

WEST & MIDDLE CHINNOCK PARISH COUNCIL

Draft Minutes of the Parish Council Meeting held 8th May 2019

Cllr Shaun McMillan
Cllr Mark Bennett - Chair
Cllr Coleman

Cllr William Mannering
Cllr Tony Cawley
Clerk, Kim Duller

2 Members of the general public

Public Forum: No Comments of feedback

- 19/563** **Election of Chair:** The meeting opened with the announcement for the election of a new Chair by the departing Chair Cllr Shaun McMillan. Cllr Bennett was proposed as the new Chair by Cllr Mannering and seconded by Cllr Coleman. **The vote was carried unanimously. Cllr Mcmillan left the Committee and joined the meeting as a Member of the public.**
- 19/564** **Election of Vice Chair:** Cllr Coleman was proposed as Vice Chair by Cllr Cawley and seconded by Cllr Cawley. **The vote was carried unanimously.**
- 19/565** **Appointment of Responsible Financial Officer:** The Clerk, Kim Duller was proposed as the RFO by Cllr Mannering and seconded by Cllr Coleman. **The vote was carried unanimously.**
- 19/566** **ROI Forms and Acceptance Forms for Members: To be completed and witnessed by 9th May 2019, scanned and sent to SSDC.**
- 19/567** **Co-option to fill Vacancies: Notification had been put on the website, village notice board and the Parish Magazine. Clerk to issue compliance paperwork to any interested candidates.**
- 19/568** **Apologies for Absence:** None
- 19/569** **Declarations of Interest:** Cllr Tony Cawley, Allotments.
- 19/570** **Minutes of the Parish Council Meeting held on Wednesday 3rd April 2019:** Agreed as being a true record of the meeting & signed.
- 19/571** **Matters Arising (Other than those on the Agenda):** None
- 19/572** **County Councillors Report:** No apologies received. Monthly Newsletter received however not local issues specifically relevant to the West & Middle Chinnock agenda were included.
- 19/573** **District Councillors Report:** Apologies had not been received from the new SSDC ward Councillor Anthony Vaughan, however he had emailed Clerks to let it known he had been voted as the new Member and had also been in touch with the Clerk on village matters. **The Clerk to request that Cllr Vaughan attend future meetings.**
- 19/574** **a. Planning Applications:**
- i. Revised Plans: Land at Greenhams Hill, Hollowell Hill, West Chinnock 19/00026/FUL.** After discussion it was agreed that as there had been significant feedback on this application from local residents and from also outside of the Parish that the Clerk and Cllr Mannering to visit case officer Louisa Brown to take further advice and feedback to Members before any decisions are made.
- b. Applications since Time of the Agenda:** None
- c. Determinations since Time of the Agenda:** None

Finance:

- a. **Qtr 4 Accounts:** It was resolved with all in favour to approve the Qtr 4 accounts, which had also been subject to internal audit.
- b. **To Approve End of Year Accounts and Internal Audit:** It was resolved with all in favour to approve and accept the end of year accounts following the submission of the internal audit by Neil Cochran, internal auditor.
- c. **Annual Governance Statement:** All were in favour of approving and accepting the Annual Governance Statement. Minute Reference 13cAGS
- d. **Accounting Statements:** It was resolved with all in favour to approve the Accounting Statements for 2018/19, which had been inspected and signed off by the internal auditor. Minute reference 13dAST
- e. **Annual Insurance:** The renewal quote from BHIB was discussed and the Clerk explained that she had not been able to give detailed assessment of whether the insurance quote was on a like for like basis. It was agreed that when Members have capacity they will check the policy to ensure it is appropriate to cover the level of risk required. **It was by all resolved to pay BHIB insurance £495.83.**
- f. **Precept:** It was recorded that the Precept for 2019/20 had been received. A sum of £9,500.
- g. **To update the Asset Register:** The Asset Register was discussed and it was agreed to maintain the register with no changes. **All in favour.**
- h. **To Update the Risk Assessment:** This was duly discussed and updated based on the increased level of risk which is standard when there are significant changes in a Parish Council Membership. It was agreed however that although the numbers of Councillors had currently dropped, all were relatively experienced Councillors, although the new Chair and Vice chair would need to have specific training relative to their new roles. **Clerk to source training.**
- i. **To Finalise and Agree the 2019/20 Parish Council Budget:** It was noted that the current standing order end of year balance of 5K reserve in the current Account had been exceeded. This was due to the maintenance spend which the PC believed it would have to start paying in 2018/19 with the cuts in Council services had not materialised; an under spend in the GDPR compliance changes and £1,500 in not allocated towards capital grants. It was resolved by all to accept the proposed budget which included £5k for Community benefit in 2019/20.
- j. **To Discuss Opportunities to maximize the Investment of Capital Ring fenced Funds:** After discussion it was resolved by all that as the current liquidity account was performing more positively than in previous years the account should remain active. However it was resolved by all to review the current land ownership.
- k. **To pay any routine or previously agreed invoices:**
 - i. It was resolved by all to pay the village Hall hire invoice of £112.50
 - ii. It was resolved to pay Wessex Water Allotment Bill of £177.00, a £5.00 increase on 2018/19
 - iii. It was resolved to pay £60.00 to Coombe Farm Organic for vouchers as gift to retiring Chair and long serving Member.

Allotments:

- a. **Contract renewal and rent requests.** The Clerk confirmed it was likely the final rent had been paid on 3rd May 2019 via BACS however is waiting for bank statement. It was resolved, with all in favour that that in future all Allotment holders would have 28 days to pay their invoice in 2020//21 and any late payments would be subject to a £5.00 one off charge, with accumulating interest payable on the balance of 5% per week.
- b. **Setting up a meeting with the Parish Council and Allotment Representatives:** As there was no-one from the Allotments at the PC meeting it was difficult to know who to set up a meeting with. **Clerk to liaise with the Chair on how to take forward.**

19/577

Matters arising from the April 2019 Meeting:

- a. **The Haunts: Creation of Parking Space on Public Highway:** Item carried forward from April meeting. John Nicolson from Highways had been back in touch and confirmed this was not a Highways issue. It was agreed that as neither Yarlington nor Highways were prepared to take responsibility, a joint site meeting between Yarlington, SCC and the Parish Council be organised by the Clerk.
- b. **CAT Transfer:** Neil Cochran to present an update at the June PC meeting.
- c. **Pot holes self-maintenance:** The Clerk to ask SCC Chief Executive whether SCC had considered the self maintenance scheme for Somerset. Clerk has had a response from the CEO who has passed to an Officer at SCC. **Clerk to follow up.**
- d. **Grill Over Well, Higher Street: Inspected and considered safe. Review June 2019.**
- e. **The Knapp: Cllr McMillan:** Previous Chair, Cllr McMillan to provide update.
- f. **Dog Fouling Middle Chinnock:** It was suggested the best location for a bin in Middle Chinnock would be on the entrance to the footpath next the Brympton Barn, opposite Oxleaze. All in favour. **Clerk to contact SSDC regarding collection.**

19/578

Reports & Correspondence:

- a. **Highways and Drains. Standing Item:** The Chair confirmed some work had commenced on repairing potholes and more had been marked up. It was agreed to continue to report those pot holes which are considered imminently dangerous, including the deep crevice on the bottom of Scotts Way off of the A356 before Bow bridge coming towards the village as well as the deep hole just before Bow bridge heading towards the A356.

19/579

Correspondence Received Since time of Agenda:

- a. **Badgers:** Soil from badger sets is being pushed on to the Road just before the junction of East Lane at Mechams. This is causing cars to swerve out before taking the tight corner. **The Chair agreed to report.**
- b. **Mud on the Road:** There were concerns raised due to the amount of mud on the road in recent weeks from tractors. The Chair agreed to contact local farmers prior to the harvesting season in September to ask that the signage is placed in a prominent position and that mud is cleaned off of the roads when it presented danger to vehicles and pedestrians/horse riders etc.
- c. **BT Phone Box:** BT is once again asking local villages if they would like to adopt their local box. Examples of conversions have included libraries, night club, cake box, and memorials. **Parish Council to run competition for ideas. Clerk to discuss details of competition with Chair and Members in order to communicate with as many people in the village as possible.**
- d. **Verge Cutting:** The verges are now presenting a danger to all road users and therefore under current highways law should be cut. **Clerk to liaise with local farmers via Raymond Bailey and Cllr Coleman to see if they can assist with cutting as in previous years.**

The meeting ended at 8.45pm

Parish Council Meeting Wednesday 5th June 2019 – 7.30pm

Village Hall

Everyone is Welcome to Attend

