

- 04/05/152 **PRESENT:** Cllrs Westmaas (in the Chair), Mackay, Chilcott
- 04/05/153 **ALSO PRESENT:** 6 members of the public.
- 04/05/154 **IN ATTENDANCE:** The Clerk.
- 04/05/155 **APOLOGIES:** were received from CCllr Huxtable (busy) and Cllr Hamblyn (ill)
- 04/05/156 **MINUTES OF PREVIOUS MEETING:** were confirmed and signed.
- 04/05/157 **DECLARATIONS OF INTEREST ON AGENDA ITEMS:** The Clerk declared an interest in the new NALC/SLCC Agreement on Salaries and Conditions of Service of Local Council Clerks.
- 04/05/158 **HIGHWAYS:**
- Guide to Winter Services in Somerset - leaflet received from Somerset Highways.
 - Speed Management Review - Clerk read a letter from Mrs Bev Norman, Senior Traffic Engineer stating that the proposals put forward by County had been adopted. The Clerk had confirmed to Mrs Norman that if no provision was included to prevent overtaking along the Moorlinch/Catcott section of the A39 then Catcott Parish Council objected. It was noted that there had been two serious accidents on the A39 since the last meeting. The Clerk was asked to get accident numbers for this stretch of road.
 - Drain outside Little Trees - It was thought that work may have been undertaken to clear the blockage. Clerk to check.
- 04/05/159 **PLANNING:**
- 14/04/00013/JAB - TPO work to shorten two branches by 3m from one Holm Oak overhanging the garden of Manor House - had been received with a deadline between meetings. No comments made.
 - Village Design Statement - Cllr Mackay reported that progress was being made with three meetings since the last Council meeting. The work involved going over the previous work in light of comments from Mr Rob Shuttleworth. Mr Sid Jones was warmly thanked for his contribution to the work on the VDS.
 - Charter for Planning Control - document from SCC for circulation.
 - Peat Industries - letter for circulation.
- 04/05/160 **FINANCE:**
- SCC Grant for Churchyard gate - The Clerk reported that £600 had now been received for this. It was agreed that the Council should ring fence and hold the funds until the work is undertaken.
 - Cheques for signature - were agreed as follows: Chq.549 AJS Memorials (Jubilee Plaque) £250.00; Chq.550 J A Marshall (Clerk's salary and expenses) £268.70; Chq.551 S Jones (Bus Shelter seat) £18.12.
 - Precept and Risk Assessment - The Clerk reminded Council that the precept would need to be set at the next meeting and that it would be a good idea to carry out a risk assessment prior to setting the precept.
- 04/05/161 **PROVISION OF SEAT IN BUS SHELTER:** Mr S Jones had undertaken the work with very satisfactory results. He was warmly thanked by the Council.
- 04/05/162 **WEB SITE - TO CONSIDER ANY AMENDMENTS/ALTERATIONS:** The Clerk outlined a concern raised by a member of the public regarding the Post Office page. She had spoken to the Postmaster who would prefer the page to stay as it is. Council also felt the page should remain as it is. It was felt that all post offices offered much the same service and that there was no particular danger arising from the page.
- 04/05/163 **DUMPED CARS AND ENVIRONMENTAL HEALTH PROBLEMS IN BROADMEAD LANE:** It was agreed that there were probably not any serious health problems but there was a problem with dumped cars. Council was unsure of the best way to tackle the problem and it was agreed that the Clerk should contact DCllr Kingham and ask for his help.
- 04/05/164 **JUBILEE STONE:** The new plaque is now in place. Cllr Westmaas would check that it had received the special coating to make it legible when wet.
- 04/05/165 **SDC RECEPTION FOR CHAIRMEN AND CLERKS 24TH NOVEMBER 7.30PM AT WOOLAVINGTON:** Cllr Westmaas reported that there had been two presentations, one on the affect of global warming with regard to potential flooding and the other on analysing crime statistics.

Chairman

Date

04/05/166 RIGHTS OF WAY IMPROVEMENT PLANS AND FOOTPATHS:

- a. Diversion Order Footpath BW6/7 - SDC confirmation that alternative route has been satisfactorily created.
- b. Previously reported problems - A letter from SDC was read. This outlined steps recently taken to repair and replace some stiles and bridges as highlighted in letters and in the footpath survey.
- c. Droves - Common Land - It was noted that the two droves identified as common land on the Countryside Agency map are Summerclose and East Drove. There was concern over the Parish Plot (which lies in the parish of Burtle). Cllr Mackay was asked to contact English Nature. We do not know what English Nature have said. We also want to know why Catcott Parish Council wasn't consulted.

04/05/167 ANY OTHER REPORTS OR ITEMS FOR INFORMATION, CIRCULATION, DISTRIBUTION: including letter and petition from Ian Liddell-Grainger MP regarding bus services.

04/05/168 ITEMS FOR NEXT MEETING: Risk Assessment; Precept.

04/05/169 TO CONSIDER THE FOLLOWING RESOLUTION AS REQUIRED BY STANDING ORDERS: That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw." Carried. Members of the public left the meeting.

04/05/170 TO CONSIDER THE NEW NALC/SLCC AGREEMENT ON SALARIES AND CONDITIONS OF SERVICE OF LOCAL COUNCIL CLERKS IN ENGLAND AND WALES AND TO DECIDE ON ANY ACTION THE COUNCIL SHOULD TAKE:

- a. The Clerk reminded Council of her interest in this matter and offered to withdraw from the meeting. She was asked to remain. It was noted that a decision on the financial aspects of the Clerk's new contract needed to be made now in order for a reasonably accurate cashflow forecast to be available for precept setting at the next meeting.
- b. Chairman and Clerk explained that they had been unable to get any clear guidance on many aspects of this.
- c. It was agreed that as the Council held more than 6 meetings every year the Council fell in the LC1 bracket above the substantive benchmark. This brought the Clerk's salary range up to Scp 23-25.
- d. The Guide to Good Employment Practice in Local Councils was looked at with particular reference to home working.
- e. The Model Contract of Employment and Job Description was looked at step by step.
- f. It was agreed that the Clerk should be paid at Scp 23 in the next financial year as the Council is in LC1 above the substantive benchmark.
- g. Council will review the Clerk's salary as at 1st April each year.
- h. Council will approve and sign a post dated cheque for 20th each month for the Clerk's salary and regular expenses at the meeting preceding that date.
- i. The Clerk will make a DVD backup of Catcott files on, at least, a monthly basis. Two DVDs to be rotated.
- j. Council will reimburse all expenses incurred in the discharge of the duties of the Office of The Clerk to the Council that are approved by the Council.
- k. Council will reimburse the cost of alternate ink cartridges for the computer printer.
- l. Council will pay half the line rental on one of the Clerk's telephone lines. The Clerk will pay for all calls.
- m. Council will pay one third of the Broadband charge per month.
- n. Council will pay £10 per month towards the cost of electricity, heating, lighting and office space.
- o. Council will pay £7.50 per month for the use of the Clerk's computer.
- p. Gratuity - An amount equal to 3.75% of salary will be deposited monthly in a secure fund from 1st April 2005. The accumulated fund will be paid in total on termination of employment subject to the completion of five continuous years of satisfactory service prior to the termination date, or upon death to the nominated next of kin.
- q. The majority of the other points in the model contract remain as in the model. There are some points requiring clarification.

04/05/171 DATE OF NEXT MEETING - 11th January 2005

Chairman

Date