WEST & MIDDLE CHINNOCK PARISH COUNCIL

Draft Minutes of the Annual Parish Council Meeting
Wednesday 5th May 2021 - Virtual Meeting

Cllr Bennett - Chair
Cllr Tinkley – via phone
Clerk: Kim Duller
Cllr Coleman – Vice Chair
Cllr White
5 Members of the General Public

Public Forum: i) The Clerk had a query relating to the movement of farm vehicles through Middle Chinnock. The Clerk explained that this was the same as the query at the April PC meeting and that she would contact the resident to give details of the discussion at the previous meeting. ii) Query relating to the Recreation Ground Development Committee. Clerk advised that the query related to historic questions which have already been answered and that she would contact the resident concerned to explain progress so far.

21/801 **Election of Chair:** The Chair left the meeting and the Vice Chair asked for the vote. Cllr Bennett was nominated. Proposed by Cllr White, Cllr Tinkley seconded, all in favour. **Declaration of Office to be signed outside of PC meeting.**

21/802 **Election of Vice Chair:** The Vice Chair left the meeting: Cllr Bennett nominated Cllr Coleman. Proposed by Cllr White seconded Cllr Tinkley, all in favour. **Declaration of Office to be signed outside of PC meeting.**

21/803 **Appointment of Responsible Financial Officer (RFO):** Proposed by Cllr Bennett, seconded Cllr Coleman, all in favour. **Resolved.**

21/804 **Chairman's Address:** *"It has been a hard year for the whole community. Members of the Parish Council and the Clerk have had a very busy year answering queries from residents as well as working hard to support the community where services have been cut, reduced or delayed. Also working to ensuring risk assessments during COVID were in place where they related to the Parish Council and impacted on residents. The Chair thanked Members and the Clerk and also all of the residents in the community who help to support village life".*

21/805 **Election of Committee Representation: i) Children's Playground Committee: Cllr Bennett to remain. Proposed Cllr Coleman seconded Cllr White, All in favour. ii) Planning Committee: Neil Tinkley & Pete White to remain. Proposed Cllr Bennett, seconded Cllr Coleman, all in favour. iii) Allotments - PC Cllr Lead, currently Cllr Collins: Cllr Bennett proposed Cllr Collins, and also thanked him for all of his hard work in the past few months, seconded by Pete White, all in favour. vi) Recreation Ground Committee: Cllr Bennett and Cllr Coleman: Proposed by Cllr White, seconded Cllr Tinkley, all in favour.**

21/806 **Appointment of Internal Auditor:** Neil Cochran agreed to continue. Proposed Cllr Coleman, seconded Cllr Tinkley. **Resolved**

21/807 **Co-option to fill Parish Council Councillor Vacancy:** No election has been called therefore an advert will be placed in the village and via social media.

21/808 **Apologies for Absence:** Cllr Cawley, lack of access to IT, however briefed monthly by the Chair, Cllr Collins due to work commitments.

21/809 **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.

21/810 **To approve and sign as correct the Minutes of the Parish Council Meeting held on 07.04.21**
Resolved: That the Minutes of the Parish Council Meeting held on 07.04.21 as previously circulated were taken as read and being a correct record. To be signed after lockdown.

21/811 **Core Policies Review:** Clerk confirmed that there were still some small revisions to make on the Standing Orders and these would be circulated for approval at the June meeting.
Policies for Review:

i) **Previously adopted Code of Conduct 2012.** No changes. Proposed Cllr Bennett seconded Cllr Coleman, all in favour. **Resolved.**
ii) **Previously adopted Complaints Handling Policy November 2020.** No changes. Proposed Cllr Bennett seconded Cllr Tinkley, all in favour. **Resolved.**
iii) **Previously adopted Social Media Policy December 2020**. No changes. Proposed Cllr Tinkley seconded Cllr Coleman. All in favour. No changes. **Resolved.**
iv) **Previously adopted Tree Policy February 2020.** Proposed Cllr Bennett seconded Cllr White. All in Favour. No Changes. **Resolved.**
v) **Standard Powers of Parish Councils:** No need to adopt, but Clerk to ensure kept up to date.
vi) **Previously adopted Policy for the Co-option of new Members May 2020.** No changes. Proposed Cllr Bennett seconded Cllr Coleman. All in favour. **Resolved.**

21/812 **Supplementary New Policies to Adopt:**

i) **To accept Reserves Policy:** Proposed Cllr Bennett, Cllr Tinkley seconded, all in favour. **Resolved.**
ii) **To accept Equalities and Diversity Policy:** Proposed Cllr Bennett seconded Cllr White, all in favour. **Resolved**
iii) **To accept new and updated Financial Standing Orders:** Proposer Cllr Collins seconded Cllr White, all in favour. **Resolved.**

21/813 **Review of Councillors Annual Attendance Record:** Cllr Cawley has not attended a single meeting during the COVID 19 pandemic, however it was noted by Members that Cllr Bennett has regular meetings with Cllr Cawley to discuss Parish Business. **Resolved that due to extenuating circumstances and the inability of Cllr Cawley not being able to attend the meeting virtually, attendance should be accepted and Cllr Cawley allowed remaining as a Councillor. All in favour.**

21/814 **Matters arising, not on agenda: None.**

21/815 **County Councillors Report: Previously circulated.**

21/816 **SSDC Councillors Report: Previously circulated.**

21/817 **Planning:**

a. **Applications since time of the agenda: None.**
b. **Determinations since time of the agenda: None**
c. **Planning enforcement:** None
d. **Planning queries:**
   i) **Shiredown:** On-going.
   ii) **21/006639/HOU, 30, Ridgway.** A number of queries have risen relating to the requirements by the planning Officer to have a tiled roof. SSDC Cllr Patrick has also commented and has sent a letter to the planning Officer. The current situation is that revised plans are being drawn up and all parties are waiting for the plans. The original application for a garage has been withdrawn. Members agreed that in principal they did not object to the Guardian roof, however needed to see the revised plans. Clerk to keep Members updated with any information received and Cllrs Tinkley and White (representing PC planning) to make any recommendations to the Members.
   iii) **Smiths Hill:** On-going

21/818 **Finance:**

a. **Resolved:** To accept report from Internal Auditor Neil Cochran for 2020/21 accounts. All in favour.
b. **Resolved:** To Approve the Annual Accounting Statement, Proposed Cllr Coleman seconded Cllr White. All in favour.
c. **Resolved:** To approve Annual Governance Statement, Proposed Cllr White, seconded Cllr Coleman. All in favour.
d. **Resolved:** Agreement to the certificate of exemption AGAR (19/20) to confirm income lower than £25,000. Proposed Cllr White, Cllr Tinkley. All in favour.
e. **Resolved:** To approve 21/22 Parish Council budget and budget statement previously circulated with budget. All in favour.
f. **Resolved:** To accept Parish Council Insurance renewal quote rising from £ 459.93 2020/21 to £469.05 2021/22. All in favour.
g. **Resolved:** To pay Clerk expenses £80.60. All in favour.
h. **To pay any routine or previously agreed invoices: None**

21/819 **Allotments Update: Full Report/Newsletter to be circulated – items discussed by exception as Cllr Collins not at the meeting.**

a. **Allotment Tenants (Including leavers, applicants) and advertising:** To be covered in Newsletter.
b. **Plot 20:** Two prospective tenants are interested in taking over a ¼ and ½ plot however significant work is required to bring the plot and surrounding site to be available for the growing season. The tenants who had originally been offered the plot have categorically said they do not want it. It was **Resolved** to keep ¼ of plot 20 (Closest end to the car-park) for people who may need easier access or have disabilities. Proposed Cllr Tinkley, seconded Cllr White. It was also **Resolved** to pay to have the plots taken back to cultivation and the hedges cut – subject to restrictions because of the nesting season. Under delegated powers a company can be employed without going out to tender for up to £500.00. Clerk to discuss with Cllr Collins the most suitable company to do the works as it was acknowledged that there was also a lot of clearance required on the site and the Parish landscape contractor may not be the most suitable to undertake the works. Proposed Cllr Bennett, seconded Cllr Coleman.
c. **Impact assessment**: To be carried out by Cllr Collins.
d. **Bonfires**: It was **Resolved** that Tenants would be allowed to have small bonfires and the situation reviewed on a monthly basis. Proposed by Cllr Bennett seconded Cllr White. Clerk to write to SSDC to update them on the PC plans to allow bonfires in accordance with the current Tenancy agreements and explain that the PC would be reviewing on a regular basis.
e. **Maximum plot size**: Discussions on-going.
f. **Allotment Inspection Update**: Two plots still do not conform, however one tenant has explained they are currently growing vegetables off site and will plant after the frosts. It was **Resolved** that the tenancy agreement would be ended if the remaining tenant did not respond to the inspection, however Cllr Collins to talk to the tenant to understand what difficulties there may be preventing cultivation. Proposed Cllr Tinkley, seconded Cllr White. All in favour.

21/820 **Matters arising from the 7th April 2021 meeting:**

a. **Recreation Ground adjacent field, written permission for steps:** No update. C/F
b. **Smokey Hole & Smiths Hills Trees overhang, land owners responsibility for Risk Assessment:** Highline have visited John. Still outstanding confirmation of risk assessment for all trees, not just the ones impacted by the overhead cables. **Action: Cllr White agreed to follow up.**
c. **Broken Road Markers at bottom of Poop Hill Parish Work Plan:** To be completed by June meeting.
d. **Riverbank Collapse, Scott's Way, Parish Work Plan. Action: Cllr Bennett to contact Mr Lock during May 21.**
e. **Footpaths Parish Work Plan:** Works are progressing on the stiles on the way to North Down Farm.
f. **Fly Tipping:** Asbestos has been removed from Foxwell Lane. Tarmac still on Broadstone Farm. **Clerk to contact SCC.**
g. **Corona Virus Update:** Nothing to Update. Awaiting clarification on return to face 2 face Parish Council meetings.

21/821 **Reports & Correspondence:**

a. **Parish Work Plan:** Previously circulated. No significant updates.
b. **Willow Tree at Recreation Ground – Risk Assessment:** Only two contractors have provided quotes, further contractors contacted, but no response. All agreed that due to COVID, it is proving difficult to get contractors to quote and that it would be possible to accept 2 quotes under delegated powers. Need to agree whether to have the trees reduced in size or completely reduce the major wood sections and centre of tree. The Chair requested that any decision be driven by health and safety and risk. **Action: Cllr Tinkley to email Members with quotes for discussion under delegated powers outside of meeting. Up to £700.00 could agreed for works under delegated powers, but if higher return to the June meeting.**
c. **SRA's 2021-22 Enhanced Programme of additional flood protection:** Previously circulated. **Any Members who would like to take forward to contact Chair.**
d. **BUS BACK BETTER – opportunities for bus improvements in Somerset:** Previously circulated and noted.
e. **Highways, Ditches and Drains:** The Chair reported significant activity in potholes being marked up, continue to report.
f. **Solar Project:** Cllr White reported that a meeting had taken place. The Clerk had circulated information to Members. 3-4 other Parish's are also interested in becoming involved. Still waiting for further information from the organisers. **Resolved:** Proposed by Cllr Bennett to continue with the project to the next step, seconded by Cllr Coleman. All in favour.
g. **Recreation Ground:**
    i) **Rec gate:** It was reported the gate has been mended. It was queried whether the gate was needed. **Resolved: To review situation over the next month, however if problems continue to take the gate off completely over the summer period. All in favour.**
    ii) **Recreation Ground Purchase:** No update. Clerk and Chair to meet to move forward current response from Battens.
    iii) **Recreation Ground Development:** Neil Cochran reported that no further meetings have taken place. Meeting to be planned for the following week.
h. **Return to Face 2 Face meetings: Previously covered under item 21/820 g**

i. **New bin at Recreation Ground:** Designs and quote received from John Grainger and previously circulated to members. Cost of approximately £350.00 was lower than those previously discussed for a much higher specification and high quality handmade bin. **Resolved:** To accept the quote from John Grainger in order that production can start. All in favour.

j. **Road Closure Little Silver: Concerns raised that the diversion signs were not in the right place. Clerk to contact SCC.**

21/822 **Matters for the June 9th 2021 Agenda**

a. Any Agenda items to be forwarded to the Clerk before Wednesday 2nd June 2021

Meeting closed 8.50pm

Next Meeting

Parish Council Meeting Wednesday 9th June 2021 7.30pm, Remote or Face to Face, to be advised