1 air skier	Fresh Air Fitness	21 Feb 2013	720.00	1000	Odcombe Play Area
12	5-a-side goal	Unknown	Unknown	1.00	600	Odcombe Play Area
13	Bank Slide	Unknown	Unknown	1.00	4000	Odcombe Play Area
14	BMX track	J G Price	Unknown	1.00	15000	Odcombe Playing Field
15	Cradle swing	Bought from SSDC	August 2014	2966.00	2500	Odcombe Play Area
16	Fibonacci stepping stones	Play Uk Ltd	2014	552.00	1000	Odcombe Play Area
17	Fort	Play Uk Ltd	2014	4314.00	5000	Odcombe Play Area
18	Junior climbing unit	Unknown	Unknown	1.00	6000	Odcombe Play Area
19	Mayflower spring rider	Hags SMP	March 2016	5618.00	6000	Odcombe Play Area
20	Roundabout	Wicksteed	August 2013	4027.80	4000	Odcombe Play Area
21	Swings	Unknown	Unknown	1.00	4000	Odcombe Play Area
22	Dog bin - Fido 25	Glasdon	Jan 2017	169.00	200	Village hall car park
23	Grit bin	Roadware	Nov 2018	120.00	120	Broadway
24	Grit bin (large) x 4	Glasdon	Nov.2010	167.20	1000	Coryate Close, Rex Rd junc.with Old Rd, Lower Odcombe (x2)
25	Grit bin (small)	Unknown	Unknown	1.00	100	Top of Donne Lane
26	Grit bin x 3	Reece Safety Products	Oct 2012	238.00	750	Orchard Close, Westbury Gdns
27	Notice board	Arien Signs	Oct. 2011	672.00	800	Odcombe Recreation Ground
28	Noticeboard	The Noticeboard Co	Oct 2019	235.00	300	Odcombe VH Wall
29	Seat - metal	Unknown	Unknown	1.00	600	Church Terrace/Dray Rd
30	Seat - metal	Unknown	Unknown	1.00	600	Sarrells Corner Lr. Odcombe
31	Seat - plastic	Unknown	Unknown	1.00	600	Top of Donne Lane
32	Seat - plastic	Marmax	24 Aug 2016	465.00	600	Odcombe play area
33	Seat - stone	Ham Hill	2000	1.00	600	Entrance to Village Hall
34	Seats - metal 3 No.	Unknown	Unknown	1.00	1800	Odcombe Play Area/Field
35	Seats - plastic 3 No.	Unknown	Unknown	1.00	1800	Odcombe Play Area/Field
36	Speed Humps	The Workplace Company	June 2022	742.43	800	Village Hall Car Park
37	Telephone Box	BT	22.10.2008	1.00	3000	Lower Odcombe
38	War memorial					Village asset - not purchased by the PC
39	Waste bins 2 No.	Unknown	Unknown	1.00	500	Odcombe Recreation Ground
40	Defibrillator Pads 2 off	WEL Medical Ltd	May 2023	144.00	144	Clerks Office
	TOTAL VALUE			35662.37	82984.00	
	Change from Jan 23 register	addition of line 40				

..... Meeting Chair

21st August 2023