

# WEST & MIDDLE CHINNOCK PARISH COUNCIL

## Draft Minutes of the Parish Council Meeting held 6<sup>th</sup> November 2019

Cllr Mark Bennett - Chair  
Cllr Phillipa Coleman – Vice Chair  
Cllr Tony Cawley  
Cllr Elizabeth Griffiths

Cllr William Mannering  
Cllr Oliver Patrick  
Cllr Neil Tinkley  
**Clerk: Kim Duller**

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

**Public Forum:** The Chair confirmed that the meeting would be recorded. There were no matters raised in the Public Forum.

**19/628** **Apologies for Absence:** None.

**19/629** **Declarations of Interest:** Cllr Tony Cawley, Allotments. Clerk, Cllr Bennett & Cllr Coleman Recreation Ground Development Committee.

**19/630** **Minutes of the Parish Council Meeting held on Wednesday 2<sup>nd</sup> October 2019:** **The Clerk confirmed that although the meeting was recorded, the Minutes are not verbatim and only a summary of discussions, key decisions, resolutions and action are noted.**

**19/626b: River bank collapse, Bow Bridge.** Cllr Cawley confirmed he had met with Highways and a representative from Merriot PC to discuss and review the collapse as this part of the river bank is officially in the Parish of Merriott. He was not able to confirm the name of the Member or the date they met. General note that the Clerk had referred to Cllr Tony Cawley (TC) as JC in some part of the previous Minutes. Cllr Tony Cawley also confirmed his action to monitor the HGV traffic on Duckpool Lane; however this information had not yet been passed to the Clerk and would be presented at the meeting. **Remainder of Minutes agreed as being a true record of the meeting & signed.**

**19/631** **Matters Arising (Other than those on the Agenda):** None. *(Clerk to query wording & procedure with SALC).*

**19/632** **County Councillors Report:** SSC Cllr Keating confirmed he would forward the November newsletter later in the week as he had fallen behind after being poorly. It was majority County wide information. **Local issues: i) Improving Lives Grant:** Cllr Keating reminded the Clerk that any application for the Improving Lives grant needed to be in a.s.a.p and suggested that as no bids had been put in from West & Middle Chinnock that the Clerk submit the bid relating to a Community Breakfast which she had previously suggested and met the criteria for bringing communities together. **ii) Middle Chinnock Waste Bin Dispute:** Cllr Keating offered his support and re-stated his belief that Highways owned the surface rights relating to historic legislation. The only way this could be changed is with an act of parliament. He likened the legislation to footpaths which cross farmer's fields, where Highways have the rights over the surface and the integrity of the surface is theirs. The landowners have to maintain the land either side preventing vegetation etc obstructing the path.

**19/633** **District Councillors Report:** SSDC Cllr Vaughan did not attend. No apologies had been received.

**19/634** **a. Planning Applications: None had been received at the time of agenda.**

**b. Applications Since Time of the Agenda: 19/02526/FUL:** After discussion it was resolved that there were no comments or observations to be made to SSDC. **Action: Clerk to reply to SSDC.**

**c. Determinations Since Time of the Agenda: None**

**d. Planning Application Update:**

**i) 19/00026/FUL Land at Greenhams Hill, Query Retrospective Planning:** Report from Cllr Patrick regarding enforcement action relating to extension to barn and domestic play equipment. Update received 05/11. Enforcement action will not be taken as:

**i)** The landowner has agreed to remove the greenhouse shortly;

**ii)** The landowner has told SSDC that the lean-to on the barn is temporary and will be removed when the building work is completed (landowner anticipates 12 months);

**iii)** The trampoline has been removed;

The planning officer has confirmed that the file will remain open, and the site will continue to be monitored.

**19/635**

**Finance**

- a. It was resolved to approve Qtr 2 and Half year accounts after it was noted approval from the internal auditor Neil Cochran. All in favour. It was noted that Cllr Cawley would take the responsibility to check with the Clerk throughout the month, when to pick up papers which are sent to Members via email, rather than the Clerk hand deliver to Cllr Cawley's home.**
- b. 2019/20 Half Year Budget Review & Year End Forecast: It was agreed to keep the Parish Precept at £9500.00 for 2020/2021. (No increase).** The budgets were inspected by all Members and the main changes were an addition of £1000.00 legal costs for the purchase of the Recreation Ground by the PC; Well cover £750.00; increase in grass cutting due to extended growing season; increase in hours for the Clerk due to a number of factors including a major planning case, on-going waste bin dispute and a reduction of frontline services from SSDC and SCC. It was also noted that a cost for verge trimming would need to be included in 2020/2021 budget. All agreed to consider any other budget items for next year, including maybe the purchase of the Yarlinton Land, however this could be a capital purchase. **It was resolved to accept the Budget. This was proposed by Cllr Mannering, seconded by Cllr Griffiths, all in favour.**
- c. Parish Grants 2019/20: It was resolved to offer £1300.00 to village organisations to apply for match funded capital projects and £1000.00 for village organisations to apply for specific VE Day 75<sup>th</sup> Anniversary events. (Agenda item). All in favour. Action: Clerk to write to village organisations using existing pro forma for applications (Tweak VE celebrations pro-forma) regarding grants in November giving 31<sup>st</sup> December 2019 as the deadline, with a decision from the PC on or before 15<sup>th</sup> January 2019.**
- d. VAT Refund £236.45. Noted.**
- e. It was resolved to pay £60.00 for Chairman's training which had taken place for Cllrs Coleman and Bennett. All in favour.**
- f. It was resolved to give a donation of £20.00 to the Church towards the Remembrance Sunday Service. All in favour.**
- g. Somerset Landscapes Invoice queries: To be investigated. Carried forward from the previous month.**
- h. It was resolved to pay £66.00 PC membership for the National Allotment Association.**
- i. To Pay any Routine or Previously Agreed Invoices:**
- a) Somerset Landscapes Invoice £215.40.** The Clerk raised concerns that this invoice had only just been received, which said it was the October Invoice, when she hadn't yet received an invoice for September 2019. Clerk to check with SL. **It was resolved the Clerk should pay the invoice, only if it is Octobers invoice.**

**Allotments:**

- a. **Discussion on moving forward with the new Management Committee:** The Chair and Cllr Griffiths had met with the existing management committee and confirmed the constitution is nearing completion. The Chair confirmed that the PC would inspect each of the allotments and the overall site, before any handover by the PC to ensure that both the allotment association and the PC ensure that the baseline contractual standards of a typical “landlord and Tenant” agreement would be met. **It was resolved that an inspection would take place by Cllr Bennett, Cllr Griffiths and Cllr Tinkley on 23<sup>rd</sup> November 2019 and that there would also be representation from the Management Association including Neil Vout and any others (yet to be invited and advised by Neil Vout).** The Clerk confirmed that there was training available from Alan Canvil national mentor from the National Allotment Association who had previously advised the existing committee on Allotment Management and was renowned nationally as an expert on Allotments. The training was declined.
- b. **Rent Review: It was resolved to keep the current rates of £8.50 for a half plot and £17.00 for a full plot for another year. (50% of the cost is represented by the cost of the water bill). It was noted that this rate is currently below the national average however does not cover costs if the cost of the Clerks administrative time is taken into account. These costs will be borne/absorbed by the new committee. The Chair felt the costs should be kept as a minimum as they are an amenity to the village.**
- c. **Annual Inspection Results Decision:** The Clerk had sent out cultivation letters as requested at the previous meeting and had received feedback from one allotment holder. **Action: Existing Allotment Committee to notify allotment holders of the inspection taking place 23<sup>rd</sup> November 2019 and inform tenants regarding the background to the inspection as part of the formation of the new association and the move towards complete self management. The inspection which will take place against the criteria in the Tenancy agreement.** It was discussed that the existing size of the allotments was larger than the national recommendations and there was a move towards smaller plots to open up access to the wider community as part of future discussions. **Action: Clerk to send framework for inspection to those attending the inspection.**
- d. **Waiting List:** There are 2 people on the waiting list. NV confirmed he knew one of them as they were tending an allotment holder’s plot who wasn’t now in the village, but not the other. The Clerk confirmed that the waiting list had to be on a first come first serve basis and any free plots given to the top of the list and plots cannot be sub let. **Action: Clerk to ask the first person on the list to contact NV to discuss the size of plot they would like and to view the allotments.**

**Matters arising from the October 2019 Meeting:**

- a. **Purchase of the Recreation Ground:** Clerk has chased up, but still no information received. The Clerk confirmed the purchase had gone out to consultation and there had been no objections. Carry forward to December meeting.
- b. **Pot Holes Self-Maintenance:** Cllr Tinkley agreed that SCC won’t consider until the new year, however that gave him more time to collect further research. The Clerk confirmed she had contact N. Bloomfield at Martock PC asking if they were doing something similar, but hadn’t heard back. Carry forward to February 2020.
- c. **Grill Over Well, Higher Street:** The Chair agreed to sketch some designs for the December meeting which the Clerk will circulate. **(Standing item).**
- d. **The Knapp: Further information is required from the County Solicitors. Clerk to action via Cllr Anthony Vaughn.**

- e. **BT Phone Update:** Cllr Patrick explained he has the contracts which need to be signed by the Chair. The cost is £1.00 paid via cheque. Posters have gone up in the village to ask for ideas and leaflets will also be circulated. The box will need painting. Cllr Tinkley provided details of Dulux in Yeovil who are able to mix up the correct colour red for the box.
- f. **VE Day 7<sup>th</sup> Anniversary 2020:** The Clerk reported that there was some expectation from the NGA that PCs could provide some kind of support for organisation of the celebrations, including a village leaflet outlining activities over the weekend by various groups/organisations etc in the villages. The Clerk confirmed that she had had no further feedback since her original request from local organisations and one individual resident. It was felt that momentum would now start to build as more publicity is given to it and the offer of £1000.00 grant. It is suggested that events would be planned over the 3 days. **Action: Clerk to speak to Gary at the MM and interested resident.**
- g. **Complaint regarding HGVs using rural Roads:** Cllr Cawley reported that the number of Lorries has reduced. **It was resolved that the Clerk would not write a letter to Pattermores.** Cllr Coleman confirmed the timing of milk collections has been changed and the tankers were using the top road from the A30. As requested at the previous meeting, the Clerk had spoken to the Clerk at Norton Sub Hamdon to see if they have similar issues with HGVs. It was confirmed they didn't, however had recently had a number of double yellow lines painted on junctions where the parking of cars is dangerous and high risk to other road users, with the support of SCC Highways. Still waiting for Chiselborough to respond.
- h. **Community Grant SCC Update: Previously discussed under Cllr Mark Keating report, 19/632.**
- i. **Contact with SSDC Officers: Cllr Vaughn not at meeting. Carry forward.**
- j. **Riverbank Collapse, Bow Bridge:** Cones were replaced, but put in the wrong place. Now in the right place. The Chair confirmed the riverbank has fallen away even further than anticipated. **It was resolved that the Clerk would send further photos to SCC and also email the Chair of Merriott PC raising concerns that all vehicles, whatever their size were potentially vulnerable.**
- k. **Direction Stones:** Cllr Patrick confirmed that he had read all of the documentation, but there was no specific responsibility for management by the PC, but all agreed to do visual checks when they could.

19/638

**Reports & Correspondence:**

- a. **Highways and Drains Standing Item:** Some work has taken place during October. The Chair explained currently there seems to be no way of getting confirmation on what has been reported and progress. It was confirmed that the drains are not scheduled for jetting until next year and the cost for a jetting lorry would be £1000.00 per day. Ongoing.
- b. **Winter Gritting: Bin Levels: All bins need filling. Action: Clerk to send details to the Chair and him to order. Action: Bin at poop hill broken, Cllr Cawley to look at it.**
- c. **Remembrance Sunday: Cllr Tinkley confirmed that he would attend the service on behalf of the PC.**
- d. **Nordic Walking in the Rec:** A group will be starting for 4 weeks in the recreation ground. The Clerk confirmed she had advised the organiser of the need for her and the organiser to undertake their own risk assessment and to talk to John Marks if she needed to use the facilities at the Pavilion. **It was resolved that the booking of the recreation ground will need to be discussed when ownership is transferred.**
- e. **Report of Car Being Damaged in the Village: No further details received.**
- f. **Tree Down in the Recreation Ground:** Tree cleared and fence kindly mended by Cllr Cawley and local farmer Raymond Bailey. Land owner informed and thanked the PC. **It was resolved to plant a "live" tree in its place. (Cllr Patrick).**

- g. **Tree Query on Land Leased by the Parish Council to Mr Richard Lovick:** It was resolved to write to Mr Lovick to explain that the maintenance of the tree is part of the tenancy agreement. Action Clerk.
- h. **Review of Existing Tree Policy:** It was resolved that Cllr Patrick would use the information from the existing policy to propose a new policy in line with new guidance, and taking into account the proposed SSDC draft environment strategy. It was suggested he could also contact Adam Wallace from Brimsmore Garden Centre for further information. Action: Cllr Patrick.
- i. **Waste Bin Middle Chinnock:** It was confirmed that the waste bin which had been erected by the Parish Council under license with SCC in Middle Chinnock, had been removed by a resident over disputed land ownership with SCC. The police have been informed. The resident has instructed Humphries Kirk solicitors. **Action: The Clerk is acting as a liaison between both parties to resolve the issue and will keep all Members updated.**
- j. **Correspondence Received Regarding Bins at the Recreation Ground:** Correspondence had been received. It was resolved that the Parish Council had no plans to prioritise the replacement or additional of waste bins at the Recreation ground at the current time, but may consider it at a later stage.
- k. **Draft Environmental Strategy:** The Clerk had re-circulated. It was resolved by Members to adopt the Tree Policy recommendations as an initial starting point, as the scope of the report was too big for the Parish, however to consider how the Parish can become involved at a later stage as the strategy starts to be adopted at local level.
- l. **Changes in PCSO Team:** Michelle Haines is moving on and has become PCSO Supervisor covering Crewkerne, Chard, Ilminster and Somerton so will still be in the area. Simon Reeves has recently joined the team as the new Beat Manager. His e-mail address is [4654@avonandsomerset.police.uk](mailto:4654@avonandsomerset.police.uk) The Clerk had thanked Michelle for her service on behalf of the PC. It was reported by Cllr Coleman that Rural crime rates have increased again and the police are requesting that all crimes are reported in order that more money can be allocated to resources. **Action: Clerk to remind residents to be vigilant, especially now as the daylight hours are shorter.** It was noted that the PC had tried to facilitate the neighbourhood watch scheme last year however there was very little interest.
- m. **Risk Assessment Recreation Ground:** The Clerk presented a proposal for an external company to carry out a risk assessment at the Recreation Ground for a cost of £85.00 plus VAT. **It was resolved that the Clerk should organise this.**
- n. **Yarlington Land Purchase Layne Terrace:** The Clerk is still waiting for information relating to the license which is currently held on the land leased by Cllr Cawley, from Yarlington.
- o. **Visit Tourism South Somerset – Free Bronze Package giveaway for the first 50 local businesses.** To apply. <https://www.visitsomerset.co.uk/business/membership/>
- p. **Merger of Somerset Partnership NHS Foundation Trust and Taunton and Somerset NHS Foundation Trusts.** For Information.

19/639

**Correspondence Received Since time of Agenda:**

- a. **A reminder of Christmas, drinks and nibbles provided by Members at the end of the December Meeting.** Clerk to email Members with details of what to bring.
- b. **Christmas Tree Recycling:** It was resolved that the PC did not want to have a specific access point for West & Middle Chinnock, however will publicise other local village locations.
- c. **Marcus Fysh Letter received on Heritage Planning:** Clerk to distribute to Members.
- d. **Cllr Coleman cannot attend the December meeting however will contribute towards the Christmas event.**
- e. **Cllr Coleman confirmed that the cows which were loose in Middle Chinnock on the 3<sup>rd</sup> November 2019 were not from Broadstone farm.**

**Meeting ended 10.05pm**

**Members of the Parish Council would like to invite local residents to join them,  
after the close of the December meeting**

**for**

**Christmas Drinks & Nibbles,**

*Provided by Members and the Clerk*

**Next Parish Council Meeting**

**Wednesday 4<sup>th</sup> December 2019 7.30pm**

