

WOOTTON COURTENAY PARISH COUNCIL  
Minutes of the Parish Council meeting held  
At The Village Hall, 13<sup>th</sup> December 2017 at 7.30 p.m.

PRESENT: Mr J Wilmoth (Chairman), Mrs J Barbieri, Mrs H Smith, Mr D Brown, Mr P Clapham, Mr P Griffin, D Stanyon (Clerk).

APOLOGIES: Mr M O'Keefe

DISPENSATIONS: The dispensation form was signed by all present.

1701. MINUTES OF THE LAST MEETING: The minutes of the Parish Council meeting held on 8<sup>th</sup> November 2017 were approved as a correct record and signed by the Chairman. Proposed Mr Griffin, seconded Mrs Barbieri.

1702. MATTERS ARISING:

Village Clean Up. Mrs Smith reported that this was very successful and thanks were passed to Mrs Smith and Mrs Barbieri for their hard work.

Parish Lengthsman. The current insurance documentation has been supplied by Dulverton Town Council.

1703. PERSONNEL COMMITTEE:

It was proposed to form a personnel committee to ensure that all statutory requirements are met regarding the employment of the Clerk. The Committee will comprise Mr Griffin, Mrs Smith and Mrs Barbieri.

Proposed Mr Griffin, seconded Mrs Barbieri. RESOLVED

1704. CLERK CONTRACT OF EMPLOYMENT:

All the paperwork was signed by the Clerk and the Chairman. Thanks were passed to Mrs Smith for her hard work and time in producing the necessary documentation for the Clerk's contract.

1705. HEALTH AND SAFETY POLICY:

Mr Clapham has researched and produced a Health and Safety Policy which is appropriate for Wootton Courtenay Parish Council. A Home Working Policy for the Clerk has also been produced. These were circulated and to be formally agreed in January 2018.

1706. VILLAGE GROUP EMAILS:

Mr T Farmer has agreed to be responsible for circulating the Village group emails. This will allow the Clerk to focus on Parish Council matters.

This was proposed by Mrs Smith, seconded by Mrs Barbieri. RESOLVED. Clerk will pass the list to Mr Farmer.

1707. FINANCE:

Chq 373	Mrs D Stanyon	£6.97	reimbursement of items purchased for Village Clean-up
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Chq 374	WC Village Hall	£22.50	Hire of Hall Aug, Sept, Oct 2017
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The precept form was signed by the Chairman. Agreed at the November 2017 meeting.

1708. PLANNING:

Application No. 6/43/17/110 Tall Trees, Brockwell Lane, Wootton Courtenay.

Proposed lounge/bedroom extension

There were no objections and WCPC support this application.

1709. CORRESPONDENCE:

Letters of thanks were read out from Exmoor Search and Rescue and Dorset and Somerset Air Ambulance for the donations from WCPC.

Notification was read out that Ranscombe Road is to be closed for 2 days from 8<sup>th</sup> January 2018. Clerk to circulate to Village Group.

1710. ITEMS ON REPORT:

Mr Wilmoth has written to Peter Owen at WSDC Highways reporting erosion of the lane at Ford.

Mr Griffin reported that the drains outside Sunnyview, Fairgarden Lane and outside the entrance to Orchard and Morton House need cleaning out, as they are overflowing in heavy rain. Clerk to write to Highways

The bridge at Lower Town by Bridge Cottage needs attention as it is looking unstable. Mr Wilmoth will contact WSDC.

Mrs Smith requested a cheque for £100.00 at the next meeting for the Defibrillator training.

Mrs Smith requested that the Village Information leaflet is added to the January Agenda.

Mrs Smith asked that a letter is written to Paul and Trish Sheldon thanking them for their support and commitment to the Village while running the Village Stores. Clerk to do

A letter of welcome to be sent to Andy Giles at the Village Stores. Clerk to do.

Date of next meeting Wednesday 17<sup>th</sup> January 2018 7.30 p.m. at Wootton Courtenay Village Hall.

Meeting closed 8.25 p.m.

Signed.....

Date.....