

# WEST & MIDDLE CHINNOCK PARISH COUNCIL

## Draft Minutes of the Parish Council Meeting held on the 29<sup>th</sup> March 2017

Cllr Shaun McMillan - Chair  
Cllr Bill Mannering  
Cllr Gill Langford

Cllr Tony Cawley  
Cllr Phillippa Coleman  
Kim Duller, Clerk  
**7 Members of the Public**

**Public Forum:** i) Neil Vout made a request to the PC to consider if he would be allowed to keep a hive of bees on the Allotments. Members requested that the Clerk investigate any regulations and relevant policy in relation to beekeeping with the Allotment Society and report back recommendations at the May PC meeting; ii) Neil Cochran explained that the list of Grant allocations made to local organisations has not been published with the March Minutes as stated. The Clerk apologised and agreed to publish a.s.a.p on the Community Website and also a hard copy displayed on the parish notice board in the bus shelter.

**17/300 Apologies for Absence:** None.

**17/301 Declarations of Interest:** Cllr Cawley, Allotments.

**17/302 Draft Minutes of the Parish Council Meeting held on the 1<sup>st</sup> March 2017:** Agreed & signed by the Chair.

**17/303 Matters Arising (Other than those on the Agenda):** None.

**17/304 County Councillors Report: Standing Apology from County Cllr Marcus Fysh. No report received.**

**17/305 District Councillors Report:** Apologies received from Ric Pallister – due to change of date of the April Parish Council meeting. **Written report/update to be circulated with the Minutes.**

**17/306 Planning Applications:**

- **17/00968/FUL; Erection of a poly tunnel on land at Little Silver, Middle Chinnock.** The Parish Council discussed the application and the Clerk confirmed she had not received any correspondence from residents. Members did not have any comments or objections. **Action: Clerk to advise SSDC planning team immediately.**
- **17/009644/FUL; Erection of new cow cubicle building, Rushywood Farm, Haselbury Plucknett. (Adjacent to the Parish of West & Middle Chinnock).** A number of concerns were raised. **Action: Members to send any comments to the Clerk by 4<sup>th</sup> April 2017.**

**17/307 Determinations:** 17/0028/FUL; 24, Highfield, West Chinnock. **Approved subject to planning conditions.**

**17/308 Finance:**

- a) To Update Asset Register:** After discussion, all members voted to agree recommendations. **Updated register signed & dated by the Chair. Action: Members to review list of assets at budget committee planning meeting proposed during April.**
- b) To Update Risk Assessment:** After discussion, all members voted to agree recommendations. The Chair explained that the main areas of risk reduction related to a stable and more experienced team of Parish Council Members, including Members having completed training during 2016/16. **Updated risk assessment signed & dated by the Chair. Action: Members who have not yet completed the recommended training to undertake training during 2018. Clerk to organise.**
- c) Proposal to Draft the New 2017/18 Budget for Agreement on 3<sup>rd</sup> May 2017:** Full Members subcommittee meeting to be called during April 2017. **Action: Clerk to organise.**
- d) Grant Thornton Update:** The Clerk reported that the external audit paperwork for 2016/17 had been received.
- e) To pay any routine or previously agreed invoices:** None

**17/309 Allotments:** i) **Report on Outstanding Queries:** The Clerk reported the following after consultation with the Allotment Society: **a) Agreeing the rent charged per allotments:** There are a 11 consideration factors recommended by the Allotment Society when reviewing a rent increase, including when reviewing the price to charge for an allotment that the Parish Council consider the average price charged of allotments in the surrounding area. The Clerk confirmed she had started to consult with other Parish Councils locally and prices so far appeared more expensive. The Clerk was also advised that the average price charged to allotment holders in 2011 to cover the costs of administering allotments by Parish Councils/Local Authorities was £55.00 per allotment holder. The Clerk explained that increasing administration costs were the main reason many allotments holders had opted for the route of self management and forming an association. However, many allotment holders had reported in a survey that there were equally a number of advantages and disadvantages of this route, in particular the administration of the legal processes involved in having a

formal association. The Clerk also explained that whilst it is "good practice" to give notice of rent increase, that currently our allotment agreement does not have a specific written policy contained within it. **Action: Clerk to add a side note to existing contract and inform allotment holders that the rent will be revised in October each year. October 2017 being the first formal review date.** **b) Allotment finances:** It was agreed that the allotment year for finance will run from on the same accounting period as the Parish Council, from 1st April 2018 to 31<sup>st</sup> March 2019. This means that the current allotment holders will receive an extended period of 3 months free of charge in 2018 between January 1<sup>st</sup> 2018 and March 31<sup>st</sup> 2018 and any price increase will be implemented when the new contracts for 2018/19 are issued. **c) Receipt of Rents:** All rents have now been received although there is still some confusion relating to a vacant plot. **Action: Clerk to issue receipts to the allotment committee.** **d) Vacant Allotment:** The Clerk has carried out a number of follow ups on the vacant plot. **Action: Neil Vout to feedback and confirm the situation.**

#### **17/310 Matters arising from the March 2017 Meeting:**

- a) **Road Maintenance/Drains:** i) Twindown Mead drain blockage reported and actioned. ii) Drains on Hollowell Hill still need jetting. iii) Smokey Hole: stones being pushed down the hill where drains are blocked. iv) Large hole at side of road at Little Silver now causing potential danger to vehicles which are not aware how deep it is when it fills with water. **Action: Cllr Bennett to report all maintenance issues and request support from SSCC.**
- b) **Response from David Fothergill, A356:** A response had been received from Paula Hewitt and Kerry Jones regarding the A356 report previously submitted by members and various correspondence over the past 3 years. The response indicated that there was an internal report which had been produced to address previously the raised queries and questions from the past 3 years. **Action: The Clerk to write and request a copy of the report.**
- c) **Rural Policing Update: Pending a response.**
- d) **A356 Closure:** Feedback had been positive regarding the road diversions put in place by SSCC.
- e) **Broken Stiles, Manor Farm:** Members discussed difficulty locating the exact position of the broken stile. **Action: i) Cllr Coleman offered to walk the footpath between Broadstone Farm and Manor Farm to see if she could locate it. ii) The Chair formally thanked Cllr Cawley for repairing the broken stile at the recreation ground.**
- f) **Ditches, Flood Risk, Middle Chinnock:** The Chair and Cllr Bailey have reviewed the ditches and do not believe the current ditches present additional risk in relation to flooding.
- g) **Dog Fouling, Sandy Lane:** Cllr Langford and Bennett to put up signs to remind dog owners of their responsibilities.
- h) **Footpath Signs:** Signs at Little Silver, Middle Chinnock Church and Eastfield Lane have been replaced/put back.
- i) **Employers Liability:** To be discussed as part of a bigger review of the current insurance cover for the Parish Council at the April budget meeting.
- j) **Poor Condition of some Trees – Recreation Ground:** Concerns have been raised by Members regarding the broken over hanging tree at the car-park which has split and other trees which may be rotten. After discussion it was felt that it was probably a too big a job for the Parish Council to undertake and there may be need of a professional survey and advice. **Action: The Clerk to discuss who is responsible for the maintenance of trees under the lease with Ric Pallister and consult with Phil Poulton from SSDC.**
- k) **SSDC Playground Risk Assessment Cost Comparison:** As requested the Clerk undertook a cost and service comparison and presented the results. **Action: It was agreed to continue to use the services of ROSPA.**
- l) **Cars Blocking Smiths Hill outside of The Haunts:** Members discussed that there was still an issues with parking at the Haunts however felt that it was not within their power to intervene without further advice. It was felt that there was a history to these parking issues. **Action: The Clerk was asked to contact Yarlinton and Ric Pallister regarding the hard standing area which had previously been provided for parking and report back to the next Parish Council.**
- m) **Grant Awards Feedback:** Feedback so far has been positive. **Action: The Clerk to write to all Grant recipients as well as other previous recipients and ask them to make a small presentation on their organisation at the next Annual Parish Meeting on 3<sup>rd</sup> May 2017.**

#### **17/311 Reports & Correspondence:**

- a) **County Elections:** Due to take place on Thursday 4<sup>th</sup> May 2017.
- b) **Local Businesses Forum to take place on 28<sup>th</sup> June 2017.** **Action: Clerk to put details on website and in Parish Magazine.**

- c) **PAYE, Cox & Co:** Members discussed and agreed that Cox & Co should undertake PAYE services on behalf of the PC at a cost of £120.00 pa. **Action: Cllr McMillan to sign contracts on behalf of the Parish Council in order to commence from April 2017.**
- d) **Local History Requests:** The Clerk has had two local history research requests during March 2017.
- e) **Careline South Somerset:** Request to circulate details to the wider community. **Action: The Clerk.**
- f) **Public Space Protection Orders:** The Clerk confirmed that Parish Councils can now apply for protection orders for public spaces.
- g) **South Somerset Census:** A random sample check census is taking place in order to assess how many non residents (2<sup>nd</sup> home owners) currently live in South Somerset.
- h) **Malicious damage:** Wire fencing on a stile on a public footpath on Broadstone Farm has been tampered with to allow dogs to access the field. The fencing was to keep sheep and lambs secure in the field. The incident has been reported to the rural crime unit. **Action: Clerk to write a note in the Parish Magazine.**

**The meeting ended at 8.47pm**

**Next Meeting**

**Wednesday 3<sup>rd</sup> May 2017**

**Annual Parish Meeting, 7pm**

**Parish Council Meeting 7.30p.m**

**Everyone Welcome**