

BECKINGTON PARISH COUNCIL

www.beckingtonparishcouncil.org.uk



Date of Publication: Tuesday 6th June 2023

To: Cllr Paula Fox (Chair), Cllr Clive Winterbourne, Cllr Liz Wright, Cllr Kevin Bishop and Cllr Mark Hollyoake.

NOTICE OF MEETING

You are hereby summoned to attend an Extraordinary Full Council meeting of Beckington Parish Council to be held on Tuesday 13th June 2023 at 7.00pm in the Beckington Memorial Hall, Bath Road, Beckington, Frome BA11 6SH

Paul Russell

Paul Russell
Locum Clerk

Public Participation and County and District Councillors Reports

Prior to the start of the meeting fifteen minutes will be allowed for questions or comments from members of the public. Any resident wishing to address the Council will have about 3 minutes.

Questions may not be answered at the meeting; a written reply maybe be given within 7 days.

Once the meeting has started members of the public are reminded that they have no right to speak.

The District & County Councillors are invited to make a report to the Parish Council in this time as well.

AGENDA

33. APOLOGIES FOR ABSENCE

- a. To receive any apologies for absence and reason made to the Parish Clerk:
- a. To resolve if to accept any apologies for absence:

34. DECLARATIONS OF INTERESTS

Members to declare any 'Pecuniary' or 'Other' interests under the council's code of conduct. Members are reminded of their responsibility to register their interests with Somerset Council and to keep that register up to date.

35. MINUTES

To formally approve and adopt the following minutes of the Council meetings held:

- Annual Parish Meeting – 9th May 2023
- Annual Parish Council Meeting – 9th May 2023
- Extraordinary Meeting – 22nd May 2023

36. PLANNING, LICENSING & TREE APPLICATIONS:

To receive an update from Cllr Wright.

37. CYCLING AND WALKING LCWIP

To receive an update from Cllr Hollyoake.

38. BECKINGTON CRICKET CLUB

To receive an update from Cllr Winterbourne.

39. BECKINGTON ALLOTMENTS

To receive an update from Cllr Bishop.

40. BUS SHELTERS

Update from Cllr Winterbourne on progress.

41. NEIGHBOURHOOD PLAN:

To receive a verbal update regarding the development of the Neighbourhood Plan.

42. LOCAL PLAN PART 2 (LPP2)

To receive an update

43. JUDICIAL REVIEW

To receive an update.

44. STREET FURNITURE

Update on S106 funding from Cllr Fox.

45. BENCH REQUEST

To consider the request for a bench in the village to commemorate the Coronation of King Charles III.

46. COMMUNITY FUND

Cllr Hollyoake will speak to this item.

47. FINANCIAL MATTERS

To approve the payments outlined below:

Supplier	Service	Net	VAT	Total
Beckington Memorial Hall	Room Hire	£84.00	£0.00	£84.00
Harris & Harris Solicitors	Disbursements	£63.33	£12.67	£76.00
JM Fencing & Landscaping	Grass cutting	£150.00	£30.00	£180.00
P A Russell	Locum Services	£750.00	£0.00	£750.00

P A Russell	Insurance	£547.96	£0.00	£547.96
CouncilHR & Governance	Internal Audit	£150.00	£0.00	£150.00
Shannon Brooke	Locum Services	£100.00	£0.00	£100.00
TOTAL		£1,845.29	£42.67	£1,887.96

48. INTERNAL AUDIT REPORT

To note the internal audit report and to agree any actions recommended.

49. GOVERNANCE STATEMENT

To formally adopt and approve the Governance Statement.

50. ACCOUNTS STATEMENT

To formally adopt and approve the Accounts Statement.

51. NEXT MEETING

To note that the next meeting of Beckington Parish Council will be held on 11th July 2023.

BECKINGTON PARISH COUNCIL

www.beckingtonparishcouncil.org.uk



Locum Parish Clerk: Paul Russell Email: parishclerk@beckingtonparishcouncil.org.uk

Minutes of the Annual Parish Council meeting of Beckington Parish Council held on Tuesday 9th May 2023 which commenced at 8:50pm in the Beckington Memorial Hall, Bath Road, Beckington, Frome BA11 6SH

PRESENT: Cllr Paula Fox (Chair), Cllr Clive Winterbourne and Cllr Liz Wright.

ALSO PRESENT: Ward Cllr Boyden and the Locum Clerk.

Public Participation

There were no members of the public present. No matters were raised.

Ward Councillor Reports

Ward Cllr Boyden presented his report (Appendix 1)

Ward Cllr Denton's report was also noted (Appendix 2)

1. Apologies for absence

Apologies were received and accepted from Cllr Kevin Bishop (Illness) and Cllr Mark Hollyoake (work).

2. Declarations of pecuniary interests and dispensations to participate:

There were no Declarations of Interest made.

3. Election of Parish Council Chairman/ Vice-Chairman:

Nominations were requested for Chair of the Council for the 2023/24 municipal year.

Cllr Paula Fox was proposed by Cllr Winterbourne and seconded by Cllr Wright.

There being no other nominations, Cllr Paula Fox was duly elected Chair of Council.

Council agreed to defer the election of a Vice-chairman for the 2023/2024 municipal year.

4. Adoption of previous council meeting minutes:

Council **RESOLVED** to adopt the minutes of the Annual Parish Council Meeting held on 10th May 2022.

5. Adoption of Parish Council Policies

Council **RESOLVED** to adopt the following policies:

- Standing Orders
- Financial Regulations
- Freedom of Information

Council noted that it did not have a Data Protection Policy. It was agreed that the Locum Clerk develop a Policy and present it to Council for adoption.

6. Appointment of Members roles/portfolios:

Council **RESOLVED** to appoint Councillors to the following posts:

- Planning & Development Portfolio: Cllr Liz Wright with support from Cllr Winterbourne as and when required.
- Deputy Planning & Development Portfolio: Appointment deferred.
- Local Environment Portfolio: Cllr Winterbourne
- Highways & Transport Portfolio: Cllr Bishop
- Footpaths & Rights of Way Rep: Cllr Wright
- Allotments: Cllr Bishop
- Rudge Rep: Cllr Wright
- S106 Grants Coordinator: Cllr Fox
- HR Panel (x2): Deferred.

7. Risk Assessment:

Council **RESOLVED** to adopt the Risk Assessment subject to it being reviewed and updated by the Locum Clerk,

8. Parish Council Assets list:

Council **RESOLVED** to adopt the Assets List subject to it being reviewed and updated by the Locum Clerk.

9. Annual Insurance Premium:

Council **RESOLVED** to approve the payment of the Council's insurance for 2023/24 through Gallagher at a cost of £547.96.

10. Delegated Power – Planning & Tree Applications:

Council **RESOLVED** to give delegated power to the Clerk to respond to planning and tree applications on behalf of the Council, in consultation with the Planning and Development Portfolio Holder and Deputy Holder.

11. Internal Audit 2021/22:

To confirm the appointment of the internal auditor for 2022/23.

RESOLVED: To appoint Council HR and Governance Support to carry out the internal audit report at a cost of £140.

There being no other business the Chair thanked Members for their attendance and closed the meeting at 8:48pm.

CHAIR: _____

DATE: _____

BECKINGTON PARISH COUNCIL

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Locum Parish Clerk: Paul Russell

Email: parishclerk@beckingtonparishcouncil.org.uk

Minutes of the Full Council meeting of Beckington Parish Council held on Tuesday 9th May 2023 which commenced at 8:50pm in the Beckington Memorial Hall, Bath Road, Beckington, Frome BA11 6SH

PRESENT: Cllr Paula Fox (Chair), Cllr Clive Winterbourne, Cllr Liz Wright,

ALSO PRESENT: Locum Clerk.

Public Participation

There were no members of the public present. No matters were raised.

12. Apologies for Absence:

Apologies were received and accepted from Cllr Kevin Bishop (Illness) and Cllr Mark Hollyoake (work).

13. Declarations of pecuniary interests and dispensations to participate

There were no Declarations of Interest made.

14. Adoption of Previous Council Meeting Minutes:

A copy of the minutes of the Full Council meeting held on 11th April 2023 were not available. This item was deferred.

15. Planning, Licensing & Tree Applications:

Council **RESOLVED** to make the following comments:

Application: 2023/0608/HSE

Location: 11 Sandy View Beckington Frome Somerset BA11 6TR

Proposal: To remove an existing outhouse and replace it with a 2 storey extension.

Comment: No objection

Application: 2023/0336/LBC

Location: 3 Bath Road Beckington Frome Somerset BA11 6SW

Proposal: Reinstatement of two openings and insertion of windows to northeast elevation and erection of south-west elevation single storey extension following demolition of shed

Comment: Already approved

16. Cycling and Walking LCWIP

The update provided by Cllr Hollyoake was noted.

17. Beckington Cricket Club

The following update provided by Cllr Winterbourne was noted:

- The solicitors had been requested to find the original documentation from the Records Office so that a lease can be drawn up based on the original lease granted;
- The Cricket Club has been updated on progress to date.

18. Beckington Allotments

The following update provided by Cllr Bishop was noted:

- An issue with the registration of the land had been identified;
- The matter was now being dealt with by Land Registry.

19. Bus shelters

Council noted that the S106 funding needed to be spent before 3rd August. It was agreed to review options, potentially reduce the amount of engineering works required and provide two additional bus shelters. Cllr Fox would address the S106 funding and Cllr Winterbourne would liaise with the consultant.

20. Neighbourhood Plan:

Council discussed the progression of a Neighbourhood Plan for the Parish of Beckington.

Following discussion, it was **RESOLVED:**

- To commence work on a Neighbourhood Plan for the parish;
- To allocate an initial sum of £10,000 from the reserves to help fund the development of the Plan;
- To consider the appointment of a suitable consultant;
- To hold an emergency meeting on a date to be arranged to designate the Neighbourhood Plan area.

21. Local Plan Part 2 (LPP2)

Council noted that some testing had been undertaken on a potential development field in the past week. No further update had been received.

22. Judicial Review

Council noted that no further update had been received.

23. Street Furniture

This item was deferred until Cllr Bishop was in attendance.

24. Parish Council's Accounts

- a) Budget to Date: Not considered due to changeover of Locum Clerk.
- b) Payments required: None were presented.

25. Confidential Session

Council **RESOLVED** to enter a confidential session as agenda item 26 related to staffing matters.

26. Staffing Matters

Council ratified the appointment of Paul Russell as Locum Clerk for five hours per week until a new Clerk had been appointed.

Items for the next agenda:

- The appointment of an LCN representative;
- To consider the revised Code of Conduct;
- To allocate funding to appoint a new Clerk.

There being no other business the Chair thanked Members for their attendance and closed the meeting at 10:30pm.

CHAIR:

DATE:

BECKINGTON PARISH COUNCIL

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Locum Parish Clerk: Paul Russell

Email: parishclerk@beckingtonparishcouncil.org.uk

Minutes of the Extraordinary Full Council meeting of Beckington Parish Council held on Monday 22nd May 2023 at 5.00pm in the Beckington Memorial Hall, Bath Road, Beckington, Frome BA11 6SH.

MEMBERS PRESENT: Cllr Paula Fox (Chair), Cllr Clive Winterbourne, Cllr Kevin Bishop and Cllr Mark Hollyoake.

Public Participation

There were no members of the public present. No matters were raised.

27. Apologies for Absence

Apologies were received and accepted from Cllr Liz Wright (personal) and Cllr Mark Hollyoake (work commitments).

28. Declarations of Pecuniary Interests and Dispensations to Participate

No Declarations of Interests were made.

29. Appointment of the Locum Clerk

Council considered the formal appointment of Paul Russell as the Locum Parish Clerk to Beckington Parish Council.

Proposed: Cllr Fox
Unanimous

Seconded: Cllr Winterbourne

Council **RESOLVED** to formally appoint Paul Russell as Locum Parish Clerk to Beckington Parish Council

30. Neighbourhood Plan

Council considered the proposal to formally designate the land within the Parish Council boundary as the Designated Neighbourhood Area. It was noted that Somerset Council was required to undertake a six week consultation on the designation.

A Neighbourhood Plan would:

- Help to prevent development outside the development boundary;
- Protect important views;
- Protect local green spaces designated within the Plan;

- Become part of the Local Plan. A Neighbourhood Plan, once adopted, would be a material consideration in all planning applications.

Proposed: Cllr Winterboure
Unanimous

Seconded: Cllr Bishop

Council **RESOLVED:**

- To designate the land within the existing Parish Boundary of the Parish of Beckington as the Designated Neighbourhood Area as this is the area of responsibility of Beckington Parish Council;
- To submit an application to designate the land within the parish boundary to Somerset Council.

31. Financial Matters

Council considered the outstanding invoices outlined below and **RESOLVED** to pay them:

Supplier	Service	Net	VAT	Total
Gallagher Ltd	Insurance 2023/24 from 1 st June 2023 to 31 st May 2023	£547.96	£0	£547.96
C M Wiggins	Locum Services	£180.00	£0	£180.00
	TOTAL	£727.96	£0	£727.96

32. Next Meeting

Council noted that the next meeting of Beckington Parish Council would be held on 13th June 2023.

There being no other business the Chair thanked Members for their attendance and closed the meeting at 5:31pm.

CHAIR:

DATE: