

WEST & MIDDLE CHINNOCK PARISH COUNCIL

Draft Minutes of the Parish Council Meeting held Wednesday February 5th 2020

Cllr Bennett - Chair
Cllr Coleman – Vice Chair
Cllr Cawley

Cllr Patrick
Cllr Tinkley
Cllr Griffiths
Clerk: Kim Duller

**6 Members of the General Public
SCC Cllr Keating**

Public Forum: The Chair confirmed that the meeting would be recorded. A garden in Higher Street, and by the chapel both have a lot of debris hanging over and need trimming. Cllr Cawley agreed to follow up. A member of the public asked if there was any chance of either re-activating the spring or the Well on Higher Street, potentially using a tap and quoted an example of Stoke sub Hamdon. It was confirmed there used to be a spring outside of the pub. The Chairman said the PC would be willing to investigate and Cllr Tinkley offered to follow up.

19/652 **Apologies for Absence:** None.

19/653 **Declarations of Interest:** Cllr Tony Cawley, Allotments and Yarlinton Land. Clerk and Cllrs Bennett and Coleman, Recreation Ground Development Committee. The Clerk, legal transfer of the Recreation Ground.

19/654 **Minutes of the Parish Council Meeting held on Wednesday 4th December 2019:** Clerks amount of expenses, £114.00 now recorded. **Minutes agreed as being a true record of the meeting & signed.**

19/655 **Matters Arising (Other than those on the Agenda):** None.

19/656 **County Councillors Report:** i) Cllr Keating confirmed the PC had been awarded a grant to run a community breakfast. ii) The A356 road signage works have been given the go ahead and will take place in the near future. Plans have been received which will be circulated to Members. All of the current spinning signs will be put on to double posts. Any new schemes in the County will also now always have double posts to prevent spinning. iii) Confirmed Riparian ownership. Clerk to put on Website. iv) Requested any questions from Members on the future of a Unitary Authority. Stressed the importance of moving towards this model due to the major predicted shortfall in funding, particularly adult and children's services. Important to be able to give one voice to central government rather than the current 5. Probably not a referendum, more likely to be a decision by the Secretary of State. Shouldn't be political, should be based on a business case.

19/657 **District Councillors Report:** The Clerk confirmed SSDC Cllr Vaughn has resigned.

19/658 **a. Planning Applications: None had been received at the time of agenda.**

b. Applications Since Time of the Agenda: None

c. Determinations Since Time of the Agenda: None

d. Applegarth: Concerns have been raised from members of the public regarding the scale of the Applegarth development, in particularly the height of the garage roof. **Action: The Clerk was asked to follow up with the planning team given consideration that the PC had had significant input during the planning process.**

19/659 **Finance**

a. Somerset Landscapes Query Historic Invoices: The Clerk had undertaken a review of 5 invoices going back to 2017 which revealed whilst some invoices had been received, others had not. All agreed that there were a number of contributing factors. **The Chairman proposed that the invoices be paid. All in favour.** The Clerk is optimistic that the new systems SLL are running will prevent a similar situation in the future and is working closely with SSL's finance officer.

- b. **Precept Extraordinary Meeting Minutes: Minutes agreed as a true record of the meeting and signed.** Partnership side of working with the school regarding the community playground to be taken forward in the future. It was felt that the PC and the playground management committee should still stay involved with the playground as it is very much a community facility, which is well used.
- c. **Qtr 3 Accounts:** These have been inspected by the internal auditor and all were in order. **Cllr Patrick proposed accepting the Qtr 3 accounts. All in favour.**
- d. **Tender for grass cutting:** It was agreed to retain SLL for another year dependant on price. **Action: Clerk to liaise with SLL and obtain costs for 2020/2021.**
- e. **It was resolved to pay SALC £60.00 for planning training undertaken by Cllrs Tinkley and Patrick. All in favour.**
- f. **Banking Update:** Cllr Bennett reported that there have been major issues with Nat West over change of signatories, for which the bank has taken responsibility. **Cllr Bennett to visit Bank to confirm identity in hope to resolve the delay.**
- g. **Ratification of Parish Grants:** i) £473.00 to be paid to the village Hall for new Audio equipment. **All in Favour.** ii) Request from PCC for part payment for a new bench in West Chinnock Churchyard. Due to legislation restricting Parish Councils grants to PCCs, the Parish Council resolved to purchase the bench as a community asset to a maximum of £250.00. **Proposed by Cllr Patrick, all in favour. Action: Cllr Coleman to liaise with Brian Trust with regard to choice of bench.** Cheques will be issued when new signatories approved.
- h. **To Pay any Routine or Previously Agreed Invoices: None.** Clerk informed Members that there is £5.00 VAT due back on the quarterly standing order for the organising the Clerks quarterly wages, PAYE and Tax.

19/660

Allotments:

- a. **Update:** No further information received by the PC; however Mr Vout confirmed there was some activity. The Clerk confirmed that the email details sent regarding the person on the waiting list were the only details she currently had, but offered to follow up if required.
- b. **Rent & Tenancy Agreements:** Clerk to issue before end of February 2020.
- c. **Rent Review 2021/22: To be postponed until either April or May meeting.**
- d. **Allotment Hedge:** Has been cut by Raymond Bailey. **Clerk waiting for invoice.**

19/661

Matters arising from the December 2019 Meeting:

- a. **Purchase of the Recreation Ground:** Quotes discussed from three local solicitors. It was considered that two of the solicitors did not have sufficient land experience and therefore it was recommended to engage Battens. It was noted that SSDC's solicitor who had originally managed the transfer is now at Battens and is already aware of the transfer. It was agreed the PC should instruct on the basis of full due diligence, rather than the option of reduction in searches. Total cost including SSDC and Battens costs approx £2,500.00 to £3,000.00. Timescales to be notified by Clerk at next meeting. **Proposed by Cllr Griffiths, All in favour.**
- b. **Pot Holes Self-Maintenance:** Cllr Tinkley had no further information. SCC not fully on side yet. Cllr Keating wasn't sure that the scheme would necessarily be supported by SCC, but agreed to talk to Pat and Alyn Jones. Cllr Tinkley asked Cllr Keating if he could take some time to look at the results of the scheme with Devon County Council which has been very successful. **Update at next meeting.** Cllr Keating requested if there are any issues with pot holes not being filled; Cllr Bennett should let him know via email. Cllr Bennett requested that there needs to be a system for feedback from submission of a report/schedule of works, as currently there was no way of knowing what action is being taken. Cllr Keating agreed to report back to the PC to see if is possible. Cllr Keating left the meeting at 8.55pm

- c. **Grill Over Well, Higher Street:** All felt the Well was a statement in the village; is recognised locally by residents and visitors, and is regularly photographed. **It was resolved to have the grill engraved with Great Well, cost £700.00 plus VAT in steel. It would act as a protective cover as well. Proposed by Cllr Griffiths. All in Favour.**
- d. **Riverbank Collapse, Bow Bridge:** Cllr Bennett reported no feedback from SCC. He reported that in his opinion there was no further erosion. Increase in signage provided by SCC. Cllr Cawley reported no further feedback from Merriot PC.

Reports & Correspondence:

- a. **Highways and Drains Standing Item:** Cllr Bennett confirmed he and Cllr Cawley had carried out regular reporting to SCC. Nothing further to report.
- b. **Casual Vacancy Parish Council: Currently 6 Members on Parish Council.** Vacancy still being advertised until 1st March 2020. One person had come forward, however after discussion it was felt that if a new Councillor was to be co-opted it would require someone who could attend every meeting as well as sub meetings and be able to be actively involved in practical support and provide continuity. All in favour of keeping 6 Members unless there is someone who can commit to all PC meetings and sub committee meetings. Middle Chinnock representation is currently provided by Cllr Coleman. **Action Cllr Bennett to contact current applicant.**
- c. **Casual Vacancy Parrett Ward: Cllr Vaughn has resigned.** Cllr Patrick declared that he is standing as Lib Dem candidate for election. Members were reminded to refer to the Code of Conduct regarding political bias.
- d. **Proposals for Unitary Authority:** Previously discussed under Cllr Keating report.
- e. **Community Website:** Clerk confirmed she was acting as a temporary stop gap offering to support for organisations that need to update data on the website. Adverts for volunteers placed in village magazine and on website. No one come forward yet. After discussion it was felt that as the website was originally set up as a community website and information base, each of the organisations represented will be shown how to input data. All were in favour of keeping a website as one of the central platforms for communication; however build resilience into each organisation so that they can manage their own communication and if they have their own separate web pages, link them in. All were also in favour of a village Facebook page as part of moving forward discussion. **Action: Clerk to contact current organisations who are currently represented and explain that they can have their own access.**
- f. **Email set up and IT Review:** After discussion it was agreed that an IT person was not required to set up new secure PC Members emails” as part of GDPR. Cllr Griffiths explained that at her previous PC, a Member had organised this. **Action: Clerk to clarify/investigate which platform was the most secure and send a list of recommended style/brand of email addresses to Cllrs to use so that all of them follow the same format. Each Member to set up their own secure password account on each individual computer. Launch date to be confirmed.** The clerk to also investigate a “chat” discussion system which all Members could access to reduce the amount of emails currently being created. Concerns raised regarding Cllr Cawley not being able to access IT for circulation of papers and general email discussion. Current procedure is for Cllr Cawley to pick up papers from the Clerks home which isn’t necessarily timely. **Action: Cllr Cawley agreed to upgrade his phone which he would allow him to access emails and correspondence in a secure manner and would allow Cllr Cawley to create the “Parish” Members email address.**
- g. **Roadside Ditches and Riparian Ownership:** Noted by all Members. Ownership is both for the Parish Council and owners of Land. **Action: Clerk to put all of the information on the website under parish council policies and standing orders.**
- h. **Risk Assessment Recreation Ground:** Cllr Bennett confirmed the inspection has been carried out and that the Clerk is waiting for the report.

- i. **Parish Council Tree Policy:** Consultation had 6 respondents with positive comments. All in favour of adopting policy with some changes. The Policy summarised as i) Recruiting a Tree Warden, ii) Protection of Trees iii) Actively looking to expand the number of trees in the Parish. **Cllr Griffith proposed the policy. All in favour.** Cllr Patrick and Coleman have been in discussion on hedgerow management and it was agreed to consult with farmers on the future management. The PC is responsible for hedges under health & safety law, however currently local farmers support the cutting of hedges. It was acknowledged that there would be an implication on the Parish Budget if the PC were to pay for the hedges cutting. Members were in favour of further investigation of hedge cutting, protection and exploring exciting opportunities for hedge laying. **Action: Cllr Patrick and Coleman to carry out consultation with local farmers and report on progress at the March Meeting.**
- j. **Waste Bin Middle Chinnock:** After a further meeting to agree location, size of bin, colour and signage, Cllr Bennett confirmed a compromise to previous agreements. The correspondence had previously been circulated. All were in favour of the agreement. **Action: Clerk to apply for revised license and then let Phil Goddard know when this has been granted so that he can purchase the bin. Cllr Bennett has offered to help putting the bin up.** Usage will be monitored and reviewed in 6 months with agreed indicators. Cllr Cawley to not make any arrangements with Middle Chinnock residents unless he has agreed with Cllr Bennett.
- k. **Fires on the Recreation Ground:** Cllr Bennett confirmed a report of a fire. It was agreed by the PC that there should be no fires on the Recreation ground due to health & Safety. **Action: NC to review with Recreation Ground committee.**
- l. **Yarlington Land Purchase:** The offer to purchase is still on the table. The Clerk has been in contact with Yarlington and there is no further information to report.
- m. **Free Neighbourhood Plan Seminar:** The seminar is full; however the organisers have placed Cllr Tinkley on the waiting list and if he isn't able to attend, offer a personal briefing.
- n. **Tree Giveaway:** An offer of 50-60 trees has been made by SSDC. Originally the offer was made for PCs only but has now been extended to private use. Cllr Patrick has applied for the scheme. An advert is in the parish magazine and website. **Cllr Patrick will promote via social media. No timescales were confirmed. Cllr Patrick to update at March meeting.** It was requested that Cllr Patrick contact Mr Honeybun to re-plant where gaps are, with the caveat that the trees are not poisonous to cattle and to also contact the school.
- o. **BT Phone: Contract signed and £1.00 paid. Cllr Patrick proposed to use as a library; put in a veg shelf and village information shelf/board. All in favour.** Cllr Tinkley offered to support Cllr Patrick with refurbishment and ask for any other willing volunteers. **Cllr Patrick also confirmed that the PC would need to apply for planning permission.**
- p. **VE Day 75th Anniversary 2020:** The Clerk reported that there had been no agreement on a village wide approach for VE day from the meeting she attended and no requests for the grant to support any activities. **Clerk to follow up and see if any further activities are planned or any more momentum.**
- q. **Guide to Transport Planning: For Information**
- r. **Local Football Facility Plan (LFFP) for South Somerset:** NC liaising with the LFFP team and will update when he has any further information.
- s. **Temporary Road Closure Scotts Way, January 2020:** The Clerk has received complaints that no works have been undertaken and as a result has contacted SSC, Cllr Keating and various other agencies. No information has been received back. **Clerk to continue to chase.**

- t. **Police Visit to Parish Council Meeting: Clerk has contacted our local PCSO Ben to take up the offer of a visit. No response as yet.**
- u. **Councillor Training: Cllr Griffiths and Cawley agreed to attend basic Councillor. Action: Clerk to send through dates. Action Clerk to re-circulate Code of Conduct for Councillors.**

19/663

Matters for the 4th March 2020 Meeting

- a. Cllr Coleman requested Hedge and verge Cutting needs to be prioritised as an Agenda item due to the concerns raised last year, in particular if tenders are required.
- b. Start to review standing orders Clerk/Chairman.

Next Meeting Wednesday 4th March 2020

7.30pm in the Village Hall

Meeting closed 9.50pm