

## Donyatt Parish Council – Minutes and Agendas 2022

10<sup>th</sup> January 2022 – Agenda

10<sup>th</sup> January 2022 – Minutes

14<sup>th</sup> March 2022 – Agenda

14<sup>th</sup> March 2022 – Minutes

9<sup>th</sup> May 2022 – Agenda

9<sup>th</sup> May 2022 – Minutes

14<sup>th</sup> June 2022 – Agenda

14<sup>th</sup> June 2022 – Minutes

11<sup>th</sup> July 2022 – Agenda

11<sup>th</sup> July 2022 Minutes

26<sup>th</sup> July 2022 – Agenda

26<sup>th</sup> July 2022 –Minutes

19<sup>th</sup> August 2022 - Agenda

19<sup>th</sup> August 2022 Minutes

29<sup>th</sup> September 2022 – Agenda

29<sup>th</sup> September 2022 - Minutes

9<sup>th</sup> November 2022 – Agenda

9<sup>th</sup> November 2022 - Minutes

## DONYATT PARISH COUNCIL

Dear Councillors, you are summoned to a meeting of the Parish Council on Monday 10<sup>th</sup> January 2022 at 7.30pm in the Village Hall observing the Council's Covid-19 Risk Assessment.



Heather Bryant  
Clerk to the Council.  
5.1.22

### AGENDA

*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, Crime and Disorder, Health & Safety, Bullying & Harassment and Human Rights*

- 1 **APOLOGIES FOR ABSENCE AND TO CONSIDER ACCEPTANCE OF THE REASONS**
- 2 **TO RECEIVE ANY DECLARATIONS OF INTEREST AND APPROVE ANY DISPENSATIONS**
- 3 **TO CONFIRM THE MINUTES OF THE MEETING HELD ON 8<sup>th</sup> NOVEMBER 2021**  
(Draft minutes already circulated)  
TO CONSIDER: the approval of these minutes as a true record.
- 4 **FORTHCOMING MEETINGS**  
Sponsors: Cllr Porritt, Cllr David Light and Cllr Kay Light  
To consider: for future meetings to return to the meeting room instead of the main hall  
Covid risk assessment will be updated according to the decision (attached)
- 5 **MATTERS ARISING AND OUTSTANDING ACTIONS**
- 6 **CHAIRMANS ANNOUNCEMENTS**
- 7 **DISTRICT COUNCIL AND COUNTY COUNCIL REPORTS**
- 8 **PUBLIC QUESTION TIME**
- 9 **BUDGET AND PRECEPT FOR 22/23**  
(Draft budget attached)  
To agree – setting a precept of £..... for the above year under the power of Local Government Finance Act 1992 Section 41
- 10 **PLANNING MATTERS**  
To Note: Tree Preservation Order 2021-W1  
Any trees or woody shrubs of any size or species (with the exclusion of Laurel) that are located within the area of woodland at Willetts & Paull's copse, Chilworthy Lane, Peasmarsh. TA19 0SH
- 11 **HIGHWAY AND FOOTPATH MATTERS**
  - A) Reports
    - Highway Representative- Cllr Bill Porritt
    - Traffic Working Party report
    - Parish Path Liaison Officer – Cllr Dave Light
  - B) Any updates and consider any actions  
Small Improvement Scheme  
Stibbear Lane
  - C) Speed Indicator Device  
To consider the purchase of a SID

D) Street Lighting – Pound Hill –

To consider a Street Lighting Scheme funded by Donyatt PC.

E) Any other new highway or footpath matters

12 **DEFIBRILLATOR**  
Replacement of pads

13 **FINANCIAL**  
Insurance Renewal  
To Note: Due on 21.1.2022 at a cost of £218 (No increase from last year)

FINANCIAL REPORTS AND CHEQUES FOR PAYMENT

TO CONSIDER: that this Council approves the schedule of cheques and the Financial Report subject to the requirements of our Risk Assessment Document.

14 **POLICY REVIEWS (Deferred from last month)**  
To consider to review and adopt the following policies:  
Documents attached  
Communications Policy  
Social Media Policy  
Complaints Procedure  
Grants Policy

15 **CLERK'S REPORT AND CORRESPONDENCE**  
New Somerset Council – Local Community Networks

16 **REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**  
Village Hall – Cllr Porritt  
Donyatt Recreation Area – Cllr Kay Light

17 **MATTERS FOR REPORT ONLY – DATE OF THE NEXT MEETING**  
The date of the next scheduled meeting will be held 14<sup>th</sup> March 2022

## DONYATT PARISH COUNCIL

530

Minutes of the meeting held on 10<sup>th</sup> January 2022 held in the David Willis room at 7.30pm

**COUNCILLORS PRESENT:** W. Porritt, K. Light, D. Light and L. Arscott

Also, present: D.C. Martin Wale (Acting), 3 members of the public and the Clerk Heather Bryant.

Cllr W Porritt (Vice Chairman) was in the Chair as the Chairman was not present. Cllr Porritt paid tribute to Linda Vijeh who has retired from SCC & DC Councils on 31.12.21

**22/1 APOLOGIES FOR ABSENCE AND TO CONSIDER ACCEPTANCE OF THE REASONS**

**RESOLVED:** to approve the apologies of Cllrs West, Attlesey and Grabham for the reasons given.

**22/2 TO RECEIVE ANY DECLARATIONS OF INTEREST AND APPROVE ANY DISPENSATIONS**

None received.

**22/3 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 8<sup>th</sup> NOVEMBER 2021**

**RESOLVED:** the approval of these minutes as a true record.

Cllr Porritt reported that in the previous minutes it stated that the Clerk had some information in regard to to County's next round of Small Improvement Schemes from a County Councillor. The Clerk replied that the minute stated that she would copy to the Chairman which she had done.

**ACTION: The Clerk agreed to copy in all Councillors**

**22/4 FORTHCOMING MEETINGS**

Sponsors: Cllr Porritt, Cllr David Light and Cllr Kay Light

**RESOLVED:** for future meetings to return to the meeting room instead of the main hall (The vote was recorded as 4 in favour) Covid risk assessment will be updated accordingly.

This was contrary to the advice from the Clerk who stated that the Council as a Corporate Body has a duty of care to employees, attending public and their selves. The Council should wait to see how this epidemic develops further before making a decision.

**22/5 MATTERS ARISING AND OUTSTANDING ACTIONS.**

Cllr Porritt raised two questions in regard to the Small Improvement Scheme (SIS) (See Min: No: 22/11 B)

**22/6 CHAIRMANS ANNOUNCEMENTS**

The Chairman was not present

**22/7 DISTRICT COUNCIL AND COUNTY COUNCIL REPORTS**

C.C. & D.C. Linda Vijeh sent a final written report (31.12.21) which had been emailed to Councillors.

Acting D.C. Wale reported on the following:

- Somerset Waste Partnership – problems that some residents are experiencing with bins not being collected on the scheduled day or missing bins collection entirely.
- Reorganisation of Somerset becoming a Unity Authority
- Planning

**22/8 PUBLIC QUESTION TIME**

There were no questions from the public at this point

**22/9 BUDGET AND PRECEPT FOR 22/23**

**RESOLVED:** setting a precept of £9,350 for the above year under the power of Local Government Finance Act 1992 Section 41

**22/10 PLANNING MATTERS**

To Note: Tree Preservation Order 2021-W1

Any trees or woody shrubs of any size or species (with the exclusion of Laurel) that are located within the area of woodland at Willetts & Paull's copse, Chilworthy Lane, Peasmarsh. TA19 0SH

**22/11 HIGHWAY AND FOOTPATH MATTERS**

A) REPORTS

- Highway Representative- Cllr Bill Porritt – The Clerk reported that the re-surfacing of the A358 will take place in Financial Year 22/23
- Traffic Working Party report – There was nothing to report

- Parish Path Liaison Officer – Cllr Light reported that paths are all in order. SCC are quite good with support.

#### B) ANY UPDATES AND CONSIDER ANY ACTIONS

##### Small Improvement Scheme

1) Email received from Andrew Nellist (dated 13.12.21)

The RSA3 was completed, and some minor issues raised:

- Some minor vegetation cut-back to improve forward visibility to a warning sign – a works order is being raised for this;
- The provision of yellow backing to a chevron sign, for consistency with its neighbours – this will be part of the same works order;
- The refresh of the junction markings at A358/ Church Street – this has been passed to our maintenance team for consideration within a future maintenance programme (and will not now be monitored as part of this scheme).

He also commissioned a further set of speed surveys, to check if there was any issue affecting the previous post-completion surveys that yielded disappointing results, such as seasonal differences between survey periods. These further surveys were completed in November, and he has just had the results back. Unfortunately, although some speeds have reduced somewhat compared to the surveys undertaken in June 2021, they continue to be disappointing.

**ACTION: It was agreed that the Clerk to contact Andrew Nellist to ask him when the ‘real’ Audit will take place.**

#### 2) Elected Members & Town or Parish Council Questionnaire

Cllr Porritt asked the Clerk she was tasked at the last meeting to find what happened to this questionnaire and had it been sent. The Clerk replied that she understood the Councillors were sending in the questionnaire individually.

**ACTION: that the Clerk will consult with the Chairman, Cllr West.**

*The Chairman adjourned the meeting to allow members of the public to speak.*

##### Stibbear Lane

A member of the public who has a farm along Stibbear Lane spoke on the gullies along Stibbear Lane including gullies that are damaged.

The Council advised that he should speak to Cllr Attlesey (who the MOP knows) as he is dealing with problem gullies along this stretch of road

#### C) SPEED INDICATOR DEVICE

A Cllr from Tatworth Parish Council reported that her Council had recently bought a SID that can be moved to C.H. approve sites in the village. The cost of a SID is around £3,500 and it cost Tatworth P.C. around £328 to have one of their members Chapter 8 trained.

*The Chairman re-convened the meeting*

**ACTION: It was agreed that Cllrs Porritt, David Light & Kay Light to form a Working Group to investigate the procurement of a SID by speaking to other parishes including Tatworth PC.**

Horton P.C. has asked if Donyatt P.C. would be interested in discussing the purchase of a joint speed indicator device with Horton & Broadway.

**ACTION: It was agreed that the Clerk to reply to Horton P.C. that Donyatt P.C. is looking into purchasing a SID on their own**

#### D) STREET LIGHTING – POUND HILL –

Cllr Porritt reported that he had been corresponding with the Street Light Department at Somerset County Council but now he was advised that this matter had been elevated to a Stage Two complaint and was asked to explain the details of his complaint. Cllr Porritt is now waiting for the outcome of the complaint.

#### **22/12 DEFIBRILLATOR**

The Clerk reported that the defibrillator pads are out of dated and need replacing

**RESOLVED:** that the Clerk can purchase the pads at around £35.00

**ACTION: the Clerk to purchase the pads**

## 22/13 FINANCIAL

Insurance Renewal

To Note: Due on 21.1.2022 at a cost of £218 (No increase from last year) Cllr Light asked for a copy of the insurance schedule

**ACTION: The Clerk will forward a copy of the insurance schedule**

FINANCIAL REPORTS AND CHEQUES FOR PAYMENT

1037	H Bryant Dec/Jan	£354.94
1038	HMRC	£ 44.40
1039	HMRC	£ 44.40
1040	DVH	£24.00
1041	Society of Local Council Clerks	£71.00
1042	Information Commissioner Office	£40.00
1043	Insurance	£218.00
1044	H Bryant expenses	£16.30

**RESOLVED:** that this Council approves the schedule of cheques and the Financial Report subject to the requirements of our Risk Assessment Document.

## 22/14 POLICY REVIEWS (Deferred from last month)

**RESOLVED:** to adopt the following policies as presented

Communications Policy

Social Media Policy

Complaints Procedure

Grants Policy

## 22/15 CLERK'S REPORT AND CORRESPONDENCE

Noted

New Somerset Council – Local Community Networks

Letter from the Church

## 22/16 REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

Village Hall – Cllr Porritt

Cllr Porritt reported that hiring the Village Hall is slowly increasing and there is a swampy piece of ground near the fence which will need attention.

Donyatt Recreation Area – Cllr Kay Light

Cllr Kay Light reported that the Recreation Ground Committee was unsuccessful in obtaining a Grant from the Lottery. The Committee has applied for a Tesco Community Grant.

**ACTION: The Clerk will send a Donyatt Grant form to Donyatt Recreation Area.**

## 22/17 MATTERS FOR REPORT ONLY – DATE OF THE NEXT MEETING

Cllr David Light suggested the following headings under this item:

- Summary of agreed actions from the meeting.
- Discussion of urgent action.
- Items to be included for the next agenda
- Date, time and venue for the next meeting

**ACTION: The Clerk agreed to include for future agendas**

The date of the next scheduled meeting will be held 14<sup>th</sup> March 2022, at 7.30pm in the David Willis room. (Min No: 22/4 applies)

*The Chairman closed the meeting at 9.56pm*

## DONYATT PARISH COUNCIL

Dear Councillors, you are summoned to a meeting of the Parish Council on Monday 14<sup>th</sup> March 2022 at 7.30pm in the Village Hall observing the Council's Covid-19 Risk Assessment.



Heather Bryant  
Clerk to the Council.  
8.3.22

### AGENDA

*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, Crime and Disorder, Health & Safety, Bullying & Harassment and Human Rights*

- 1 **APOLOGIES FOR ABSENCE AND TO CONSIDER ACCEPTANCE OF THE REASONS**
- 2 **TO RECEIVE ANY DECLARATIONS OF INTEREST AND APPROVE ANY DISPENSATIONS**
- 3 **TO CONFIRM THE MINUTES OF THE MEETING HELD ON 10<sup>th</sup> JANUARY 2022**  
(Draft minutes already circulated)  
TO CONSIDER: the approval of these minutes as a true record.
- 4 **MATTERS ARISING AND OUTSTANDING ACTIONS**
- 5 **CHAIRMANS ANNOUNCEMENTS**
- 6 **DISTRICT COUNCIL AND COUNTY COUNCIL REPORTS**
- 7 **PUBLIC QUESTION TIME**
- 8 **GRANTS TO VOLUNTARY ORGANISATIONS**  
(Grant requests attached)  
To consider grants for the following local organisations.  
Village Hall: a grant request of £3,250 being half of a programme of works  
St Marys Church: a grant request for maintenance £1,000 and structural/organ repairs £2,000  
Recreational Area: a grant request of £2,500 for the installation of a see saw and ongoing maintenance costs.
- 9 **STAFFING COMMITTEE**  
(Please read Standing Orders 15,16 &26)  
To appoint a Staffing Committee of the Council and agree its Terms of Reference
- 10 **PLANNING MATTERS**  
22/00583/HOU Demolition of a single storey extension and erection of two storey side extension.  
Squirrels Nest Donyatt Hill
- 11 **HIGHWAY AND FOOTPATH MATTERS**
  - A) Reports
    - Highway Representative- Cllr B. Porritt
    - Traffic Working Party report
    - Parish Path Liaison Officer – Cllr D. Light
  - B) Any updates and consider any actions  
Small Improvement Schemes – Somerset County Council has put £1.7 million in their budget for 22/23 for Small Improvement Schemes, although it will be for the new council to decide if the SIS is to continue  
  
Stibbear Lane
  - C) Speed Indicator Device  
To consider the purchase of a SID

D) Street Lighting – Pound Hill –

To consider a Street Lighting Scheme funded by Donyatt PC.

E) Any other new highway or footpath matters

12 **LITTER PICKS IN THE PARISH**

Sponsor: Cllr P. West

Initially, to pick at Watery Lane, the footpath either side of Watery Lane along to Donyatt Halt, the by-pass and path from Knight Electrical to Crow Lane. If we can get volunteers then maybe we can extend the pick up to Donyatt Hill, Church Street etc.

To consider

To ask for volunteers, maybe from an announcement in the Parish newsletter.

To fund the tools required, waste bags and loops (that hold them open), and those picking tools.

13 **FINANCIAL**

FINANCIAL REPORTS AND CHEQUES FOR PAYMENT

TO CONSIDER: that this Council approves the schedule of cheques and the Financial Report subject to the requirements of our Risk Assessment Document.

14 **POLICY REVIEW**

Covid Policy

15 **CLERK'S REPORT AND CORRESPONDENCE**

Elections 5<sup>th</sup> May 2022

Community Heritage Project

Local Heritage List

16 **REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**

Village Hall – Cllr. B. Porritt

Donyatt Recreation Area – Cllr K. Light

17 **MATTERS FOR REPORT ONLY**

- Summary of agreed actions from the meeting.
- Discussion of urgent action.
- Items to be included for the next agenda
- Date, time and venue for the next meeting

## DONYATT PARISH COUNCIL

532

Minutes of the meeting held on 14<sup>th</sup> March 2022 held in the David Willis room at 7.30pm

**COUNCILLORS PRESENT:** P West (Chairman) J. Attlesey, L. Arscott, M Grabham, D. Light, K. Light and B Porritt.

Also, present: The Clerk Heather Bryant.

### 22/18 APOLOGIES FOR ABSENCE AND TO CONSIDER ACCEPTANCE OF THE REASONS

All present

### 22/19 TO RECEIVE ANY DECLARATIONS OF INTEREST AND APPROVE ANY DISPENSATIONS

Cllrs B Porritt and M Grabham declared a personal interest in agenda item GRANTS TO VOLUNTARY ORGANISATIONS as they are members of the Village Hall Committee

Cllr M. Grabham declare a personal interest in agenda item GRANTS TO VOLUNTARY ORGANISATIONS as he is a member of the PCC

The Clerk agreed to grant dispensations for those with interests to present their organisation's grant requests and to vote.

### 22/20 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 10<sup>th</sup> JANUARY 2022

**RESOLVED:** the approval of these minutes as a true record with the following addition and amendment.

(The vote was recorded as 3 for, 1 against and 3 abstentions)

Min No 22/4: Strike out 'for future meeting to return to the meeting room instead of the main hall'.

Replace with 'that the date, time and venue for the following meeting will be agreed at the current meeting'.

Addition: The Chairman (Cllr B. Porritt) does not believe that the minutes of the meeting of Donyatt Parish Council held on 10.1.22 in respect of Min/No. 22/3 were a correct record as it was a personal view from the Clerk but his view was not upheld by the majority of the Council and the minutes are confirmed as a correct record of the proceedings.

### 22/21 MATTERS ARISING AND OUTSTANDING ACTIONS

Outstanding items are on the agenda.

Cllr. J Attlesey asked if the Council was undertaking any celebrations in regard to the Queens Jubilee

**ACTION: The Clerk agreed to enquire if Mr Doak is holding Donyatt Fair on the Queens Jubilee Bank Holiday**

### 22/22 CHAIRMANS ANNOUNCEMENTS

The Chairman reported that the defibrillator pads had been fitted

### 22/23 DISTRICT COUNCIL AND COUNTY COUNCIL REPORTS

The newly elected District Councillor was not present at this point during the meeting as he left just before the meeting started. However, to note that he did attend at 7.00pm to introduce himself to the Councillors present.

### 22/24 QUESTION TIME

There were no members of the public present

*The Chairman altered the order of business on the agenda*

### 22/25 SPEED INDICATOR DEVICE

Proposal: the purchase of a SID

**RESOLVED UNANIMOUSLY:** To park the decision on purchasing a SID due to other priorities for the village

### 22/25 GRANTS TO VOLUNTARY ORGANISATIONS

The Clerk had sent the grant requests by email

Proposal: grants for the following local organisations.

Recreational Area: a grant request of £2,500 for the installation of a see saw and ongoing maintenance costs.

**RESOLVED:** to grant **£2,500** for the installation of a see saw and ongoing maintenance costs. (The vote was recorded as 5 in favour, 1 against and 1 abstention)

**RESOLVED:** to re-instate **£2264** towards the Recreational Field sinking fund as stated in 2019 (The vote was recorded as 6 in favour and 1 abstention)

St Marys Church: a grant request for maintenance £1,000 and structural/organ repairs £2,000

**RESOLVED:** to grant **£1000** for maintenance (The vote was recorded as 6 in favour and 1 abstention)

**RESOLVED:** to grant **£2000** for structural/organ repair. (The vote was recorded as 6 in favour and 1 abstention)

Village Hall: a grant request of **£3,250** being half of a programme of works

**RESOLVED:** to grant **£1750** being towards the cost of a programme of works (The vote was recorded as 6 in favour and 1 abstention)

**22/26 STAFFING COMMITTEE**

Proposal: To appoint a Staffing Committee of the Council and agree its Terms of Reference

**RESOLVED:** to form a Staffing Committee with Terms of Reference and appointees to be decided at the Annual Parish Council Meeting. (The vote was recorded as 6 in favour and 1 abstention)

**22/27 PLANNING MATTERS**

22/00583/HOU Demolition of a single storey extension and erection of two storey side extension.

Squirrels Nest Donyatt Hill

**RESOLVED:** to support this application as long as the materials are matching.

22/00571/HOU Alterations to first floor to enlarge ensuite and provide dressing room. Carvean, Peasmarsh Farm. Peasmarsh

This application arrived too late to be included on the agenda. The Clerk, in consultation with Councillors, had no objections

**22/28 HIGHWAY AND FOOTPATH MATTERS**

A) Reports

Highway Representative- The bridge near the Village Hall on the A358 has still not been repaired

**ACTION: The Clerk will chase up**

Traffic Working Party report – To follow up after the County elections.

Parish Path Liaison Officer – Cllr D. Light had nothing to report

B) Any updates and consider any actions

Small Improvement Schemes – The Clerk reported that Somerset County Council has put £1.7 million in their budget for 22/23 for Small Improvement Schemes, although it will be for the new council to decide if the SIS is to continue

**ACTION: The Clerk to enquire if there is a County Councillor for this Ward at present**

Stibbear Lane

Cllr Attlesey reported that a ditch on the road side needs digging out

**ACTION: The Clerk will contact County Highways**

D) Street Lighting – Pound Hill –

Cllr B Porritt had nothing to report

*Cllr L Arscott left the meeting at 10.00pm*

**22/29 LITTER PICKS IN THE PARISH**

Sponsor: Cllr P. West

Initially, to pick at Watery Lane, the footpath either side of Watery Lane along to Donyatt Halt, the by-pass and path from Knight Electrical to Crow Lane. If we can get volunteers then maybe we can extend the pick up to Donyatt Hill, Church Street etc.

**ACTION: The Clerk to enquire at SSDC is they supply free litter picking tools and a collection of rubbish service**

**22/30 FINANCIAL**

FINANCIAL REPORTS AND CHEQUES FOR PAYMENT

1045	H Bryant Feb/March	£355.41
1046	HMRC	£ 44.20
1047	HMRC	£ 44.40
1048	DVH	£28.00
1049	Well Medical – defib pads	£47.94
1050	H Bryant expenses	£82.60

**RESOLVED:** that this Council approves the schedule of cheques and the Financial Report subject to the requirements of our Risk Assessment Document. (The vote was recorded as 5 in favour and 1 abstention)

**22/31 POLICY REVIEW**

**RESOLVED UNANIMOUSLY:** to adopt the Covid Policy as presented

**22/32 CLERK'S REPORT AND CORRESPONDENCE**

Elections 5<sup>th</sup> May 2022 – The Clerk handed out nomination papers

Community Heritage Project - Noted

Local Heritage List – Cllr D Light suggested Donyatt Halt

**22/33 REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**

Village Hall – Cllr. B. Porritt reported on heat pumps costing £4000

Donyatt Recreation Area – Cllr K. Light had nothing to report

**22/34 MATTERS FOR REPORT ONLY**

- Summary of agreed actions from the meeting- Listed above
- Discussion of urgent action- Nothing reported
- Items to be included for the next agenda – Staffing Committee
- Date, time and venue for the next meeting – To hold the Annual Parish Meeting on 17<sup>th</sup> May 2022 at 6.00pm and the Annual Parish Council meeting at 7.00pm

(Post Note: The Annual Parish Meeting will now be held on Monday 9<sup>th</sup> May 2022 at 6.00pm and the Annual Parish Council meeting at 7.00pm)

*The Chairman closed the meeting*

## DONYATT PARISH COUNCIL

You are summoned to a meeting of the Parish Council on Monday 9<sup>th</sup> May 2022 at 7.00pm at the Village Hall.



Heather Bryant  
Clerk to the Council  
4.5.22

**Any Declaration of Acceptance of Office, if not already been signed, will be signed before the meeting starts.**

### PUBLIC QUESTION TIME

Subject to Standing Orders there is a time limit of 15 minutes for this section of the agenda. Questions or comments will be noted or raised at the appropriate time on the agenda or become an agenda item for the next meeting. Persons may speak for not more than 3 minutes cumulative.

### REPORTS FROM:

COUNTY COUNCILLOR  
DISTRICT COUNCIL

## AGENDA

*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, Crime and Disorder, Health & Safety, Bullying & Harassment and Human Rights*

- 1      **ELECTION OF CHAIRMAN**  
TO CONSIDER: the election of a Chairman for the forthcoming year. The Chairman to sign a Declaration of Office Form
- 2      **DECLARATION OF ACCEPTANCE OF OFFICE**  
TO CONSIDER: the date that Cllrs can sign Acceptance of Office if not already done so
- 3      **APOLOGIES FOR ABSENCE AND TO CONSIDER ACCEPTANCE OF THE REASONS**
- 4      **CO-OPTION OF ONE COUNCILLOR TO FILL A VACANCY ON THE COUNCIL**
- 5      **ELECTION OF VICE-CHAIRMAN**  
TO CONSIDER: the election of a Vice-Chairman for the forthcoming year
- 6      **TO RECEIVE ANY DECLARATIONS OF INTEREST AND APPROVE ANY DISPENSATIONS**
- 7      **TO CONFIRM THE MINUTES OF THE MEETING HELD 14<sup>TH</sup> MARCH 2022**  
(Draft minutes already circulated)  
TO CONSIDER: the approval of these minutes as a true record.
- 8      **MATTERS ARISING AND OUTSTANDING ACTIONS**
- 9      **CHAIRMANS ANNOUNCEMENTS**
- 10     **STAFFING COMMITTEE**  
Proposal: To appoint a Staffing Committee of the Council and agree its Terms of Reference
- 11     **TO APPOINT MEMBERS TO SERVE ON OUTSIDE BODIES**  
Village Hall Committee  
Recreational Committee  
Highway Representative
- 12     **REVIEW OF COUNCIL POLICIES**  
Standing Orders – adopted 12.9.16 Min No 16/115. Recommend to review in 22/23  
Financial Regulations – adopted 13.11.19 Min No 19/100. Recommend to review in 22/23  
Risk Assessment – adopted 8.3.21. Min No 31/31. Recommended to review every year  
Code of Practice for handling complaints – adopted 10.1.22. Recommend to review in 23/24

Protocol on Communications – adopted 10.1.22. Min No. 22/14. Recommend to review in 23/24

Social Media - adopted 10.1.22. Min No. 22/14. Recommend to review in 23/24

Privacy Policies – adopted 7.7.18. Min No 18/93. Recommend to review in 22/23

TO CONSIDER: the above recommendations as the aim for a review. Reviews can be carried out earlier if there are legislation changes, advised by NALC or the Council, a Cllr, Clerk requests a review.

TO CONSIDER: Any further Policies, Terms of Reference or Risk Assessments that should be carried out for the year 2022/23

Bullying & Harassment Policy, Grievance Policy. Disciplinary Policy

**13 NEW CODE OF CONDUCT**

(Edited version attached)

To Consider – Adoption of the new Code

**14 PLANNING MATTERS**

**15 HIGHWAY AND FOOTPATH MATTERS**

**A) Reports**

- Highway Representative- Cllr B. Porritt
- Traffic Working Party report
- Parish Path Liaison Officer – Cllr D. Light

**B) Any updates and consider any actions**

Small Improvement Schemes

Stibbear Lane

Street Lighting – Pound Hill –

Any other new highway or footpath matters

**16 FINANCIAL**

**A) ACCOUNTS FOR FINANCIAL YEAR 2021/22**

(Defer to a later meeting if the accounts have not been audited but must be approved by June 30<sup>th</sup>)

(1) TO CONSIDER: the report from the Internal Auditor

(2) TO CONSIDER: This Council certifies themselves as exempt from a limited assurance review under section 9 of the Local Audit (Smaller Authorities) Regulations (Income and Expenditure below £25,000)

(3) TO CONSIDER: that as members of Donyatt Parish Council we acknowledge our responsibility for the preparation of the accounts and confirm, to the best of our knowledge and belief, with respect to the Council's accounts for the year ended on 31.3.22 that we agree YES to questions 1-8. (Trust funds not applicable) of the Annual Governance Statement

(4) TO CONSIDER: In accordance with the Accounts and Audit Regulations 1999, this council approves the accounts for year ending 31.3.22

**B) FINANCIAL REPORTS AND CHEQUES FOR PAYMENT**

TO CONSIDER: that this Council approves the schedule of cheques and the Financial Report subject to the requirements of our Risk Assessment Document.

**17 THE RESTORATION OF THE PARISH COUNCIL'S RELATIONSHIP WITH DRAC**

To include the issuing of a formal apology to them for the way in which events and decisions regarding their funding were not properly communicated to them.

**18 THE CREATION OF THE ROLE OF A COMMUNITY EVENTS ORGANIZER.**

**19 CORRESPONDENCE**

**20 MATTERS FOR REPORT ONLY**

- Summary of agreed actions from the meeting. What Action, by whom, by when and when completed.
- Discussion of urgent action.
- Items to be included for the next agenda
- Date, time and venue for the next meeting

## DONYATT PARISH COUNCIL

533

Minutes of the meeting held on 9<sup>th</sup> May 2022 held in the David Willis room at 7.30pm

**COUNCILLORS PRESENT:** P West (Chairman) J. Attlesey, M Grabham, D. Light, K. Light and B Porritt.

Also, present: The Clerk Heather Bryant.

### **REPORTS FROM: -**

COUNTY COUNCILLOR – not present

DISTRICT COUNCIL – D.C. Buckler sent his apologies

### **22/35 ELECTION OF CHAIRMAN**

Cllr Grabham nominated the present Chairman Cllr Phil West, seconded by Cllr Attlesey  
Councillor Bill Porritt nominated Cllr David Light, seconded by Cllr Kay Light.

**RESOLVED:** to elect Cllr Phil West as Chairman for the forthcoming year. (The vote was recoded as 3 for Cllr Phil West and 3 for Cllr David Light.) The Chairman used his casting vote for Cllr Phil West.

The Chairman duly signed a Declaration of Office Form

### **22/36 DECLARATION OF ACCEPTANCE OF OFFICE**

The Clerk confirmed that the Councillors who were present had signed their Declaration of Office Form.

### **22/37 APOLOGIES FOR ABSENCE AND TO CONSIDER ACCEPTANCE OF THE REASONS**

All present

### **22/38 CO-OPTION OF ONE COUNCILLOR TO FILL A VACANCY ON THE COUNCIL**

No candidates had come forward.

### **22/39 ELECTION OF VICE-CHAIRMAN**

**RESOLVED:** to elect Cllr David Light as Vice-Chairman for the forthcoming year

### **22/40 TO RECEIVE ANY DECLARATIONS OF INTEREST AND APPROVE ANY DISPENSATIONS**

None received

### **22/41 TO CONFIRM THE MINUTES OF THE MEETING HELD 14<sup>TH</sup> MARCH 2022**

After discussion it was **RESOLVED** to approve the minutes as a true record. (5 in favour, 1 abstention)

### **22/42 MATTERS ARISING AND OUTSTANDING ACTIONS**

The Chairman stated that he would note any action arising and generate a template.

### **22/43 CHAIRMANS ANNOUNCEMENTS**

The Chairman had nothing to report

### **22/44 STAFFING COMMITTEE**

**RESOLVED:** To appoint Cllrs Jim Attlesey, David Light and Bill Porritt to a Staffing Committee of the Council. (5 in favour, 1 abstention) Terms of Reference will need to be drawn up.

**The Clerk said she would try to find some examples.**

### **22/45 TO APPOINT MEMBERS TO SERVE ON OUTSIDE BODIES**

**RESOLVED:** to appoint the following Cllrs  
Village Hall Committee – Cllrs Porritt and Cllr Grabham  
Recreational Committee – Cllr Kay Light  
Highway Representative – Cllr Bill Porritt  
Parish Path Liaison Officer – Cllr David Light

### **22/46 REVIEW OF COUNCIL POLICIES**

Standing Orders – adopted 12.9.16 Min No 16/115. Recommend to review in 22/23

Financial Regulations – adopted 13.11.19 Min No 19/100. Recommend to review in 22/23

Risk Assessment – adopted 8.3.21. Min No 31/31. Recommended to review every year

Code of Practice for handling complaints – adopted 10.1.22. Recommend to review in 23/24

Protocol on Communications – adopted 10.1.22. Min No. 22/14. Recommend to review in 23/24

Social Media - adopted 10.1.22. Min No. 22/14. Recommend to review in 23/24

Privacy Policies – adopted 7.7.18. Min No 18/93. Recommend to review in 22/23

**TO NOTE:** the above recommendations as the aim for a review. Reviews can be carried out earlier if there are legislation changes, advised by NALC or the Council, a Cllr, Clerk requests a review.

**TO NOTE:** Any further Policies, Terms of Reference or Risk Assessments that should be carried out for the year 2022/23, for example Bullying & Harassment Policy, Grievance Policy. Disciplinary Policy

**22/47 NEW CODE OF CONDUCT**

To Consider – Adoption of the new Code - Deferred until the next meeting  
**Councillors to read through the New Code of Conduct**

**22/48 PLANNING MATTERS**

Willetts Copse

Cllr David Light reported the large mobile home has been removed and the site is now deserted.

**22/49 HIGHWAY AND FOOTPATH MATTERS**

A) Reports – There was nothing to report on the following

- Highway Representative
- Traffic Working Party report
- Parish Path Liaison Officer

B) Any updates and consider any actions

Small Improvement Schemes (present) – It was agreed to take off the agenda.

Stibbear Lane

Cllr Attlesley reported that although the ditch is dry at present, it is higher than the road. The drain adjacent to the ditch needs digging out. A further site meeting with County Highways Derek Davies would be useful.

**The Clerk will arrange**

Street Lighting – Pound Hill

It was agreed to investigate changing the bulbs to LED Lamps

**Cllr Bill Porritt to action**

**22/50 FINANCIAL**

A) ACCOUNTS FOR FINANCIAL YEAR 2021/22

The accounts are still with the Internal Auditor – Defer 1) 2) 3) 4) until an extra meeting before 30.6.22

(1) TO CONSIDER: the report from the Internal Auditor

(2) TO CONSIDER: This Council certifies themselves as exempt from a limited assurance review under section 9 of the Local Audit (Smaller Authorities) Regulations (Income and Expenditure below £25,000)

(3) TO CONSIDER: that as members of Donyatt Parish Council we acknowledge our responsibility for the preparation of the accounts and confirm, to the best of our knowledge and belief, with respect to the Council's accounts for the year ended on 31.3.22 that we agree YES to questions 1-8. (Trust funds not applicable) of the Annual Governance Statement

(4) TO CONSIDER: In accordance with the Accounts and Audit Regulations 1999, this council approves the accounts for year ending 31.3.22

B) FINANCIAL REPORTS AND CHEQUES FOR PAYMENT

**RESOLVED:** that this Council approves the schedule of cheques and the Financial Report subject to the requirements of our Risk Assessment Document. (The vote was recorded as 5 in favour, 1 against)

1071	H Bryant April/May	£355.34
1072	HMRC	£ 44.20
1073	HMRC	£ 44.40
1074	DVH	£14.00
1075	DVH Grant	£1750.00
1076	Donyatt Church (Farnham Graves)	£1000.00
1077	Donyatt Church (Fabric a/c)	£2000.00
1078	DRAG	£2500.00

**Action** - Cllrs need to have a better understanding of Donyatt Parish Council's finances. Those Cllrs who wish to do so to meet with the Chairman and the Clerk

**Action** – The bank mandate needs updating. The Clerk to investigate online banking with Unity Trust

**22/51 THE RESTORATION OF THE PARISH COUNCIL'S RELATIONSHIP WITH DRAC**

It was agreed that The Chairman and Cllr Light would meet with DRAC in person to apologize for the mix up with the grant awards.

**22/52 THE CREATION OF THE ROLE OF A COMMUNITY EVENTS ORGANIZER.**

Cllr Kay Light stated that she would like to organise a bonfire to represent a Beacon for the night of 2<sup>nd</sup> June. Donyatt Recreational Ground Committee has agreed that the PC can use the RG as long as insurance was covered. After a full discussion, which included publicity and bonfire material, it was agreed to go ahead. The Clerk reported that a Risk Assessment would be required

**Action – the Council**

**22/53 CORRESPONDENCE**

The Clerk had nothing to report

**22/54 MATTERS FOR REPORT ONLY**

- Summary of agreed actions from the meeting. What Action, by whom, by when and when completed. - Actions noted in bold in the minutes
- Discussion of urgent action. – there was no urgent action
- Items to be included for the next agenda – Approval of the Accounts for year 21/22
- Date, time and venue for the next meeting – Venue, David Willis Room, Donyatt Village Hall. Date, time to be arranged but before 30.6.22

*The Chairman closed the meeting*

## DONYATT PARISH COUNCIL

You are summoned to a meeting of the Parish Council on Tuesday 14<sup>th</sup> June 2022 at 7.30pm at the Village Hall.



Heather Bryant  
Clerk to the Council  
8<sup>th</sup> June 2022

### PUBLIC QUESTION TIME

Subject to Standing Orders there is a time limit of 15 minutes for this section of the agenda. Questions or comments will be noted or raised at the appropriate time on the agenda or become an agenda item for the next meeting. Persons may speak for not more than 3 minutes cumulative.

### AGENDA

- 1 **APOLOGIES FOR ABSENCE AND TO CONSIDER ACCEPTANCE OF THE REASONS**
- 2 **TO RECEIVE ANY DECLARATIONS OF INTEREST AND APPROVE ANY DISPENSATIONS**
- 3 **TO CONFIRM THE MINUTES OF THE MEETING HELD 9<sup>TH</sup> MAY 2022**  
(Draft minutes already circulated)  
TO CONSIDER: the approval of these minutes as a true record.
- 4 **MATTERS ARISING AND OUTSTANDING ACTIONS**
- 5 **ACCOUNTS FOR FINANCIAL YEAR 2021/22**
  - (1) TO CONSIDER: the report from the Internal Auditor
  - (2) TO CONSIDER: This Council certifies themselves as exempt from a limited assurance review under section 9 of the Local Audit (Smaller Authorities) Regulations (Income and Expenditure below £25,000)
  - (3) TO CONSIDER: that as members of Donyatt Parish Council we acknowledge our responsibility for the preparation of the accounts and confirm, to the best of our knowledge and belief, with respect to the Council's accounts for the year ended on 31.3.22 that we agree YES to questions 1-8. (Trust funds not applicable) of the Annual Governance Statement
  - (4) TO CONSIDER: In accordance with the Accounts and Audit Regulations 1999, this council approves the accounts for year ending 31.3.22
- 6 **STAFFING COMMITTEE**  
To Consider: Terms of Reference
- 7 **NEW CODE OF CONDUCT**  
To Consider – Adoption of the new Code
- 8 **BANK MANDATE**  
To Consider: additional authorised signatories.
- 9 **CLERKS FINAL PAY ENTITLEMENT**  
(Confidential report from the Clerk refers)  
The Clerk's contractual employment with Donyatt Parish Council ended on 9<sup>th</sup> June 2022 after one month's notice.
- 10 **MATTERS FOR REPORT ONLY**
  - Summary of agreed actions from the meeting. What Action, by whom, by when and when completed.
  - Discussion of urgent action.
  - Items to be included for the next agenda
  - Date, time and venue for the next meeting

## DONYATT PARISH COUNCIL

Minutes of the Extraordinary meeting held on 14th June in the David Willis room at 1930.

Present: P. West (Chair), D. Light (Vice-Chair), B.Porritt, K.Light, M. Grabham, H. Byant (outgoing Clerk).

- 1 **APOLOGIES FOR ABSENCE AND TO CONSIDER ACCEPTANCE OF THE REASONS.**  
All present as above except J.Attlesley (due to Covid). Those present wished him a speedy recovery.
- 2 **TO RECEIVE ANY DECLARATIONS OF INTEREST AND APPROVE ANY DISPENSATIONS**  
None.
- 3 **TO CONFIRM THE MINUTES OF THE MEETING HELD 9TH MAY 2022**  
(Draft minutes already circulated)  
TO CONSIDER: the approval of these minutes as a true record.  
Deferred to next full meeting to be held on 11th July.
- 4 **MATTERS ARISING AND OUTSTANDING ACTIONS**  
None - linked to no.3 above and also deferred until next full meeting.
- 5 **ACCOUNTS FOR FINANCIAL YEAR 2021/22**
  - (1) TO CONSIDER: the report from the Internal Auditor
  - (2) TO CONSIDER: This Council certifies themselves as exempt from a limited assurance review under section 9 of the Local Audit (Smaller Authorities) Regulations (Income and Expenditure below £25,000)
  - (3) TO CONSIDER: that as members of Donyatt Parish Council we acknowledge our responsibility for the preparation of the accounts and confirm, to the best of our knowledge and belief, with respect to the Council's accounts for the year ended on 31.3.22 that we agree YES to questions 1-8. (Trust funds not applicable) of the Annual Governance Statement
  - (4) TO CONSIDER: In accordance with the Accounts and Audit Regulations 1999, this council approves the accounts for year ending 31.3.22

Confirmed that all present had received copies of audited accounts.  
Voted on and unanimously accepted.
- 6 **STAFFING COMMITTEE**  
To Consider: Terms of Reference  
ToR's voted on and unanimously accepted.
- 7 **NEW CODE OF CONDUCT**  
To Consider – Adoption of the new Code  
Code of Conduct voted on and unanimously accepted.
- 8 **BANK MANDATE**  
To Consider: additional authorised signatories.  
P. West is now additional cheque signatory.
- 9 **CLERKS FINAL PAY ENTITLEMENT**  
(Confidential report from the Clerk refers)  
The Clerk's contractual employment with Donyatt Parish Council ended on 9<sup>th</sup> June 2022 after one month's notice.  
Cheques due to H. Bryant: Final pay and Gratuity = £2325.69. HMRC = £904.84. Expenses = £45.98  
Final amounts to be discussed between H.Bryant and P.West as there was some discrepancy between the total of the above amounts and the amounts appearing on the final accounts.
- 10 **MATTERS FOR REPORT ONLY**
  - Summary of agreed actions from the meeting. What Action, by whom, by when and when completed.
  - Discussion of urgent action.
  - Items to be included for the next agenda
  - Date, time and venue for the next meeting
  - Nothing to report except date, time and venue of next full meeting - to be held in the David Willis Room on 11th July starting at 1930.

## DONYATT PARISH COUNCIL

Dear Councillors, you are summoned to a meeting of the Parish Council on Monday 11<sup>th</sup> July 2022 at 7.00pm in the Village Hall observing the Council's Covid-19 Risk Assessment.



Clerk to the Council.  
5.7.22

### AGENDA

*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, Crime and Disorder, Health & Safety, Bullying & Harassment and Human Rights*

- 1 APOLOGIES FOR ABSENCE AND TO CONSIDER ACCEPTANCE OF THE REASONS**
- 2 TO RECEIVE ANY DECLARATIONS OF INTEREST AND APPROVE ANY DISPENSATIONS**
- 3 TO CONFIRM THE MINUTES OF THE MEETINGS HELD ON 9th MAY 2022 AND 14TH JUNE 2022**  
(Draft minutes already circulated)  
TO CONSIDER: the approval of these minutes as a true record.
- 4 MATTERS ARISING AND OUTSTANDING ACTIONS**
- 5 CHAIRMANS ANNOUNCEMENTS**
- 6 DISTRICT COUNCIL AND COUNTY COUNCIL REPORTS**
- 7 PUBLIC QUESTION TIME**
- 8 PLANNING MATTERS**
- 9 HIGHWAY AND FOOTPATH MATTERS**
  - A) Reports
    - Highway Representative- Cllr B. Porritt
    - Parish Path Liaison Officer – Cllr D. Light
  - B) Any updates and consider any actions
  - C) Any other new highway or footpath matters
- 13 FINANCIAL**  
FINANCIAL REPORTS AND CHEQUES FOR PAYMENT  
TO CONSIDER: that this Council approves the schedule of cheques and the Financial Report subject to the requirements of our Risk Assessment Document.
- 10 CLERK'S REPORT AND CORRESPONDENCE**
- 11 REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**  
Village Hall – Cllr. B. Porritt  
Donyatt Recreation Area – Cllr K. Light
- 17 MATTERS FOR REPORT ONLY**
  - Summary of agreed actions from the meeting.
  - Discussion of urgent action.
  - Items to be included for the next agenda.
  - Date, time and venue for the next meeting.

## DONYATT PARISH COUNCIL

Dear Councillors, you are summoned to a meeting of the Parish Council on Monday 11<sup>th</sup> July 2022 at 7.00pm in the Village Hall observing the Council's Covid-19 Risk Assessment.



Clerk to the Council.  
5.7.22

### AGENDA

*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, Crime and Disorder, Health & Safety, Bullying & Harassment and Human Rights*

- 1 APOLOGIES FOR ABSENCE AND TO CONSIDER ACCEPTANCE OF THE REASONS**
- 2 TO RECEIVE ANY DECLARATIONS OF INTEREST AND APPROVE ANY DISPENSATIONS**
- 3 TO CONFIRM THE MINUTES OF THE MEETINGS HELD ON 9th MAY 2022 AND 14TH JUNE 2022**  
(Draft minutes already circulated)  
TO CONSIDER: the approval of these minutes as a true record.
- 4 MATTERS ARISING AND OUTSTANDING ACTIONS**
- 5 CHAIRMANS ANNOUNCEMENTS**
- 6 DISTRICT COUNCIL AND COUNTY COUNCIL REPORTS**
- 7 PUBLIC QUESTION TIME**
- 8 PLANNING MATTERS**
- 9 HIGHWAY AND FOOTPATH MATTERS**
  - A) Reports
    - Highway Representative- Cllr B. Porritt
    - Parish Path Liaison Officer – Cllr D. Light
  - B) Any updates and consider any actions
  - C) Any other new highway or footpath matters
- 13 FINANCIAL**  
FINANCIAL REPORTS AND CHEQUES FOR PAYMENT  
TO CONSIDER: that this Council approves the schedule of cheques and the Financial Report subject to the requirements of our Risk Assessment Document.
- 10 CLERK'S REPORT AND CORRESPONDENCE**
- 11 REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**  
Village Hall – Cllr. B. Porritt  
Donyatt Recreation Area – Cllr K. Light
- 17 MATTERS FOR REPORT ONLY**
  - Summary of agreed actions from the meeting.
  - Discussion of urgent action.
  - Items to be included for the next agenda.
  - Date, time and venue for the next meeting.

## DONYATT PARISH COUNCIL

Dear Councillors, you are summoned to an extraordinary meeting of the Parish Council on Tuesday 26<sup>th</sup> July 2022 at 6.30pm in the Village Hall.



Clerk to the Council.  
20.7.22

### AGENDA

*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, Crime and Disorder, Health & Safety, Bullying & Harassment and Human Rights*

- 1 APOLOGIES FOR ABSENCE AND TO CONSIDER ACCEPTANCE OF THE REASONS**
- 2 TO RECEIVE ANY DECLARATIONS OF INTEREST AND APPROVE ANY DISPENSATIONS**
- 3 TO CONFIRM THE MINUTES OF THE MEETINGS HELD ON 11<sup>TH</sup> JULY 2022**  
(Draft minutes already circulated)  
TO CONSIDER: the approval of these minutes as a true record.
- 4 PLANNING MATTERS**  
PLANNING APPLICATION 22/01913/FUL  
Four Lanes Farm Four Lanes Combe St Nicholas Chard TA20 3AF.  
Alteration of existing vehicular access.
- 5 FINANCIAL**
  - a) BANK MANDATE CHANGES  
TO CONSIDER: formally recording the process of amending/updating DPC's banking mandate.
  - b) CHEQUES FOR PAYMENT  
TO CONSIDER: that this Council approves the schedule of cheques for payment.
- 6 DRAC FUNDING**  
TO CONSIDER: requests for funding of specific items for the recreation ground.
- 7 MATTERS FOR REPORT ONLY**
  - Summary of agreed actions from the meeting.
  - Discussion of urgent action.
  - Items to be included for the next agenda.

## DONYATT PARISH COUNCIL

Draft Minutes of the Extraordinary Meeting held on 26<sup>th</sup> July 2022 in the David Willis room at 6.30pm.

Present: Cllr P West (Chair), Cllr D Light (Vice-Chair), Cllr B Porritt, Cllr K Light, Cllr M Grabham and K Larsson (Clerk)

**22/77 APOLOGIES FOR ABSENCE** Apologies received from Cllr Attlesey.

**22/78 DECLARATIONS OF INTEREST AND DISPENSATIONS** None.

**22/79 MINUTES OF THE MEETINGS HELD ON 11<sup>th</sup> JULY 2022**  
RESOLVED: the approval of these minutes as a true record.

**22/80 PLANNING MATTERS**  
Application 22/01913/FUL – Four Lanes Farm, Coombe St Nicolas, Chard TA20 3AF – Alteration of existing vehicular access.  
RESOLVED UNANIMOUSLY: to support the application.

**22/81 BANK MANDATE CHANGES**  
RESOLVED UNANIMOUSLY:

- if we add or remove Authorised Signatures in the “Add or remove individuals” section of the NatWest application form, the Bank will update our mandate accordingly for the accounts we specify in that form's “About your business” section
- if we change the Signing Rules in the “Account Signing Rules” section of the Bank’s form, the Bank will update our mandate accordingly for the accounts we specify in the form's “About your business” section
- the Bank can phone the individuals we've identified as “Call Back Contacts” to confirm or correct any instructions or information that we've given the Bank
- and the current mandate will continue as amended.

P West and D Light to be added as signatories.

**22/82 CHEQUES FOR PAYMENT**  
RESOLVED: that this Council approves the schedule of cheques for payment.

**22/83 DRAC FUNDING**  
Costs had not been provided to DPC at the time of this meeting so the council were unable to consider. To be carried forward to the next meeting.

**22/84 MATTERS FOR REPORT ONLY**  
Items to be included for the next agenda.  
1. DRAC Funding

Date, time and venue for the next meeting.

1. Next Ordinary meeting – Monday 19<sup>th</sup> September 2022 in the David Willis Room at 7.00pm

The Chairman closed the meeting at 7.10pm.

## DONYATT PARISH COUNCIL

Minutes of the Extraordinary Meeting held on 19<sup>th</sup> August 2022 in the David Willis room at 7.45pm.

Present: Cllr P West (Chair), Cllr D Light (Vice-Chair), Cllr B Porritt, Cllr K Light, Cllr M Grabham and K Larsson (Clerk)

**22/85 APOLOGIES FOR ABSENCE** Apologies received from Cllr Attlesey.

**22/86 DECLARATIONS OF INTEREST AND DISPENSATIONS** None.

**22/87 MINUTES OF THE MEETINGS HELD ON 25<sup>th</sup> JULY 2022**  
RESOLVED: the approval of these minutes as a true record.

**22/88 PLANNING MATTERS**  
Application 22/01934/HOU – 23 Donyatt Hill Estate, Donyatt, Ilminster TA19 0RZ  
RESOLVED: to support the application.  
The motion passed with 3 votes in favour and 2 abstentions.

**22/89 CHEQUES FOR PAYMENT**  
RESOLVED: that this Council approves the schedule of cheques for payment.

**22/90 MATTERS FOR REPORT ONLY**  
Items to be included for the next agenda.  
1. Use of online banking  
2. Delayed cheque for Village Hall  
3. Winter support for parishioners

Date, time and venue for the next meeting.

1. Next Ordinary meeting – Monday 19<sup>th</sup> September 2022 in the David Willis Room at 7.00pm

The Chairman closed the meeting at 8.07pm.

## DONYATT PARISH COUNCIL

Dear Councillors, you are summoned to an extraordinary meeting of the Parish Council on Friday 19<sup>th</sup> August 2022 at 7.45pm in the Village Hall.



Clerk to the Council.  
16.08.22

### AGENDA

*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, Crime and Disorder, Health & Safety, Bullying & Harassment and Human Rights*

- 1 APOLOGIES FOR ABSENCE AND TO CONSIDER ACCEPTANCE OF THE REASONS**
- 2 TO RECEIVE ANY DECLARATIONS OF INTEREST AND APPROVE ANY DISPENSATIONS**
- 3 TO CONFIRM THE MINUTES OF THE MEETINGS HELD ON 26<sup>TH</sup> JULY 2022**  
(Draft minutes already circulated)  
TO CONSIDER: the approval of these minutes as a true record.
- 4 PLANNING MATTERS**  
PLANNING APPLICATION 22/01934/HOU  
23 Donyatt Hill Estate, Donyatt, Ilminster TA19 0RZ  
Proposal: Two storey extension to the side and a single storey integrated porch.
- 5 FINANCIAL**  
CHEQUES FOR PAYMENT  
TO CONSIDER: that this Council approves the schedule of cheques for payment.
- 6 MATTERS FOR REPORT ONLY**
  - Summary of agreed actions from the meeting.
  - Discussion of urgent action.
  - Items to be included for the next agenda.

## DONYATT PARISH COUNCIL

Dear Councillors, you are summoned to a meeting of the Parish Council on Thursday 29<sup>th</sup> September 2022 at 7.00pm in the Village Hall.



Clerk to the Council.  
22.09.22

### AGENDA

*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, Crime and Disorder, Health & Safety, Bullying & Harassment and Human Rights*

- 1 APOLOGIES FOR ABSENCE**
- 2 TO RECEIVE ANY DECLARATIONS OF INTEREST AND APPROVE ANY DISPENSATIONS**
- 3 PUBLIC QUESTION TIME**
- 4 TO CONFIRM THE MINUTES OF THE MEETINGS HELD ON 19th AUGUST 2022**  
(Draft minutes already circulated)  
TO CONSIDER: the approval of these minutes as a true record.
- 5 DISTRICT AND COUNTY COUNCILLOR REPORTS**
- 6 FINANCIAL**
  - A) FINANCIAL REPORTS AND CHEQUES FOR PAYMENT  
TO CONSIDER: that this Council approves the schedule of cheques and the Financial Report.
  - B) TO CONSIDER: review the processes surrounding payments issued by cheque.
  - C) TO CONSIDER: creation of a pre-authorized regular payments list.
- 7 PLANNING MATTERS**  
TO CONSIDER: creation of a planning committee.
- 8 LOCAL COMMUNITY NETWORK CONSULTATION**  
TO CONSIDER: DPC's response to the proposed LCN areas.
- 9 DONYATT RECREATION AREA**  
TO CONSIDER: proposals and funding request from DRAC for recreation ground development.
- 10 DONYATT HEAT HUB**  
TO CONSIDER: contribution towards operation of 'Heat Hub' at the Village Hall
- 11 OUTSTANDING ACTIONS**
- 12 COUNCILLOR UPDATES**  
To receive reports and consider actions on the following items:
  - A) Highways – Cllr. B Porritt
  - B) Footpaths – Cllr. D Light
  - C) Village Hall – Cllr. B Porritt
  - D) Donyatt Recreation Area – Cllr. K Light
- 13 CORRESPONDENCE FOR INFORMATION**
- 14 MATTERS FOR REPORT ONLY**
  - Summary of agreed actions from the meeting.
  - Discussion of urgent action.
  - Items to be included for the next agenda.
  - Date, time and venue for the next meeting.

## DONYATT PARISH COUNCIL

Draft Minutes of the Ordinary meeting held on 29<sup>th</sup> September 2022 in the David Willis room at 7.00pm.

Present: Cllr P West (Chair), Cllr D Light (Vice-Chair), Cllr B Porritt, Cllr K Light, Cllr J Attesley, Cllr M Grabham, K Larsson (Clerk), County Cllr S Osborne and 3 members of the public.

**22/91 APOLOGIES FOR ABSENCE** None.

**22/92 DECLARATIONS OF INTEREST AND DISPENSATIONS** None.

**22/93 PUBLIC QUESTION TIME**

A member of the public raised the issue of the speed limit through Sea, noting that there had been two accidents in the last 18 months. Councillors agreed that speeding in Sea is an issue and advised that the advisory speed signs were arranged previously by DPC due to the ongoing issue. DPC agreed to investigate possible funding and improvements in conjunction with County Cllr Osborne and SSDC Traffic Management.

It was reported by a resident that rubbish from gulleys at Chilworthy Lane has been left at the side of the road and only some of the pot holes were attended to recently. Cllr Attesley will contact Highways.

A resident reported issues with the speed of tractors travelling through the village. Cllr D Light advised he was aware of where many of these were travelling to and would get in contact with the business owner.

**22/94 MINUTES OF THE MEETINGS HELD ON 19<sup>th</sup> AUGUST 2022**

RESOLVED: the approval of these minutes as a true record.

**22/95 DISTRICT AND COUNTY COUNCILLOR REPORT**

County Cllr Osborne advised there has been a draft flooding report for Ilminster released, although this has not included flooding in outlying villages.

The Local Community Networks consultation is open until the 17<sup>th</sup> October with final proposals due to be presented at the November full council meeting. There are still questions over planning being included.

It is predicted that Somerset County Council will have a £28million over-spend for the financial year, with adult services being the largest expense.

**22/96 FINANCIAL**

**A) FINANCIAL REPORTS AND CHEQUES FOR PAYMENT**

The financial report to 31.08.22 was circulated to councillors and the following items were presented for payments to be authorised:

1068	D Mears – Training	£100.00
1069	DVH – Hall Hire	£14.00
1070	SALC – Membership	£112.25
1080	Clerk – Admin/Salary	£340.40

RESOLVED: that this Council approves the schedule of payments and the financial report.

**B) CHEQUE PAYMENTS:** Until such time as online banking is set up, status of payments made by cheque will monitored on receipt of monthly bank statements. Cheques can be sent with a proof of posting obtained from the post office. It is recommended that online banking be set up as a priority. With the difficulties experienced with Natwest processes, the Clerk will approach Lloyds with a view to banking arrangements being transferred. **ACTION** – Clerk to contact Lloyds and update at the next meeting.

**C) REGULAR PAYMENTS LIST- RESOLVED:** The following regular payments were authorised by councillors:

Donyatt Village Hall bi-monthly hall hire fee	£14.00
Clerk Salary (to include payment to Clerk and HMRC liability)	£221.00

**22/97 PLANNING MATTERS**

Creation of a Planning Committee: Resolved: to create a planning committee who could consider new planning applications outside of the usual bi-monthly meetings, with members of the public invited to attend via zoom or in person depending on the arrangements.

**22/98 LOCAL COMMUNITY NETWORK CONSULTATION**

RESOLVED: Councillors to submit individual responses to the online consultation. The Clerk will re-circulate the supporting documents.

**22/99 DONYATT RECREATION AREA**

Unfortunately, there was not a representative from DRAC available to attend the meeting and no additional information had been provided at the time of the meeting to allow DPC to fully consider the funding request. The following actions were agreed: 1. The Clerk to contact DRAC requesting a breakdown of use of grant funds provided by DPC for a see saw and quotes for fencing that additional funds have been requested for. 2. Cllr K Light to arrange to meet with DRAC to establish future funding requirements.

**22/100 DONYATT HEAT HUB**

The Village Hall has been identified as a potential 'Heat Hub', but support would be needed to staff the hall and arrange opening/closing. The number of 'Tea Cosy' events could possibly be increased if the volunteers who run this are able to help. ACTION – Cllr Porritt to liaise with Trisha who runs the Tea Cosy events.

**22/101 COUNCILLOR UPDATES**Highways

Cllr Attesley advised Highways have stated they are not responsible for the ditch along Stibbear Lane. Highways have advised their budgets are very restricted but continue to monitor problem areas. Cllr Attesley has cleared some drains and will liaise with Highways regarding the reported problems at Chilworthy Lane.

There is a loose drain cover at the corner opposite Pound Lane. Cllr Attesley will circulate the details of a quick reporting tool for such issues.

Village Hall

Cllr Porritt reported there are issues with the heating at the hall. The current units are 12 years old and have been advised they are at the end of their life and costing approx. £4,000 each to repair. The hall committee are looking into quotes for alternative heating options.

Quotes have also been requested for the flood defences that the DPC grant was awarded for earlier this year.

**22/102 MATTERS FOR REPORT ONLY**Items to be included for the next agenda.

1. Policies for Adoption – Bullying & Harassment, Grievance & Disciplinary
2. Banking Arrangements
3. DRAC funding

Date, time and venue for the next meeting.

1. Next Ordinary meeting – Wednesday 9<sup>th</sup> November 2022 in the David Willis Room at 7.00pm

The Chairman closed the meeting at 10.25pm.

## DONYATT PARISH COUNCIL

Draft Minutes of the Ordinary meeting held on 9<sup>th</sup> November 2022 in the David Willis room at 7.00pm.

Present: Cllr P West (Chair), Cllr D Light (Vice-Chair), Cllr B Porritt, Cllr K Light, Cllr J Attesley, Cllr M Grabham, K Larsson (Clerk) and District Cllr R Buckler.

**22/103 APOLOGIES FOR ABSENCE** County Cllr None.

**22/104 DECLARATIONS OF INTEREST AND DISPENSATIONS** None.

### **22/105 PUBLIC QUESTION TIME**

No members of the public were present at the meeting.

### **22/106 MINUTES OF THE MEETINGS HELD ON 19<sup>th</sup> AUGUST 2022**

RESOLVED: Councillors agreed in majority that the minutes were a true record of the meeting. It was noted that Cllr Grabham did not agree that the statement quoted from Highways that the ditch along Stibbear Lane was not their responsibility, was correct. Cllr Attesley agreed to revert to Highways on the matter.

### **22/107 DISTRICT AND COUNTY COUNCILLOR REPORT**

County Councillor Buckler advised that there have been issues with access to the new email system following migration.

### **22/108 FINANCIAL**

#### A) FINANCIAL REPORTS AND CHEQUES FOR PAYMENT

The financial report to 31.10.22 was circulated to councillors and the following items were presented for payments to be authorised:

1081	DVH – Hall Hire	£14.00
1082	Clerk Salary (Oct)	£301.80
1083	Clerk Salary (Nov)	£210.60
1084	HMRC PAYE	£30.60

RESOLVED: that this Council approves the schedule of payments and the financial report.

#### B) BUDGET 2023/24

Councillor agreed for grant invitation letters and application forms to be sent to the Village Hall, Donyatt Recreational Area Charity and Donyatt PCC, with an application deadline of 9<sup>th</sup> December 2022 so they can be considered for the 2023/24 budget

**ACTION – The Clerk**

It was suggested the Grant Policy should be reviewed to include a clause with regards to amending the purpose of a grant after it has been awarded.

**ACTION – The Clerk**

### **22/109 PLANNING MATTERS**

The following planning application decisions/changes were noted:

- 22/01913/FUL - Four Lanes Farm, Combe St Nicholas TA20 3AF -Approved with conditions
- 22/01934/HOU - 23 Donyatt Hill Estate, Donyatt TA19 0RZ – Application Withdrawn

### **22/110 POLICIES FOR ADOPTION**

RESOLVED: Councillors voted unanimously to adopt the Bullying & Harassment, Grievance and Disciplinary policies.

**22/111 DONYATT RECREATION AREA**

Cllr K Light reported that progress was being made with obtaining quotations for improvements to the recreation ground. It was suggested that DRAC submit a plan of their proposed schedule of works and improvements with approximate costs so that DPC can be fully informed when considering funding requests.

County Cllr Bucker advised he would provide details of SSDC approved companies that could be used for the development of the recreation area, and that there may be funding available from SSDC if these approved suppliers are used.

**22/112 VILLAGE HALL GRANT REVISION REQUEST**

Having obtained quotations, the grant awarded to the Village Hall will be insufficient for all the works it was requested for. The Village Hall requested permission to use the grant solely for flood defences as these are identified as the priority works. RESOLVED: Councillors voted unanimously to remove the requirement that the grant is used for all purposes stated on the original application, and can be utilised solely for flood defence works.

**22/113 DPC INSURANCE RENEWAL**

For the purposes of the annual insurance renewal, assets of the Parish Council were confirmed to be correct as per the insurance schedule, this is for 3 no. benches and the defibrillator at the village hall.

**22/114 COUNCILLOR UPDATES**

Highways - The owner of land along Stibbear Lane does not believe the ditches are their responsibility to clear, and that this is a matter for Highways to look after. Cllr Attesley will liaise with Highways to establish ownership and responsibility for clearance.

There was a recent issue with spillage of slurry along the road surface at Coldharbour Lane and Church Street. The development company were contacted, who advised they would clean the roads, however, it rained before they could take any action. It was noted that future development is likely to cause similar issues on these roads and that the bridge would be under stress of heavy vehicles using the route. Cllr D Light will monitor the planning application status of the site to keep up to date with upcoming events.

Footpaths - Cllr Grabham queried a route at Crow Lane which he believes to be a footpath but is not on the rights of way maps. **ACTION Cllr West to contact Rights of Way Team**

Village Hall

With earlier approval of the use of the PC grant, it is hoped that flood defence work to the hall will commence early December.

Donyatt Recreation Area – No further items to report.

**22/115 CORRESPONDENCE FOR INFORMATION**

A request for local community contacts in emergency situations was requested by Somerset Local Authorities' Civil Contingencies Unit. Cllrs West and D Light have signed up to be contacts.

**22/116 MATTERS FOR REPORT ONLY**

None.

Date, time and venue for the next meeting.

1. Next Ordinary meeting – Wednesday 11<sup>th</sup> January 2023 in the David Willis Room at 7.00pm

The Chairman closed the meeting.

## DONYATT PARISH COUNCIL

Draft Minutes of the Ordinary meeting held on 9<sup>th</sup> November 2022 in the David Willis room at 7.00pm.

Present: Cllr P West (Chair), Cllr D Light (Vice-Chair), Cllr B Porritt, Cllr K Light, Cllr J Attesley, Cllr M Grabham, K Larsson (Clerk) and District Cllr R Buckler.

**22/103 APOLOGIES FOR ABSENCE** County Cllr None.

**22/104 DECLARATIONS OF INTEREST AND DISPENSATIONS** None.

### **22/105 PUBLIC QUESTION TIME**

No members of the public were present at the meeting.

### **22/106 MINUTES OF THE MEETINGS HELD ON 19<sup>th</sup> AUGUST 2022**

RESOLVED: Councillors agreed in majority that the minutes were a true record of the meeting. It was noted that Cllr Grabham did not agree that the statement quoted from Highways that the ditch along Stibbear Lane was not their responsibility, was correct. Cllr Attesley agreed to revert to Highways on the matter.

### **22/107 DISTRICT AND COUNTY COUNCILLOR REPORT**

County Councillor Buckler advised that there have been issues with access to the new email system following migration.

### **22/108 FINANCIAL**

#### **A) FINANCIAL REPORTS AND CHEQUES FOR PAYMENT**

The financial report to 31.10.22 was circulated to councillors and the following items were presented for payments to be authorised:

1081	DVH – Hall Hire	£14.00
1082	Clerk Salary (Oct)	£301.80
1083	Clerk Salary (Nov)	£210.60
1084	HMRC PAYE	£30.60

RESOLVED: that this Council approves the schedule of payments and the financial report.

#### **B) BUDGET 2023/24**

Councillor agreed for grant invitation letters and application forms to be sent to the Village Hall, Donyatt Recreational Area Charity and Donyatt PCC, with an application deadline of 9<sup>th</sup> December 2022 so they can be considered for the 2023/24 budget

**ACTION – The Clerk**

It was suggested the Grant Policy should be reviewed to include a clause with regards to amending the purpose of a grant after it has been awarded.

**ACTION – The Clerk**

### **22/109 PLANNING MATTERS**

The following planning application decisions/changes were noted:

- 22/01913/FUL - Four Lanes Farm, Combe St Nicholas TA20 3AF -Approved with conditions
- 22/01934/HOU - 23 Donyatt Hill Estate, Donyatt TA19 0RZ – Application Withdrawn

### **22/110 POLICIES FOR ADOPTION**

RESOLVED: Councillors voted unanimously to adopt the Bullying & Harassment, Grievance and Disciplinary policies.

**22/111 DONYATT RECREATION AREA**

Cllr K Light reported that progress was being made with obtaining quotations for improvements to the recreation ground. It was suggested that DRAC submit a plan of their proposed schedule of works and improvements with approximate costs so that DPC can be fully informed when considering funding requests.

County Cllr Bucker advised he would provide details of SSDC approved companies that could be used for the development of the recreation area, and that there may be funding available from SSDC if these approved suppliers are used.

**22/112 VILLAGE HALL GRANT REVISION REQUEST**

Having obtained quotations, the grant awarded to the Village Hall will be insufficient for all the works it was requested for. The Village Hall requested permission to use the grant solely for flood defences as these are identified as the priority works. RESOLVED: Councillors voted unanimously to remove the requirement that the grant is used for all purposes stated on the original application, and can be utilised solely for flood defence works.

**22/113 DPC INSURANCE RENEWAL**

For the purposes of the annual insurance renewal, assets of the Parish Council were confirmed to be correct as per the insurance schedule, this is for 3 no. benches and the defibrillator at the village hall.

**22/114 COUNCILLOR UPDATES**

Highways - The owner of land along Stibbear Lane does not believe the ditches are their responsibility to clear, and that this is a matter for Highways to look after. Cllr Attesley will liaise with Highways to establish ownership and responsibility for clearance.

There was a recent issue with spillage of slurry along the road surface at Coldharbour Lane and Church Street. The development company were contacted, who advised they would clean the roads, however, it rained before they could take any action. It was noted that future development is likely to cause similar issues on these roads and that the bridge would be under stress of heavy vehicles using the route. Cllr D Light will monitor the planning application status of the site to keep up to date with upcoming events.

Footpaths - Cllr Grabham queried a route at Crow Lane which he believes to be a footpath but is not on the rights of way maps. **ACTION Cllr West to contact Rights of Way Team**

Village Hall

With earlier approval of the use of the PC grant, it is hoped that flood defence work to the hall will commence early December.

Donyatt Recreation Area – No further items to report.

**22/115 CORRESPONDENCE FOR INFORMATION**

A request for local community contacts in emergency situations was requested by Somerset Local Authorities' Civil Contingencies Unit. Cllrs West and D Light have signed up to be contacts.

**22/116 MATTERS FOR REPORT ONLY**

None.

Date, time and venue for the next meeting.

1. Next Ordinary meeting – Wednesday 11<sup>th</sup> January 2023 in the David Willis Room at 7.00pm

The Chairman closed the meeting.