

WEST & MIDDLE CHINNOCK PARISH COUNCIL

Draft Minutes of the Annual Parish Council Meeting Wednesday 9th June 2021 - Virtual Meeting

Cllr Bennett - Chair

Cllr White

Cllr Cawley

9 Members of the General Public

Cllr Tinkley

Cllr Collins

Clerk: Kim Duller

- Public Forum:** i) Report of drainage problems at Bow Bridge, to be discussed under item 21/834 (c). ii) Rev'd Nick Clarke introduced himself to the Parish Council. He acknowledged the concerns raised by residents in the village reference churchyard maintenance and explained he was in the process of addressing this, taking on board everyone's views and apologised for the current state, stressing the importance of the church as a community asset. He is hoping for more volunteers and is also planning a number of maintenance days over the next few weeks. Funding remains an issue for the church and Rev'd Nick explained some of the misconceptions regarding funding. **Action: The Chair requested the Clerk investigate whether the PC is able to perhaps provide any financial support to the Church as previously it had been advised that it wasn't due to specific regulations. Clerk to investigate, with the potential to perhaps consider adding to the Parish maintenance contracts. Tender had been due April 20 and then April 21, but delayed due to COVID 19.**
- iii) A request was made for a compost toilet at the allotments. The Chair explained this had been discussed before, however not moved forward as the majority of the allotment holders live close. The Chair said that he was happy to have further discussion, accepting that compost toilets had significantly improved and were simpler to maintain. **Action: Cllr Collins agreed to take forward.**
- iv) This year is the 40th anniversary of the village cricket club. A community sports event has been planned for the 16th July 2021 (Friday Evening at the Rec) to celebrate. The Chair said it sounded like a wonderful event and asked the Clerk to help promote on the village website. **Action: Clerk to liaise with NC regarding insurance for the event.** v) Keith Dodge asked the contractors to be congratulated for the fantastic job which has been done with the tarmacing on Smokey Hole Lane. The Chair agreed there were concerns regarding the "Hump". **Action: Clerk to report back to SCC to review the "Hump" and its ability to re-direct the water away from Smiths Hill.** vi) NC congratulated the installation of new gates which have been placed on various footpaths. Item to be covered on 21/833 (f)
- 21/823 Apologies for Absence:** Cllr Coleman.
- 21/824 Declarations of interest:** i) Cllr's Bennett, Coleman and Clerk, Recreation Ground Development Committee. ii) The Clerk, legal transfer of the Recreation ground. iii) Cllr White Shiredown retrospective planning and risk assessment of trees/land owner. iv) Cllr Coleman, Any footpaths on Greatfields land. v) Cllr Bennett, Playground Committee. vii) Cllrs Bennett and White, co-option item 21/829
- 21/825 To approve and sign as correct the Minutes of the Annual Parish Council Meeting held on 05.05.21 Resolved:** That the Minutes of the Parish Council Meeting held on 05.05.21 as previously circulated were taken as read and being a correct record and were signed by the Chairman.
- 21/826 Matters arising, not on agenda: None.**

21/827

County Councillors Report: Cllr Keating presented his report and explained he had not been made aware of any local issues. He left the meeting at 19.54

21/828

SSDC Councillors Report: Previously circulated. Cllr Patrick had sent his apologies.

21/829

Co-option to fill Parish Councillor Vacancy: The Chair explained that the PC had received two excellent applications and it was really unfortunate that we could not co-opt both. The Clerk had looked in to this, but it was not legally allowed to have more than 7 Members. The Clerk led this item as the Chair had declared an interest. The Clerk explained that normally at this point in the meeting the PC Members would move to a separate room to discuss and take a vote on any residents who had applied for the Co option vacancy. As Members were not able to use the kitchen for COVID 19 reasons, the Clerk had organised an online rating methodology to score each of the attributes of the applicants against the normal pro forma, which is used for all Co-options. A discussion had then taken place at a pre meeting at 6.45pm and a vote. The outcome was that Danni Cooke was recommended as the new Co-opted Member by a very small margin. The Chair re-took over the meeting and explained that both candidates were ideally suited to the role and it was disappointing not to be able to take both and asked Carl if he would be prepared to support the PC and stay involved in the PC with projects. Carl said he would be very happy to help and support. **Action: Clerk to support Danni with induction and arrange training.**

21/830

Planning:

a. **Applications since time of the agenda:**

- i) Revised plans were submitted for 21/00639/HOU 39 Ridgway, West Chinnock. The Parish Council had submitted a no objection response under delegated powers.

b. **Determinations since time of the agenda: None**

c. **Planning enforcement: None**

d. **Planning queries:**

- i) Shiredown: On-going, no change
- ii) Planning Queries: 2 reported to the Clerk who is making some initial investigations before coming back to the PC. **Action: Clerk**

21/831

Finance:

a. **Resolved:** To receive "The Wolds", Greatfields rent £5.00 21/22

b. **Resolved:** To accept delegated powers payments:-

- i) Somerset Landscapes (SLL) maintenance contract April 2021 £215.40 (Inc VAT).

c. **To pay any routine or previously agreed invoices: None**

- i) **Resolved:** To pay Gladson for 6 Flexi master posts Poop Hill repairs £189.86

21/832

Allotments Update: Full Report/Newsletter to be circulated – items discussed by exception by Cllr Collins.

- a. **Allotment Tenants (Including leavers, applicants) and advertising:** To be covered in Newsletter. One plot remains vacant and waiting on remedial works to divide in to smaller plots. 2 new tenants allocated space, 1x1/2 and 1x ¼ with the remaining ¼ staying empty for use by for residents with potential broader access issues. Cllr Collins to check tenants are still interested. One additional resident has applied for a half plot and is now on the waiting list.
- b. **Plot 20:** Invitation to tenders sent out to 3 contractors, only one replied positively. Need to check existing quote against some elements of the tender and agreed that the Clerk would re-send the tender out to alternative contractors.

- c. **Impact assessment:** Paperwork received from SSDC doesn't really lend itself to this situation therefore Cllr Collins to review a more appropriate framework and local solution which is able to evaluate opportunities.
- d. **Communications with Tenants this month:** 3 communications i) Request not to use weed killer on plot 20 ii) Not to remove shed or brambles on plot 20 due to nesting season, which may prohibit work to the plot. A discussion took place and it was agreed that Cllr Collins would talk to the prospective tenants and explain the situation. iii) Communication received reference site inspection follow up - covered in AOB.
- e. **Allotments AOB:**
 - i) **Inspection Update:** A plot was identified as not showing any signs of cultivation. After a lengthy discussion a vote was taken and it was **Resolved:** that the tenant would be given notice for breach of contract. Proposed by Cllr Collins, seconded by Cllr Bennett, all in favour. The Chair congratulated and thanked both Cllr Collins and the Allotment tenants for the tremendous amount of work they have done at the allotments.
 - ii) Having read Parish newspaper articles from 1800's Cllr Collins noted that there were often contests for Best allotment etc, and that prizes awarded by local farms and businesses. The PC thought this was a good idea and Cllr Collins will run the idea through the Allotment holders.

21/833

Matters arising from the 5th May 2021 meeting:

- a. **Recreation Ground adjacent field, written permission for steps:** Take off Agenda until Rec development is actioned.
- b. **Smokey Hole & Smiths Hills Trees overhang, land owners responsibility for Risk Assessment:** Guy Coleman had contacted the Clerk and explained that he had organised for pruning of trees by a contractor along Smokey Hole Lane starting 15th June 2021. Richard Holloway is also having some of his trees trimmed. **Action: Cllr White will speak to the family regarding risk assessment.** The Chair confirmed that it was trees which overhang, or could slip into the Road, present a potential danger to the general public.
- c. **Locality Officer.** Cllr Collins and the Clerk to liaise – take off agenda.
- d. **Broken Road Markers at bottom of Poop Hill Parish Work Plan:** Cllr White reported that he and John Grainger had completed the worked. The Chair and Members thanked them.
- e. **Riverbank Collapse, Scott's Way, Parish Work Plan. Action: Cllr Bennett to contact Mr Lock during June 21 with a personal visit. It was noted the bollards are now missing and the Chair agreed to find the bollards.**
- f. **Footpaths Parish Work Plan:** Works are progressing. Cllr Coleman has reported that new gates are all installed at Bridge farm/Lady Antrim field, the bridge path to east Chinnock and the footpath to Barrows Hill Farm. Still outstanding East lane and the Cider Path. Cllr Coleman reported that she is continuing to work with the responsible officer from SCC. Guy Coleman reported that there are still a couple to do on the Monarchs trail, however hopefully these will be completed by the end of June. The Chair thanked the Coleman's for their continued support in getting the gates /stiles updated.
- g. **FWAG: (Farming and Wildlife Advisory Group) working in association with SCC to establish cause of increased water run.** The Clerk updated Members on a FWAG visit to establish what is causing the increased water run from the fields above Smiths Hill and along Smokey Hole Lane. A brief report from FWAG was read out and maps are available.

There are no clear reasons currently; however it is difficult to tell as it has been so dry. FWAG have agreed to monitor and review the situation in the winter. (Report available from Clerk).

- h. **Willow Tree at Recreation Ground – Risk Assessment:** Works have now been agreed and will be implemented on the 24th June 2021. This year only the branches will be removed however, consider further remedial works in the future. Cllr Tinkley to liaise with NC regarding events taking place on that day. NC offered to speak to the school. Cllr Tinkley confirmed the works would be finished by 6pm. The car park will be closed that day from 8.00am until the works are finished.
- i. **Solar Project:** Cllr White reported that there had been a lot of publicity and he had delivered leaflets to all residents in West & Middle Chinnock. Details of the consultation and meeting are on the community website. Further details will be circulated across social media in the following weeks.
- j. **Corona Virus Update:** No Update.

21/834

Reports & Correspondence:

- a. **Parish Work Plan:** The Clerk had not updated the plan, however will update with the PC meeting updates. Members were asked to send updates through to the Clerk a week before meetings so that detailed items for discussion on the Agenda can be kept to a minimum.
- b. **Clerk Report:** The Clerk reported she had received queries relating to recent content on the community Face book page. The Clerk and Chair explained that the PC are not involved with the management or moderation of the community Face book page however that some items are shared from the PC Facebook page which are believed to be helpful, e.g. Road Closures, footpaths information, support for residents from SCC and SSDC etc.
- c. **Highways, Ditches and Drains:** Ditches, no reports of issues during May. Cllr Cawley reported that more drains have been marked up, however not optimistic that they are being followed up, reporting that 2 drains (Layne Terrace and Snails Hill) in particular have been outstanding for action for 6 years. **Action: Cllr Cawley to continue to monitor and prepare a plan and schedule of which drains have been reported with dates and follow-up reports..** Cllr Cawley also reported that the drains on Duck pool Lane had been cleaned during the week. Cllr White reported the drains on Poop Hill, however some were missed.

Cllr Cawley raised concerns that the drain on the Road heading from the Rec to Middle Chinnock still hasn't been cleaned. Keith Dodge reported that the drain just before Bow bridge, the problem being that the tarmac around the outside of the drain has eroded and the water is running outside of the drain. **i) Action: Clerk to take picture of drain and send to Cllr White to report, Clerk to also add on note to SCC Highways. ii) Action: Cllr White to let the Clerk know which drains have been cleaned and which haven't, using the drain map as a pro-forma. Clerk to report direct to SCC copying in Cllr Mark Keating.** The Chair suggested that now was the time to have all drains cleaned out thoroughly, prior to the winter and that the funding set aside in the Parish Business plan for drain cleaning should be utilised. **Proposed by Cllr Tinkley, seconded Cllr White, All in Favour. Resolved.**

Action: Clerk to provide Cllr White with names of drain cleaning company, however 3 quotes required. It was noted by Cllr Collins that remedial works and maintenance is still outstanding for the drains at Little Silver.

- d. **Recreation Ground:**
 - i) **Rec gate:** The Chair reported that the gate had been locked again overnight due to reports of cars driving over the rec and pitches at night and also camper vans etc parking at the rec overnight.

He also acknowledged there had been some issues with the unlocking of the gate which had caused difficulties for residents. The Chair proposed the gate be now left open 24 hours a day, with the gate actually open. If there is a need to start re-locking the gate a new lock will be purchased with a new set of keys, with an allocated key holders list. **Proposed by the Chair, seconded Pete White, 4 in favour. Cllr Cawley abstained. Resolved:** Cllr White suggested that the issues with driving on the REC should be a police issue if it happens again, subject to being able to identification of the vehicles. It was discussed that as part of the Rec development that some sort of gates, bollards appropriate barriers be placed around the parking area to prevent cars not being able to go into the Rec itself. Merriott was suggested as best practice. NC to take back to REC development Committee.

- ii) **Recreation Ground Purchase:** Clerk and Chair met to discuss latest revisions. Clerk has meeting with Battens next week. Main delay is a clause of handing back the Rec proposed by SSDC.
 - iii) **Recreation Ground Development:** Neil Cochran reported that 4 quotes were requested from landscapes architects for independent advice. A specification was drawn up include designs, presentations and consultation with the community, feedback, revisions and developing a cost and scheduling for implementation. Two came back, one was too busy and one no reply. The preferred organisation Swan Paul at a cost of £3.4K – £4.1K. The higher price included a land survey. **Proposal: To spend up to £4.1K from the £15K ring fenced Rec Development fund on behalf of the community for the Landscape Designers Swan Paul to manage the design proposals for the Development of the REC as previously discussed. Proposed by Cllr Tinkley, seconded Cllr Collins, all in favour, unanimous. Resolved**
- e. **Waste Bin at Rec:** JG reported nearly completed however need agreement on how the bin will be secured. The Chair agreed to liaise with JG and provide a base which the bin can be secured to. JG to build in to the deign fixings to allow the bolting down of the bin. **Action: JG, the Chair and Cllr Cawley.**
 - f. **Recycle More Service SSDC:** Regular updates on the blue bags are being posted on the PC social media accounts.

g. **Road Closure Smiths Hill: Water board maintenance works late June TBA**

21/835

Matters for the July 7th 2021 Agenda

- a. Any Agenda items to be forwarded to the Clerk before Wednesday 30th June 2021
- b. The Chair to check if a car event being held at the Cider barn will clash with PC meetings.

Meeting closed 9.08pm

Next Meeting

Parish Council Meeting Wednesday 7th July 2021 7.30pm, Face to Face, TBA

