

# WEST & MIDDLE CHINNOCK PARISH COUNCIL

## Draft Minutes of the Parish Council Meeting Wednesday June 3rd 2020 - Virtual Meeting

Cllr Bennett - Chair  
Cllr Coleman – Vice Chair  
Cllr Griffiths

Cllr Patrick  
Cllr Tinkley  
Clerk: Kim Duller  
2 Members of the General Public

**Public Forum:** i) New government guidance published relating to the numbers of people allowed to meet outside of home and exercise. The Chair was positive about the rec being used for training and agreed in principal to groups of up to 6 from the football club meeting to “non contact” train subject to risk assessments being agreed. **Mr Cochran agreed to produce these and liaise with the PC.** ii) It was reconfirmed that Jonathan Naughton would join the PC as a co-opted Member at the September meeting.

**20/690** **Apologies for Absence:** Cllr Cawley. Cllr Cawley unable to access virtual meetings as does not have the necessary technology. **Clerk/Chair to review.**

**20/691** **Declarations of Interest:** Cllr’s Bennett and Coleman and the Clerk, Recreation Ground Development Committee. The Clerk, legal transfer of the Recreation Ground, Cllr Patrick, SSDC Councillor and Member on the playground committee.

**20/692** **Minutes of the Parish Council Meeting held on Wednesday 6<sup>th</sup> May 2020. Minutes agreed as being a true record of the meeting. Minutes cannot be signed due to lockdown. To be signed after lockdown lifted.**

**20/693** **Matters Arising, Not on Agenda: None**

**20/694** **County Councillors Report:** A report had not been received.

**20/695** **SSDC Councillors Report:** i) Clerk had previously circulated. Verbal report given by Cllr Patrick. Full report on Community Website.

**20/696** **a. Planning Applications: Application for the modification or discharge of planning obligations Bridge Farm, Middle Chinnock.** A number of concerns relating to the application were raised and Members felt they did not have enough information to comment and at this stage would have to object. Clerk to ask for a delay in response. **All Members voted to object to the application. Cllr Patrick declined due to conflict of interest. Members to feed back on the application to the Clerk in order to agree a submission.**

**b. Applications since Time of the Agenda:** BT Pole to be erected next to Little Silver, only received on 1.06.20. **Clerk to follow up with planning.**

**c. Determinations since Time of the Agenda: None**

**d. Planning Enforcement:**

i) Applegarth: Still waiting for a response from SSDC. Clerk has followed up and will follow up again.

ii) Hollowell Hill: JN has requested the enforcement team to investigate items which on the site not due until 2022. Cllr Tinkley met with the owners and felt the poly tunnels were in the correct place, however accepting that the hedge hadn’t grown. Cllr Tinkley had also discussed the solar panels and agreed they were not in the original application, but suspected they may be considered as part of permitted development as 9m2 and on the side of the hill, not the barn roof. **JN to wait for enforcement officer to respond and feedback to PC.**

**e. Planning Issues Raised:**

- i) **Complaint of tree felling in conservation area Middle Chinnock:** The Clerk has forwarded details to the Tree Officer Phil Poulton. **Clerk to confirm ownership of land and report back to Phil Poulton.**
- ii) **Objection to BT Pole: Little Silver:** The Clerk had received a copy of an objection letter regarding the siting of a BT pole. The letter had also been copied to SSDC. **Clerk to investigate protocol.**

**20/697**

**Finance:**

- a. **To Approve and Sign Off Annual Accounts after Internal Audit:** The Internal Auditor Neil Cochran confirmed his inspection of the accounts with no queries. **It was resolved to approve the Annual Accounts. All in favour.**
- b. **To Sign Off Internal Audit: Signed off by Neil Cochran.**
- c. **To Agree to, and Declare "Smaller Authority Status" (Income of less than £25K):** Declared correct by the Internal Auditor, Neil Cochran. **All in Favour.**
- d. **To Pay Annual Insurance BHIB £464.10: All in Favour. Clerk requested to provide evidence of COVID exclusions.**
- e. **To receive "The Wolds" Greatfields rent, £5.00 2020/21:**
- f. **To Receive, Review and Agree Proposed PC Budget 2020/21:** The budget was presented as a balanced and discussed. It was agreed there would be sufficient in the budget to cover the cost or refurbishment of the phone box under community benefit heading. It was confirmed the Warman £15K community benefit (ring fenced) expires in 2023. **All in Favour.**
- g. **To Discuss Opportunities to Maximise investment of Ring Fenced Funds:** Not investigated during COVID-19. Liquidity account has performed reasonably this year however all both accounts have now had a reduction in interest.
- h. **ROI Update: Two ROI pending completion.**
- i. **To Review and Agree 20/21 Risk Assessment: All in Favour with no amendments**
- j. **To Review and Agree 20/21 Asset Register: All in Favour with no amendments. To investigate if Well cover should go on Assets Register when complete. Clerk to check.**
- k. **To Pay any Routine or Previously Agreed Invoices: None**

**20/698**

**Allotments:**

- a. **Signage:** Clerk created new signage in line with government guidance. They had been 2 complaints regarding bonfires. The new guidance displayed at the Allotments now advises against bonfires during lockdown.
- b. **Inspection of Allotments:** Wait until further lockdown requirements lifted. Reconsider July meeting. **All in Favour.**
- c. **Rent Review: Carry forward to after lockdown.**
- d. **Allotment Hedge Cutting Invoice:** Between Plot 1 and the area sectioned off for cars. **Clerk to follow up.**

**20/699**

**Matters arising from the May 2020 Meeting:**

- a. **Purchase of the Recreation Ground:** More information received on bridge access. SSDC legal department have no record of bridge/access. Batters has recommended liability insurance and statement relating to use of bridge as access to Recreation ground. **Ongoing Clerk.**
- b. **Pot Holes Self-Maintenance: C/F to after lockdown.**
- c. **Grill Over Well, Higher Street: C/F to after lockdown.**
- d. **Riverbank Collapse, Scotts Way:** Repairs starting w/c 15.06.20. Road will be closed. (Road signage in place).
- e. **Bow Bridge Repairs:** Repairs undertaken by different team to riverbank. SSDC has confirmed they will try and do it same week as river bank, however no guarantee.

- f. **Recreation Ground Risk Assessment: Cllr Bennett confirmed that he and Cllr Cawley will review the assessment and action any non compliances.**
- g. **Waste Bin Middle Chinnock:** Waiting for confirmation of delivery date as delivery delayed due to COVID 19. Both Cllrs Bennett and Coleman reported feedback relating to the increase of dog mess in the villages.
- h. **Email Set up, IT and GDPR Review: C/F to after lockdown.**
- i. **Police Visit to Parish Council: C/F to after lockdown.**
- j. **Yarlington Land Purchase: C/F to after lockdown.**
- k. **Recreation Ground Development: C/F to after lockdown.**
- l. **Community Website and Communications Review: C/F to after lockdown.**
- m. **Tree Planting and Tagging on Higher Farm: C/F until after lockdown**
- n. **Overtured Lorry and Trailer Update: Previously reported to Cllr Keating.**
- o. **Management of Verges & Hedges:** Clerk reported next cuts to take place between June/July. SCC gone back to original contractors who are quicker, with the correct equipment and a 1m verge cut as standard. Exceptions will be considered if conservations issues exist. Any issues relating to H&S should be reported immediately via the SCC reporting website. Verge growth hasn't been as "high" this year, however expected to be a growth spurt in next few weeks due to forecast rain, so safety issues could increase. Cllr Coleman to check dates for hedge cutting for stewardship scheme, however H&S overrides restrictions on cutting. Clerk to check if legislation varies between "verge" and "hedge" cutting. Agreed to consider strimming verges of concern when new contract for grass cutting is sent out for tender in New Year. Map has been circulated for Members to feed back to JN by 19.06.20. No-one has yet fed back. All to feedback for JN to compile a report for future identification of areas which are high risk. All H&S issues must be reported to SCC immediately outside of report.
- p. **Planning Consultation Response: Report at July meeting. (Due to sound issues at Zoom meeting).**
- q. **Footpaths and Rights of Way:** A number of issues reported this month via the reporting website which is relatively easy to use. However once the reports are made, there doesn't not seem to be anyone to follow-up with. **Clerk to speak to Cllr Keating for name of contact.**
- r. **Corona Virus Feedback:**
  - i) **Local Response:** Following guidance which impacts at local level, including signage.
  - ii) **National Response:** Clerk confirmed she has been circulating national and local responses, with a predicted spike in South Somerset.
  - iii) **Recreation Ground:** Already discussed during Public Forum. Currently it will remain locked to vehicles at the river entrance gate, with access only for walkers. John Marks to be given key to Recreation Ground, however the key is solely for his use, not for anyone else's. NC to let John know to come down and get a key from Mark.

20/700

#### **Reports & Correspondence:**

- a. **Highways and Drains Standing Item:** Keep reporting Pot holes and road maintenance. Liaison with SCC and SSDC remains positive. JN reported an app which is used by cyclists to be reported, however agreed by all not to promote at this time.
- b. **Training Plan:** Training needs identification on-going. JN training plan needs to be agreed. Potential for more training to be on line.
- c. **Roadwork's Notice Scotts Way Closure:** Road Closure from 15<sup>th</sup> June 20 for 1 week. Well sign posted.
- d. **Purchase of Saplings:** Donated rather than having to purchase.
- e. **Draft Walking and Cycling Manifesto for Somerset: Circulate to JN for comments.**
- f. **Rent Increase the Wolds: All in Favour of keeping peppercorn rent.**

- g. Tree Maintenance the Wolds/Greatfields:** Tree was originally purchased by WI as part of Jubilee celebrations. The tree forms part of the Greatfields land which is let to the Wolds and who has contractual responsibility for upkeep.
- h. Recreation Ground Cutting:** Cancelled for 2 weeks during May and over BH weekend to discourage team sports. Has now been cut again and will be scheduled as normal. Gate key to be retained by Cllr Bennett. Cllr Cawley to act as liaison point for access with Somerset Landscapes.
- i. HGV's Duckpool Lane:** Clerk has spoken to Pattermores who were unaware that lorries had been using the Lane and thought it was a one off. **Clerk to feedback if any further incidences.**

**19/701**

**Matters for the 1<sup>st</sup> July 2020 Meeting**

**Next Meeting Wednesday 1<sup>st</sup> July 2020**

**7.30pm Village Hall or Remote Meeting – to be advised**

**Meeting closed 8.52pm**