

BECKINGTON PARISH COUNCIL

www.beckingtonparishcouncil.org.uk

Clerk: Mr Simon Pritchard Tel: 07792 478960
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To: All Members of Beckington Parish Council
I hereby summons you to a **Parish Council Meeting**
at the Clifford Suite, Beckington Memorial Hall on **TUESDAY 13th June 2017 at 7:30pm**

Signed: *Simon Pritchard* – Parish Clerk

Public Participation:

At the start of the meeting 10 minutes is put aside for questions or comments from members of the public. Once the meeting has started members of the public are reminded that they have no right to speak.

County and District Councilors reports:

The District & County Councilors are invited to make a report to the Parish Council

Standerwick Court Lane, Residents Management Proposal:

An opportunity for the residents of Standerwick Court Lane to present a proposal to the Parish Council

- A G E N D A -

1. **Apologies for absence**
2. **Declarations of pecuniary interests and dispensations**
3. **Adoption of previous Council minutes:**
 - A. **Tuesday 4th April 2017**
 - B. **Tuesday 16th May 2017** (Extraordinary meeting)
4. **Actions outstanding from 4th Aprils minutes:**

Business Items (Items that need a Council resolution)-----

5. **Publication of Council minutes**
To agree a process for the publication of the Councils minutes / draft minutes
6. **Assets Register**
To approve and adopt the Council's assets register
7. **Internal auditor's report 2016/17**
 - A. To receive & consider the Councils internal audit report
 - B. To adopt the Councils action plan to address the issues raised in the internal audit report.
8. **Annual Governance Statement**
To consider & approve the Councils Annual Governance Statement
9. **Accounting Statement**
To consider & approve the Councils Accounting Statement
10. **Planning & Tree Applications:**

To receive any planning or Tree applications made to Mendip District Council

Below is a list of planning / tree applications that the Council has received since its last meeting, the Council reserves the right to consider applications not listed below that may have been received since this agenda was published

- **2017/1346/TCA** Proposed felling of T1. T2. Lawson cypress (side of property) and felling of T3. T4. T5. Lawson cypress (rear garden) Location: 27 Church Street Beckington Frome Somerset BA11 6TG Applicant: Mrs Hookway Application Type: Works/Felling Trees in a CA
- **2017/1376/TCA** Proposal: Fell one Sorbus Location: 7 Goose Street Beckington Frome BA11 6SS Applicant: Nicholas Ives Application Type: Works/Felling Trees in a CA

11. Parish Council Website

To consider appointing Fossil Design to make a new website for the Parish Council at a cost of £780 +VAT. Hosting cost £120 +VAT for 2 years.

12. Payments: To approve the following payments-

- A. Clerk's salary & overtime (May) £340.08
- B. Idverde – Grass Cutting (Oct 16) £226.92

13. Bank reconciliation

To receive the bank reconciliation: Reserve account £25,102.21
Current account £10.00

14. Cheque Signatories

To consider changing the number of signatures required for a cheque with Natwest

15. Email database for the Parish

To consider whether to create a database and the priority (Report attached)

Report Items (Items are for verbal exchange of information only)-----

16. Council Vacancy

To receive update

17. Bettering Beckington projects update:

18. Members portfolio verbal reports:

- A. Planning & Development** – Cllr Brooke
- B. Finance** – Cllr Beresford
- C. Footpaths** – Cllr Wright
- D. Highways** – Cllr Wilson
- E. Local Environment** – (Vacant)
- F. Rudge Rep** – Cllr Wright
- G. Standerwick Rep** – Cllr Brooke
- H. Charities** – Cllr Beresford
- I. Memorial Hall Rep** – Cllr Wilson

19. Items for the next agenda

To consider any items that should be on the next agenda.

Report Agenda Item: 14 Cheque Signatories

It has come to light that the mandate with Natwest requires three signatures on every cheque. Local government law now states that a Cheque can be signed by just one member, but best practice would see two members sign. The Clerk has not come across a Council that requires 3 people before. Members are asked to consider changing the mandate with Natwest to bring the number of signatures required down to two or appoint more members to be signatories.

Report Agenda Item:15 - Email database

Background:

The matter was considered at the Councils April meeting:

15. Email Database for the Parish

This was agreed to be a low priority. Cllr Beresford asked when it had ever been agreed to carry out such a task and felt the Council should have a vote on the matter.

Going forwards:

The Clerk has advised that he is able to create a database of emails for the whole of the Parish. The Clerk now has the information required to start the process. However, the task itself is not part of the Clerks normal undertaking, Members acknowledged this in the April meeting and gave it a low priority, to be done when the Clerk has time over the next year.

If Members wished to bring forwards the creation of the database then the Clerk can start the task immediately and have it done within a week, but this would mean paying overtime. Having never set up a such a database before the time that it will take is a bit of a guess (estimate 8 – 16 hours), once setup it will require extra time to keep it up to date. There will also be one-off postage costs.

How will it work?

The Clerk would create a spreadsheet listing every address in the Parish.

Current email addresses that the Clerk has on file would then be added to the spreadsheet.

It will be possible to have multiple email addresses at a single address.

Once the gaps in the data have been identified, a letter will be sent to the addresses that the Council does not hold an email address for to ask for one. It will not be compulsory to provide one.

New homes will need to be added to the list as they are built / occupied.

The Clerk is formally registered under the Data Protection Act 1998 to handle such personal information and as the independent Proper Officer of the Council, it should only be the Clerk that has access to the information.

Decision required:

A Member has questioned whether the Council has ever agreed to the setting up of such a database, the Clerk cannot find any formal resolution. **Members need to resolve if they wish to have such a database?**

If the Council resolve they do, then Members need to give the priority? A) This week B) This year