

# WEST & MIDDLE CHINNOCK PARISH COUNCIL

## Annual Meeting of the Parish Council Wednesday 11<sup>th</sup> May 2022

Cllr Bennett - Chair  
Cllr Cockrem  
4 Members of the General Public

Cllr Cawley  
Cllr Partridge  
Clerk: Kim Duller

- 22/932** **Election of Chairman and Declaration of Office:** Cllr Mark Bennett was proposed as Chair by Cllr Cockrem, seconded by Cllr Cawley, all in favour. **Resolved.** Cllr Bennett accepted Office.
- 22/933** **Election of Vice Chairperson and Declaration of Office:** Cllr Coleman was proposed as Vice Chair by Cllr Bennett and seconded by Cllr Cawley, all in favour. **Resolved.** Cllr Coleman had confirmed her acceptance prior to the meeting if voted for office.
- 22/934** **Councillors, Declaration of Office:** Cllrs Cawley, Cockrem and Partridge all accepted office. **Resolved.**
- 22/935** **Election of Committee Representation:** 1. Cllr Bennett, PC representative on Playground Committee: **Resolved.** 2. Cllr Partridge, Chair of planning committee. Two Community representatives, Neil Tinkley and Steve Ashton. **Resolved.** 3. Cllr Partridge, PC representative for Quarry Farm Allotments: **Resolved.**
- 22/936** **Appointment of Responsible Financial Officer (RFO):** Kim Duller, Clerk: Unanimous. **Resolved.**
- 22/937** **Appointment of Internal Auditor:** Neil Cochran kindly agreed to continue with the role of Internal Auditor. **Resolved.** **Action:** Clerk to check if the PC can arrange charity donation as a thank you for all the unpaid hard work the internal auditor undertakes, as suggested by another local PC.
- 22/938** **ROI Forms for Councillors: To be returned to Clerk within 28 days of the meeting.**
- 22/939** **Co-option of New Councillor's: Continue to promote within the village.**
- 22/940** **Chairman's Address:** The Chairman, thanked Councillor's, residents and the Clerk for their support to the Parish Council during the year and commented that, as a long-term resident of the villages, he was proud to be able to support village organisations and the community and looked forward to a positive year ahead, post COVID. He continued by explaining that the uncertainty around the Unitary Structure was unsettling for Parish Councils, but that the Parish Council would continue to remain pro-active.

**Public Forum: 1.** A resident reported a fall on the broken concrete on the Knapp. **2.** Report of a wooden container/pallet blocking the pavement in front of the bus shelter, which has the Tree Cottage address on. The Clerk reported she had also had complaints from residents. **Action: Clerk was asked to write to owner of Tree Cottage immediately to discuss solutions for both the concrete access to Tree Cottage and the container blocking the pavement.**

- 22/941** **Apologies for Absence:** Cllr Coleman, reason given.
- 22/942** **Declarations of Interest:** i) Cllr Cawley Allotments. ii) Cllr Coleman, any footpaths on Broadstone Farm land. iii) Cllr Bennett, Playground Committee.
- 22/943** **To approve and sign as correct the Minutes of the Parish Council Meeting held on 13.04.2022. All in favour. Resolved**
- 22/944** **Matters arising, not on agenda: None**
- 22/945** **Core Polices Review: Action, carry forward to next meeting to enable further consideration of the newly recommended revised Councillors Code of Conduct policy.**

22/946

**Supplementary Polices Review:** As per item 22/945

22/947

**Annual Attendance Review:** All Councillors have a record of good attendance.

22/948

**SSDC Councillors Reports:** No contact reported from new Councillor's. The Chair expressed his disappointment that none of the new elected Councillors had attended the meeting, whereas they had other villages. The Clerk had contacted SSDC governance to ask whether it was compulsory for Councillors to attend and had received guidance saying it wasn't compulsory, but normal for at least one Councillor to attend. Members expressed their disappointment, as previously they had had very good working relationships with District and County Councillors. **Action: Clerk to follow up with the newly elected Coker Ward Councillors.**

22/949

**Planning:**

- a. **Applications: 22/00724/FUL.** Parish Council had put in an objection. **Clerk to follow up response from Wessex Water, including FOI request for recent engineers' reports.**
- b. **Applications since time of the agenda: 22/01150/HOU, Hollowell Cottage.** Members discussed the application and couldn't see any issues. **Clerk to feedback to Members after review with Neil Tinkley.**
- c. **Determinations since time of agenda: None.**
- d. **Planning Queries: None**
- e. **Planning enforcement: Greenham's Hill.** Still waiting for update from enforcement team. **Action: Clerk to chase again.**

22/950

**Finance:**

- a. **To Receive report from Internal Auditor 21/22 Accounts:** Report given by Neil Cochran, all in order.
- b. **To Approve Accounting Statement:** Approved by Chair and Clerk and Minuted.
- c. **To Approve Annual Governance Statement:** The statement was read out by the Clerk. All Members agreed to each statement. **Resolved.** Signed by the Clerk and Chair and Minuted. No variances. Bank Reconciliation completed.
- d. **Agreement to the certificate of Exemption (AGAR 21/22):** Signed by the Internal Auditor, Clerk and Chair. **Action: To be submitted by the Clerk**
- e. **To Approve 22/23 Parish Council Budget:** Final actual year end figures to be transposed onto budget. Reforecast for June meeting when final Budget will be presented.
- f. **To Approve Parish Council Annual Insurance quote from BHIB, £517.81:** Clerk had reviewed VFM and although the price had increased, this was relative to the increase in the cost of risk. The company is a specialist PC Insurer and provides good, timely advice when queries are made. **Resolved** to pay, all in favour.
- g. **To Pay Clerks Expenses Qtr 4 £125.58 Resolved** to pay, all in favour
- h. **To pay any routine or previously agreed invoices:**
  - a. **SLL Grass Cutting April 2022, £192.30.** Verified by Neil Cochran for Recreation Ground only. **Resolved, all in favour.**
  - b. **Exceptional Item Requested by Cllr Bennett:** Cllr Bennett had been approached regarding payment of Churchyard grass cutting by D Mangles. Previous discussions had been Minuted whereby it was agreed that the Churches would be able to put in application for Grants from PC. No grant applications had been received. **Action: Clerk to email Rev Nick and Chair to respond to D Mangles.**
  - c. **Invoice received from Pete Cockrem Plant Hire, still awaiting confirmation of payment. Delegated powers still remain from previous meeting.**

22/951

**Allotments**

- a. **Contracts all received.**

- b. **Allotment Waiting list:** One 1/4 plot, which was previously ringfenced as an accessibility plot. Cllrs Partridge, Cockrem and Bennett recommended it be not be retained as an accessible plot as this was considered to be reverse discrimination. **Action: Plot to be released.**
- c. **Allotment Inspections:** All remedial action undertaken. **Action: Clerk.**
- d. **Bonfires:** No further feedback to Cllr Partridge regarding bonfires and no further information received from SSDC. **Action: Clerk to suggest closure of complaint to SSDC.**
- e. **Hedge Plot 2: C/F June Meeting. Cllr Partridge to report.**
- f. **Hedge Plot 20: Action: Cllr Partridge to liaise with Cllr Bennett to resolve outstanding issues.** Weed suppressant had gone missing during maintenance works but now found and allotment holder informed.
- g. **Plot Vacancies: Plot 15b allocated.**
- h. **Hole in hedge plot 20: Action Cllr Partridge to review and make recommendations. C/F to June meeting.**

22/952

**Matters arising from the 9<sup>th</sup> March 2022 meeting:**

- a. **Community Playground: Action: Cllr Bennett to pass details of last 5 years contribution from PC to Clerk. Also, a full breakdown of opening hours. Clerk to review figures previously provided by NC, to understand where the discrepancy is. Chair stressed the importance of the PC supporting the Playground.**
- b. **Riverbank Collapse, Scott's Way:** A discussion was held. **Action: Clerk to organise a site visit with a Senior Officer from Highways' C/F to June meeting.**
- c. **Bench, West Chinnock Church: Action: Clerk to contact Rev Nick Clark again. C/F**
- d. **Fallen Tree in Rec: Action: Cllr Cawley to organise removal this week as had been busy with the County Steam Fair.**
- e. **Church Wilding: Take off the agenda. Action: Clerk to send details of Church Wilding to D. Mangles**

22/953

**Reports & Correspondence:**

- a. **Road Closures:** 18<sup>th</sup> May 2022, Scott's Way for one day (Wessex Water) and 26<sup>th</sup> May 2022, Middle Chinnock Road BT works. Both have 3-day limits. Information posted on social media.
- b. **Jubilee Grants:** The PC and Clerk has attempted to support, respond to and provide solutions for all the queries raised relating to The Big Jubilee Picnic Sunday 5<sup>th</sup> June 2022. The PC has offered to pay for Insurance, sponsor scarecrow prizes worth £50.00 and egg throwing £30.00, provide £100.00 towards craft materials, pay for the band £300.00 and help with village wide promotion. The committee has not yet responded back to the PC.. **Action: Clerk to continue reaching out to the Committee to offer support for publicity, deadline 20<sup>th</sup> May 22.** Sue Twist outlined Fizz and cake and disco Jubilee events.
- c. **Clerk Report:**
  - i) **Fly tipping Scott's Way**
  - ii) **Drains Little Silver**
  - iii) **Pot Holes East Lane, adjacent to Footpath, now encroaching outside of the informal layby**
  - iv) **Perspex replacement Bus shelter. Members to inspect and repair**
- d. **Footpaths:** Nothing to report. Clerk received a report that there is a new footpath officer and that some maintenance had been carried out on the Cider Barn paths. **Action: Clerk to update Cllr Coleman.**
- e. **Drains Audit and Pot holes:** Drains and potholes marked up. The clerk had advertised for residents to pass any actions/ issues through her for reporting. None received.

- f. **Hedges:** A lot of growth on the verges. **Action: Clerk Agreed if any are dangerous around main visibility splays, to report direct to Highways for remedial action; Highway safety takes precedence.**
- g. **Election May 22, Members Update.** 61 Lib Dems, 36 Conservatives and some others. Due to change of political party in charge at County, likely to be some delays in decision making. SSDC to carry on with planning for at least 9 months. Under Unitary there will be “new areas”. Steve Ashton offered to give updates to the PC on a regular basis.
- h. **Unitary Update:** None at the moment due to elections.

22/932

**Correspondence & Matters for Wednesday 8<sup>th</sup> June 2022**

- a. Apologies from Cllr Cockrem and Cllr Cawley. Clerk to check status of quorum.

Any Agenda items to be forwarded to the Clerk before Thursday 2<sup>nd</sup> June 2022

**Meeting closed 8.45pm**

**Next Parish Council Meeting 8<sup>th</sup> June 2022**

**7.30pm, Village Hall, West Chinnock**