



Correspondence address: c/o Andrew Bramston, Chair
Orr Farm, Chantry BA11 3LJ

**Summons & Notice for the Parish Council Meeting
Being held on Wednesday 10th July at 7:00pm
at Holy Trinity, Chantry**

3rd July 2024

To: All Members of the Council

Dear Councillor

You are hereby summoned to attend the Annual General meeting of the Whatley & Chantry Parish Council to be held at **Holy Trinity, Chantry** on Wednesday 10th July 2024 at 7:00pm. The meeting will consider the agenda items set out below.

Please inform the Clerk if you are unable to attend.

Yours sincerely

RNash

Rachel Nash
Clerk

- Agenda and papers are available at www.chantryandwhatley.webs.com
- To attend in person:
 - Residents are welcome to join the meeting in person and are asked to contact the Parish Clerk if they wish to discuss a matter and participate in the meeting clerk.whatleyparishcouncil@gmail.com
 - Those attending the meeting are welcome to continue to wear face masks
 - Where there are confidential or exempt items which may need to be considered, residents will be asked to leave at that point

Agenda

- 032024.1 Chairs Welcome**
- 032024.2 Apologies for absence:**
- 032024.3 Declaration of Councillors' interests and requests for dispensation:**
To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk (Localism Act 2011 s29-34)
- 032024.4 Approval of Minutes of the previous meeting held on Wednesday 8th May 2024**
To confirm and sign as a correct record of the meeting held - attachment 1.

- 032024.5 Somerset County Councillors' report**
- 032024.6 Public Participation relating to meeting agenda items**
If you would prefer to submit questions in advance, please email clerk.whatleyparishcouncil@gmail.com
- 032024.7 Presentation from external organisations:**
To receive a verbal presentation from external organisations in attendance. If you wish to present to the Council, please email clerk.whatleyparishcouncil@gmail.com
- 032024.8 Clerks Report**
Update regarding activities undertaken by the Clerk - attachment 2
- 032024.9 Finance: (Responsible Finance Officer)**
The council are requested to approve:
- Current Expenditure at 30th June 2024 – attachment 3
 - Invoices for payment in July and August – attachment 4
- 032024.10 Local Farmers Liaison**
Update from Cllr Boorer
- 032024.11 Roads & Highways Liaison**
Update from Cllr Scott
- 032024.12 Chantry Village Liaison**
Update from Cllr Evans
- 032024.13 Whatley Village Liaison**
Update from Cllr Palmer
- 032024.14 Quarry Liaison**
Update from Cllr Bramston
- 032024.15 Communications**
Update to be received.
- 032024.16 Local Business Liaison**
Update from Cllrs Evans & Palmer
- 032024.17 Planning Applications**
The Council to discuss any planning applications received.

No planning applications were received.
- 032024.18 WCGT Update**
WCGT to provide either a verbal or written update.
- 032024.20 Items for next Agenda / Items to Report**
- 032024.21 Date and venue of Next Meeting**
Wednesday 11th September 2024 at St Georges, Whatley

032024.22

Exclusion of press and public

Under the Public Bodies (Admissions to Meetings) Act 1960 Members of the public and press are required to leave the meeting due to the following items being a confidential matter – staff discussion.



Correspondence address: c/o Andrew Bramston, Chair
Orr Farm, Chantry BA11 3LJ

**Minutes of the Annual Meeting of the
Parish Council Meeting
held on Wednesday 8th May at 7:00pm
at Holy Trinity, Chantry**

5th March 2024

Member Present:

Councillor Andrew Bramston (Chair)
Councillor Richard Evans
Councillor Will Palmer

Councillor Colin Boorer
Councillor Jon Scott

Officers Present: Rachel Nash, Clerk

Members of the Public: One plus 2 PCSOs

Agenda

- 052024.1 Chairs Welcome**
- 052024.2 Election of Chair for 2024/2025**
Cllr Andrew Bramston was re-elected as Chair and Proper Officer for a further year and signed a declaration of office.
- 052024.3 Parish Clerk for 2024/2025**
The Council approved the continuation of the current contracted Parish Clerk services.
- 052024.4 Apologies for absence:**
None required
- 052024.5 Declaration of Councillors' interests and requests for dispensation:**
To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk (Localism Act 2011 s29-34)
None Declared
- 052024.6 Approval of Minutes of the previous meeting held on Wednesday 13th March 2024**
The Council approved the previous meeting minutes following a note added to advise that discussions had taken place regarding a councillor having the grass cutting contract.

- 052024.7 Election of Vice Chair for 2024/25**
Cllr Jon Scott was re-elected as Vice Chair for a further year and signed a declaration of office.
- 052024.8 Election of Responsible Finance Officer for 2024/25**
Cllr Will Palmer was elected as RFO and signed a declaration of office.
- 052024.9 Somerset County Councillors' report**
None in attendance. A report was circulated with the Agenda.
- 052024.10 Public Participation relating to meeting agenda items**
If you would prefer to submit questions in advance, please email clerk@whatleyandchantry.co.uk
- We had 2 PCSOs attending to provide an update on any police issues of interest. Discussion took place around the potential to install CCTV cameras in the villages because of an increase in fly tipping, some break ins that had happened and to monitor heavy vehicles who drive through to the quarries.
- The PCSOs advised that Avon & Somerset can do farm assessments and provide other crime prevention suggestions. They mentioned that some people use wildlife cameras on their properties rather than CCTV. Look at their website to find out more if required. It may also be useful to sign up for Rural Watch.
- They asked that anyone seeing anything of concern should report this via the online suspicious report/activity, as this helped with intel regarding what is happening.
- There was also a suggestion that we have a village wide WhatsApp group with someone coordinating information being reported to the police.
- 052024.11 Presentation from external organisations:**
To receive a verbal presentation from external organisations in attendance. If you wish to present to the Council, please email clerk@whatleyandchantry.co.uk
None Received
- 052024.12 Clerks Report**
There were no comments regarding the Clerks report.
- 052024.13 Finance: (Responsible Finance Officer)**
- The council resolved to approve:**
- Year end spend at 31st March 2024
 - Agar Return for the External Auditor and this was signed
 - the budget breakdown for 2024/2025
 - Invoices for payment in May and June 2024 see attachment 6
- The following documents were to be updated following discussions and brought back to the next meeting in July 2024.
- Asset Register
 - Reserves Policy for 2024/2025

052024.14 Approval of Policies

The council resolved to approve the following Council Policies:

- Financial Regulations
- Financial Risk Assessment
- Risk Management Policy
- General Privacy Notice
- Data Protection
- Retention and Disposal Policy

The Council agreed that as they did not do any specific Social Media, that a policy for this was not required.

052024.15 Local Farmers Liaison

Nothing to report

052024.16 Roads & Highways Liaison

Cllr Scott advised that he had received a response regarding the replacement of Village Signs. Somerset council doesn't have the money to replace them. They advised that we are able to use their contractor and pay them directly but SC would also require an admin fee.

052024.17 Chantry Village Liaison

Cllr Evans advised that the Friends of Chantry have met. Green light has been received to get on with the changes to the church to turn it into a community area. Those who attended agreed to contribute to a fund to support the activities. Lots of activities planned. Looking at a Whatley, Chantry and Quarry loop walk on the Sunday after the longest day.

052024.18 Whatley Village Liaison

Cllr Palmer advised that the first Friends of Whatley committee meeting is booked for 4th June to start talking about what they will be doing, followed by a residents meeting on 26th June

052024.19 Quarry Liaison

Cllr Bramston had circulated his update prior to the meeting.

052024.20 Communications

Nothing to report

052024.21 Local Business Liaison

Nothing to report

052024.22 Planning Applications

The Council agreed to support the following plan with of upto max of 5 dwelling due to concerns regarding Mells Lane and volume of traffic this will produce.

Proposal: The erection of five dwellings and associated development following the demolition of the existing barns.

Location: Orcadia Farm Chantry To Mells Green Chantry Frome Somerset

Applicant: Mr A Jones

Application Type: Full Application

Application Number: 2024/0622/FUL

<https://www.somerset.gov.uk/planning-buildings-and-land/view-and-comment-on-a-planning-application/>

052024.23

Whatley Parish Field

This item will be moved under Whatley for future updates. Cllr Palmer advised that a contractor has been found and that they would mow the grass 8 times per year. A meeting is proposed to talk about the field and to find out what local residents of Whatley and Chantry want to use it for. There was also discussion regarding the use of the existing Cabin. This would be included in the meeting to find out what it could be used for.

052024.24

WCGT Update

An updated was circulated with the Agenda.

052024.25

Items for next Agenda / Items to Report

052024.26

Date and venue of Next Meeting

Wednesday 10th July 2024 at Holy Trinity, Chantry

052024.27

Exclusion of press and public

Under the Public Bodies (Admissions to Meetings) Act 1960 Members of the public and press are required to leave the meeting due to the following items being a confidential matter – staff discussion.

The meeting finished at 9:00pm.



Clerks Report for May & June 2024

Specific activities undertaken, along with managing the Clerk's inbox, circulating information to councillors and responding to enquiries.

Finalising 2023/2024 Accounts

The accounts were finalised in May and sent to the External Auditor. The notice to view was placed on noticeboards. Residents have until mid July to request to view the accounts.

Council Insurance

The council's insurance was renewed at the end of May. We stayed with the current insurer as they were the most competitive at this time.

Defibrillators

The defibrillators for Whatley and Chantry have now been installed. Whatley - at the turn for the Sun Inn and Chantry - outside the church gate. They have both been registered and are emergency read.

Play area inspection

The ROSPA inspection was done in June. We expect their report this month.

Monthly Meeting

Creation of the monthly meeting Agenda and circulating with supporting papers. Conversion of meeting notes to standard format for Parish Council Meetings when not in attendance at the meeting.

Rachel Nash

Clerk for Whatley & Chantry Parish Council

Budget Statement

Whatley Parish Council
1 April 2024 to 31 March 2025

at 29 April 2024

Revenue

Held in Bank at 1st April 2024
 VAT Refund
 Grants Received
 Precept
Total Revenue

	£6,814.86
	£2,599.88
	£2,933.33
Halecombe Quarry (Defib)	£7,923.75
	£20,271.82

Admin Costs

Clerk's Salary & Mileage
 Councillor Expenses & Training
 Parish Insurance
 ICO Registration
 Audit Fees
 Church Hall Hire
 Admin - Bank Fees
Total Admin Costs

Budget

£3,200.00
 400
 £500
 £35.00
 £150
 £120.00
 £74.00

Spend

	£875.00	
	£0.00	
	£436.94	
	£0.00	
	£0.00	
	£0.00	
	£18.00	
		£1,329.94

Other Expenditure

Churchyard Maintenance
 Website costs (domain) 2nd year of 3 pre-paid
 Grass Cutting
 Rospa Inspection
 Hedge Cutting
 Google Subscription

£500
 £0
 £1,750.00
 £82
 £150
 £432

	£0.00
	£0.00
	£435.00
	£0.00
	£0.00
	£108.00

VAT Paid (to be refunded)

	£0.00
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Total Expenditure

£7,393.00

	£543.00
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Budget Available

	£18,398.88
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Date of Invoice	Invoice No	Amount of Invoice	Supplier	Description of Goods / Service	Payment Type
31 May 24	711	£271.25	Smart Office Support	Pre-approved and paid in June - Clerk services & mileage for May 2024 (original approval was £280)	BACS
01-Jul-24	727	£148.75	Smart Office Support	Clerk services for June 2024	BACS
	TBC	£280.00	Smart Office Support	Pre-approve August Clerk services for July2024	BACS
31-May-24	3 of 2024	£145.00	Trug & Lettuce	Pre-approved and paid in June - Grass Cutting for May 2024	BACS
	4 of 2024	£145.00	Trug & Lettuce	Grass Cutting for June 2024	BACS
	TBC	£145.00	Trug & Lettuce	Pre-approve for August Grass Cutting for July 2024	
29-May-24		£436.94	Zurich	2024/2025 due by 31 May 2024 (original approval was £400)	BACS
31-May-24	4986938253	£36.00	Google	Pre-approved and paid in June Google Workspace and 6 email accounts	DD
30-Jun-24	5010266257	£36.00	Google	Google Workspace and 6 email accounts	DD
31-Jul-24	TBC	£36.00	Google	Pre-approve for August Google Workspace and 6 email accounts	DD
06-May-24		£310.00	Friends of Chantry	3 x church bookings for parish meetings and contribution towards maintenance of graveyard for 2024	BACS
01-Apr-24	Various	£161.24	Somerset Assoc of Local Councils	Outstanding payments from 2021 and 2022	BACS
25-Jul-24		£35.00	Information Commissioners Office	Annual fee	DD
	TOTAL	£2,186.18			