

**Minutes of the Stawley Parish Council Meeting held at Appley Pavilion at  
7:30 pm on the 14th May 2024**

**Parish Councillors present:** Chairman, Paul Musgrove (PM)  
Pat Sweet (PS)  
Matt Vellacott (MV)  
Clive Wall (CW)

**Others present:-**

Item	Action
<p><b>1. Apologies for Absence</b></p> <p>Sarah Jones (SJ); Dave Mansell (DM) (Somerset Councillor); Gwil Wren (Somerset Councillor)</p>	
<p><b>2. Election of Chairman and Allocation of Responsibilities</b></p> <p>Clive Wall had given notice of his resignation from Council earlier in the year, to be effective from the date of this meeting. Clive was heartily thanked for the 17 years service as a Councillor, five of which were as Chairman. His steady thoughts and observations during this period will be sorely missed by the Council.</p> <p>PS proposed PM to continue as Chairman for the year. This was seconded by MV. PM was re-elected as Chairman and accepted the position.</p> <p>The Portfolios were allocated as follows:</p> <ul style="list-style-type: none"> <li>•PS – Responsible Finance Officer (RFO)</li> <li>•MV – Highways</li> <li>•SJ - Footpaths</li> </ul> <p>The Planning Portfolio will be left open pending the election or co-option of a new Councillor.</p>	
<p><b>3. Declarations of Interest – None</b></p>	
<p><b>4. Minutes of Last meeting</b></p> <p>These were accepted as a true record and signed by the Chairman.</p>	
<p><b>5. Matters Arising not Covered Elsewhere</b></p> <ul style="list-style-type: none"> <li>• Parish WhatsApp Group. This will be discussed at the Annual Parish Meeting to be held on the 21<sup>st</sup> May 2024..</li> </ul>	
<p><b>6. Finance</b></p> <ul style="list-style-type: none"> <li>• The current bank balance is £15,103.30</li> <li>• <b>Invoices;</b> An invoice for £59.04 has been received from Microsoft for the annual use of Microsoft 365. An invoice for £44.02 for renewal of support for the website has also been received. These were paid by the Clerk who will be reimbursed.</li> <li>• <b>Grants,</b></li> </ul>	<b>PS</b>

<p>The following grants for burial ground and recreation area maintenance were authorised:</p> <ul style="list-style-type: none"> <li>• Stawley £220.50</li> <li>• Ashbrittle for Greenham £73.50</li> <li>• Kittisford £196.00</li> <li>• Pavilion £600</li> <li>• <b>Savings.</b> Lloyds bank are offering 4% interest on a 95 days notice or 2.5% on 32 days notice. However as the minimum to be invested is £10,000 it was decided that these were not suitable for the Council to take advantage of. The RFO will investigate other avenues for savings.</li> <li>• <b>Annual Governance and Accountability Return (AGAR)</b> The AGAR was presented to the Council who agreed that the Certificate of Exemption, the Annual Governance Statement and Accounting Statement was approved and could be signed.</li> </ul>	<b>PS</b>
<p><b>7. Planning</b></p> <ul style="list-style-type: none"> <li>• <b>35/23/0008</b> - Erection of a single storey link extension between dwelling and barn with construction of a first floor rear extension to the barn at Rose Cottage, Tracebridge.  Approved with conditions</li> <li>• <b>35/23/0010</b> - Erection of a single storey extension to the side of Newhouse Farm, Kittisford Road, Stawley – Approved with conditions</li> <li>• <b>35/23/0011</b> - Application for Lawful Development Certificate for the existing change of use of dwelling (C3) into a children’s residential care home (C2) at Brookbank, Kittisford Road, Stawley  Application withdrawn but replaced by <b>35/24/0001</b> for use as a home for up to 4 children. This application was approved on the 2<sup>nd</sup> April 2024.</li> <li>• <b>Enforcement</b>  Kittisford Hedge – The latest from Somerset Enforcement Officer is that they are chasing the Planning Inspectorate and RPA for answers.  Tracebridge Quarry –No application has been made and there is no news of further enforcement.</li> </ul>	
<p><b>8. Reports from Members</b></p> <p><b>Roads</b> – Potholes are being reported regularly but there is little action from Highways. <b>Footpaths</b> – No report</p>	

**9. Any Other Business –**

Ashbrittle Parish Council will be making greater use of the stash.org.uk website.

CW will continue to ensure that the defibrillator at the Shop is maintained.

The Highways Working Group set up by the Local Community Network and based on Wiveliscombe is doing good work to alleviate the financial stress being felt by Somerset Council. The Clerk will re-circulate the details to Councillors for their information.

The Government is encouraging all Councils to move to a .gov.uk website. As we have just paid for our domain for 3 years we will consider a move in 2026.

The Shop may need some funds in the future. It was agreed in principle that the Parish Council would be in a position to provide some seed capital and possibly on-going grant money if The Shop became a community asset. A draft letter to the SCA informing them of this decision will be circulated to Councillors for approval.

**10. Date of Next Meeting**

Annual Parish Meeting on the 21<sup>st</sup> May 2024.

**Meeting closed at 8:18pm**