

WEST & MIDDLE CHINNOCK PARISH COUNCIL

Draft Minutes of the Parish Council Meeting held 2nd October 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

5 Members of the General Public
SSDC Cllr Antony Vaughn
SCC Cllr Mark Keating

Public Forum: The Chair confirmed that the meeting would be recorded. **Allotments:** NV reported that he was waiting for a constitution from the Clerk. It was agreed that there had been some confusion as the constitution the Clerk had minuted in the Sept 19 meeting related to the Wiveliscombe one, which had been copied and bits crossed out. The Clerk had attempted to get hold of a digital version, but was told by JC that NV was having it typed up and this would be the digital version. NV said he thought there was one which was 30 years old, however the Clerk was unaware of this and NV could not remember who had said there was one. The Chair commented that he didn't feel this was helpful at the current time and that the Allotment Committee and PC should look forward. **Blocked Pipes at the Bridge in the Rec:** There are problems with the pipes on the bridge at the Rec being blocked with debris and it was felt this would escalate any potential flood water at the corner on the highway. Cllr Cawley agreed to clear them out. **Hedge Complaint:** A member of the public who had previously complained about the hedge at Hill View wanted to air his concerns that the letter he had received from the PC saying that the hedge was satisfactory was not acceptable. He felt that the area in question was designated as the pavement when there was no lane above it. When the construction company built the houses he believed that it was classified as a pavement. Above that it went through a field. Up until the present owner, the hedge had been cut back to the boundary wall. He now explained that the hedge constituted an obstruction to a pavement with it being at least 3 ft from the boundary wall. The resident has asked that the Parish Council investigate his concerns. The Chair said the PC would contact the Highways team for advice relating to the legislative situation and report back. The resident mentioned if it could not be cut back there were a number of residents who would petition the PC. **Waste Bin Middle Chinnock:** A resident from Middle Chinnock requested to talk about the waste bin however said that something had come up and wondered whether the PC were in a position to answer. The Chair asked what had come up. The resident explained he would wait for it to come up as an agenda item. **Query Recreation Ground:** A resident wanted to query the "windfall" of £15K for the rec from planning. The Chair explained that the PC were initially unable to apply for planning gain as it did not have a community or neighbourhood plan in place. The community plan was developed in consultation with residents and the rec came out as the priority project and residents believed that the rec should be developed as the number one priority as a community facility. There was some confusion as to whether the money had been allocated to the rec; however the Chair said it could be more money and then more money could match funded. He explained that the project was being developed by a separate recreational committee and that they were currently going through a process of trying to recruit more representative members to the committee from all age groups and that it was not a PC led committee. The Chair stressed there was no plan set in stone and the idea of putting a path around the rec was just one of many ideas but agreed that it was really difficult to attract residents on to working committees in the village. The Chair confirmed that the rec committee will once again be going out to consultation before anything is set in stone. The Chair summed up by saying that there should be no entitlement to the rec by any one group or

organisation and that it should be accessible to all. The Chair also confirmed that the money from the sale of Greatfields was being held in the capital account. The Chair agreed to confirm what the deadline for using the £15K was. **Waste Bin Middle Chinnock:** It was agreed to bring forward the discussion on the Waste Bin to enable the resident to stay and take part in the discussion. The Chair confirmed that the PC had taken advice and spoken to everyone they could at SSDC and SSC relating to the outstanding queries. The PC has taken advice on the location, land ownership, land registry plans, highways maps, conservation area and type of bin. The Chair explained that as far as the PC is concerned, it has done everything it can to ensure that it is allowed to put the bin in the current location and this land is under the control of SCC. The PC therefore does not accept that it has done anything wrong, however was willing to perhaps enter into discussions about the colour of the bin, perhaps residents painting it or perhaps Middle Chinnock residents purchase a different style of bin. However the principal of the bin and due diligence undertaken is contrary to the information proved by the residents. Cllr Mark Keating has also been involved and he believed that the PC had done everything within its power to ensure that it had permission to place the bin in the current location. The Chair was happy to take any further information from residents relating to the ownership of the land, however currently there is no evidence to support this. Cllr Mark Keating cautioned against any removal of the bin by residents as this would change the situation and was confident in the information he had also received from county highways. The Chair stressed again that if any further information was to be presented to the PC, they would of course consider it. SSDC Cllr Anthony Vaughn said he had attended PC meetings where this had been discussed and felt that considering the strength of feeling that residents had not commented previously. The Chair and Clerk asked the resident attending that if there was any further information which they thought was relevant, please could they forward it to the PC. The Chair confirmed that the PC had received a letter from a resident saying they owned the land which the bin was sited on, however the advice from the Highways team was contrary to this in terms of the PC's ability to put a bin on the highway. The Chair asked the resident to please feedback that unless there was documentary evidence, the PC would be leaving the bin in situ. The resident suggested it be diplomatic to leave the situation as it is. The Chair confirmed that the PC had received a letter relating to solicitor's advice from the land owner however had not had anything to substantiate this advice. It was agreed the PC could not do anything else unless more information was received from those residents who believe that the bin should not be sited in the position it is in. The conclusion of the discussion was that the bin will remain where it is unless further information was received.

19/616 **Apologies for Absence:** None.

19/617 **Declarations of Interest:** Cllr Tony Cawley, Allotments. Clerk & Cllr Bennett & Cllr Coleman Recreation Ground Committee.

19/618 **Minutes of the Parish Council Meeting held on Wednesday 4th September 2019:** An amendment as an addendum to 19/610 d ii was attached to the minutes as requested by Cllr Patrick. Internal auditor Neil Cochran requested that a note be made that the cost of the recreation ground inspection was included in the minutes, as it was missed out of the previous minutes. Cost £66.00. Remainder of Minutes agreed as being a true record of the meeting & signed.

19/619 **Matters Arising (Other than those on the Agenda):** None.

19/620 **County Councillors Report:** SSC Cllr Keating. Written report on community website. Visibility display on A30 discussed. Cllr Coleman explained that she had reported the verge and lack of visibility on a number of occasions including phone calls and no action had been taken. As it was such high risk and so dangerous, Broadstone farm arranged for it to be cut. Cllr Keating agreed that it was a dangerous turn as he used it twice a day and thanked Cllr Coleman for organising the cutting. He asked that the County Roads email be used for reporting and always copy Cllr Keating in. Cllr Keating explained that sub contractors undertake the work, and agreed it was unacceptable that the verge had not been cut. As part of the previous complaint regarding HGVs using the rural roads around West Chinnock the Clerk had asked Cllr Keating to respond on any works being undertaken by Chiseborough

PC or Norton Sub Hamdon PC. Cllr Keating thought there had some discussion on width issues in East Street, Chiselborough however wasn't entirely sure on the conclusion. He didn't believe it was a speed issue, it was a width issue. Cllr Keating advised that the PC continue to monitor HGV use and suggested that there could be some width markers placed in areas such as the S bend at the school, however Members felt that it was "too late" if HGVs had arrived at that point and there would be no place to turn around. Cllr Keating agreed and suggested perhaps a width restriction at the A356. Members felt that this would exclude vehicles which definitely needed to access for business purposes such as tractors etc. Cllr Keating requested a watching brief and all agreed. **Action: Clerk to speak to Clerks in Chiselborough and Norton.**

19/621

District Councillors Report: SSDC Cllr Vaughan reported that he wasn't able to raise the communication issues concerns with the executive due to a family emergency and not able to attend the meeting. He commented that W&MCPC were not the only PC to raise concerns and SSDC is already in part, aware of the concerns, in particular the inability to get hold of officers via the phone and answer urgent queries. Concerns were again raised that there had not been any notice that there was no longer a conservation officer and that there had been no communication from SSDC. He confirmed that there were a number of professionals at senior level leaving SSDC, in particular in planning and the situation was really difficult as the number of planning applications were increasing and the number planning staff available to process them was getting lower. Broadband, Gigaclear contract has been terminated across Dorset, Devon and Somerset. This means there will be further delays in accessing high speed broad band. Procurement process being launched in the autumn. **Action: Cllr agreed that he would write to SSDC executive committee regarding communication issues rather than wait for the next meeting.**

19/622

a. Planning Applications:

i) 19/02383/LBC internal alterations West Chinnock School. No comments or objections. All in favour.

ii) 19/02252/HOU: Erection of single story extension, Stoneways West Chinnock NO comments or objections. All in favour.

b. Applications Since Time of the Agenda: None.

c. Determinations Since Time of the Agenda: None

d. Planning Application Update:

j) 19/00026/FUL: Query Retrospective Planning: Cllr Patrick reported that although originally SSDC planning said there was no officer available to look at the query, they have since decided to enforce the conditions. Cllr Patrick confirmed that an officer will be investigating what appears to be an extension to the barn. He confirmed that there had been no retrospective application and that the officer will also be reviewing the play equipment. Cllr Patrick was not sure on timescales for the retrospective conditions to be made but will follow up as part of the planning training he and Cllr Tinkley will be undertaking. Cllr Patrick to Email the Clerk the reference.

19/623

Finance

a. It was resolved to pay the Clerks salary Net £588.00. All in favour.

b. It was resolved to pay HRMC PAYE £147.00 all in favour.

c. It was resolved to pay the Clerks expenses £137.05 Cllr Mannering confirmed he had inspected these. All in favour.

d. VAT return Submission: 2018/2019 completed, For Information. The Clerk confirmed that the major part of the return is reclaiming VAT on the Somerset Landscape Invoices. The Clerk remarked that she was disappointed the new online system was not as time saving as expected.

e. It was resolved to pay Somerset Landscapes August Invoice SLL29556 £135.90 Approved for validity by Cllr Mannering. All in favour.

- f. **Somerset Landscapes Invoice queries:** Due to new computerised systems at Somerset Landscapes the Clerk had received apparent unpaid invoices going back 3 years. Somerset Landscapes has confirmed that it is investigating whether this is a systems issue rather than an unpaid invoice issue. The Clerk was concerned that if she has to start analysing historic invoices, there could be a lot of extra work involved. The Clerk and Chair confirmed they were waiting for Somerset Landscapes to get back to them.
- g. **It was resolved to pay Weebly for the annual fee for hosting the community website £90.00 All in favour**
- h. **It was resolved to pay the annual SALC invoice £154.47 All in favour.** The Chair queried whether this included the cost of training. The Clerk confirmed not. A discussion was held on value for money. All were in favour of continuing the membership as there was a discount on training and we were able to obtain one-to-one guidance from the Chair of the association.
- i. **It was resolved to take Cllrs Raymond Bailey and Shaun McMillan off as signatories from the PC Bank accounts. Proposed Cllr Tony. Cllr Mannering seconded. All in favour.**
- j. **It was resolved to add Cllrs Mark Bennett and Phillipa Coleman as signatories to the PC Bank accounts. Proposed Cllrs Neil Tinkley and Elizabeth Griffiths. Cllr Coleman and Bennett to provide Clerk with online signatures.**
- k. **HRMC Penalty Notice:** For information only. Every year the Clerk receives a notice and every year HRMC confirms that there is no penalty to pay.
- l. **To Pay any Routine or Previously Agreed Invoices: None**

19/624

Allotments:

- a. **Proposals from the Allotment Committee:** The Chair suggested that until the constitution was completed, which Cllr Griffiths was drawing up, using some of the template copied from the Wiveliscombe Allotment Committee 2013, that there was no need for further discussion. The Clerk explained she had tried to organise a meeting with the Allotment committee during September, but hadn't been able to as the original document which was given to her hadn't been typed up by the committee. It was typed up and given to EG who was now using this as framework for a constitution which would be the basis of discussion going forward. EG explained to TC and NV, who were representing the proposed new committee that what had been presented was fine, but it needed some more clauses from the Allotment society model constitution. She explained that she had only received it at the weekend and hadn't had time to look at it. NV explained that he had to re-type the whole document which was why the Clerk, after speaking with JC had been told to wait until it was typed up.
- b. **Annual Inspection Results Decision:** It was agreed that as the PC was still in control of the Allotments, that the Clerk would write to all Allotment holders who had not met the terms of their tenancy for cultivation. NV said that Allotment holders should be asked to cultivate, even at this time of the year. **Action Clerk to distribute letter and also send a copy of the standard tenancy agreement to Cllr Griffiths.**

19/625

Matters arising from the September 2019 Meeting:

- a. **Purchase of the Recreation Ground:** Advert placed in Western Gazette for consultation and waiting for an update for SSDC. Still not received any update on costs, therefore previous guestimate still stands. No information received carry forward to November meeting.
- b. **Pot Holes Self-Maintenance:** No update until New Year. It was agreed that Cllr Tinkley would contact Cllr Keating to explain what he was trying to do. The Clerk also had been passed a potential contact for a similar scheme in Martock, and would try and get more details.
- c. **Grill Over Well, Higher Street:** The Chair reported this was not a high risk situation and to carry forward to November meeting. **(Standing item).**
- d. **The Knapp: Further information required before any further discussion.**

- e. **BT Phone Update:** Cllr Patrick explained that the purchase is all going through and feels it may be another couple of months before it is completed. He has an advert/poster which is progressing. **Action: Once completed circulate to Members. After discussion it was felt that sometime after the New Year would be a good deadline to end the competition and then set up a representative panel from all different groups to decide on the final “choice of use”. Once the advert agreed, Cllr Patrick to provide the Clerk with the promotional details and will send it to various organisations in the village as well as circulate in Parish Magazine, handouts etc and Community Website.**
- f. **Training Plan:** The Chair and deputy Chair have received their Chairman training and Cllrs Tinkley and Patrick have been booked on to Councillor training and Planning training.
- g. **VE Day 75th Anniversary 2020:** The Clerk reported she had received some response from village organisations/groups who might be arranging activities during the bank holiday weekend, but not as much as expected. However Gary from the Muddled Man was organising a meeting for village organisations/groups to get together to discuss plans for the bank holiday weekend. **Action: Clerk to feedback at next meeting.**
- h. **Overgrown Hedge Lower Street: Has been cut.**
- i. **Winter Gritting: Bin Levels. All bins need filling. Action: Clerk to speak to Lee Norman/Mark Keating regarding whether the grit will be free and when it can be collected and more details about the snow warden scheme which has been mentioned.**
- j. **Complaint regarding HGV’s using rural Roads. Details discussed under Cllr Keating report. (19/620)**
- k. **Community Grant Update: Clerk to get details from Cllr Keating**
- l. **Football match parking:** NC has spoken to RB and apologised for the parking issues which were raised. NC believed that it was a one off situation due to the youth and senior teams playing on the same day and a clash with fixtures. RC and NC were both confident that this was a one off. The Chair recommended that at a later date, if the PC obtains ownership of the rec, that a review should be undertaken of the current parking arrangements.
- m. **Verge Cutting response Cllr Keating: Covered under 19/620.**
- n. **Contact with SSDC Officers and SCC Officers: Covered under 19/620 and 19/621.**

19/626

Reports & Correspondence:

- a. **Highways and Drains.** Standing Item: Cllr Bennett confirmed that Cllr Cawley had given him the maps of all outstanding and new highways issues and these had been sent to Highways. The Chair raised concern that there was never any confirmation as to whether these reports had been received, however that one pot hole had been addressed during September 2019. Cllr Cawley said he would re-submit. Cllr Coleman raised an issue regarding the side of the verge which had crumbled in Foxwell Lane. Cllr Cawley to submit and establish whether this is part of the Highway. There were concerns that this was dangerous, therefore it should still be reported. Drains still rattling at the top of Higher Street.
- b. **Riverbank Collapse, South of Bow Bridge/Snails Hill –A356 Junction:** This has been reported to Highways, however after inspection and risk assessments they have explained they cannot prioritise it as high risk and it will be addressed at a later date, potentially with gabions. Cllr Bennett has sent an email expressing the PCs concern that it cannot be addressed immediately and is dangerous. Officially it is on Merriott Parish Council land. Currently the Highways team have put x2 bollards alongside the road; however these would be washed away when the river is in flood or flooding takes place. Highways have reported if the situation becomes “more dangerous” they will close the road. **Action: Clerk to publicise in the Parish magazine. The Chair requested that the Clerk contact Highways/Cllr Keating for an update at the next meeting.**
- c. **Legal Advice Surgery: For information**

- d. **SALC AGM, 26th October 2019: For Information**
- e. **Finger Post Restoration:** Due to risk assessment by SCC no-one is now allowed to paint the finger posts unless they have been on a course. Whilst KD had offered to go, he was concerned by the cancellation charge which could have been charged by SCC and decided against it. The Clerk had fed this information back to SCC.
- f. **Waste Bin Middle Chinnock:** Previously discussed as an item in the Public Forum in order to allow a member of the public the opportunity to contribute. However there was more discussion to establish whether any further correspondence had been received from any residents of Middle Chinnock as mentioned by the resident in the public forum. It was agreed no further correspondence had been received, other than that already received by the Clerk and Cllr Bennett.
- g. **Draft Environmental Strategy:** Previous circulated by the Clerk. The Clerk explained that some villages were now considering having their own strategy and this might be something the PC would like to consider at a later date. **(Clerk to resend the SSDC document).**
- h. **Speed Control, Quiet Lane Status:** The Chairman did not feel this was relevant for West & Middle Chinnock and believed a more cohesive plan needed to be put together to address the whole issue of speed rather than ad hoc suggestions and perhaps reviewing other examples of best practice would be a good start.
- i. **Consultation Direction Stones: Foxwell Lane and Smokey Hole Lane: Heritage Status** now granted. **Action: Details to be sent to Cllr Patrick so that he can brief members at the next meeting.**
- j. **Insurance Risk Evaluation Recreation Ground:** After full discussion, Cllr Bennett requested the Clerk speak to the company who previously risk assessed the play equipment be asked to quote for a full risk assessment of the rec as following on from the Chairman's training Cllr Bennett felt that he was not experienced enough to risk assess on behalf of the PC. **Clerk to action.**
- k. **Yarlington Land Purchase Layne Terrace:** After full discussion it was agreed that a visit to be organised for all Members to view the land which is being offered for sale.
- l. **Complaint Regarding Signage:** Gigaclear has apologised, however as discussed under item 19/2020, Gigaclear have now lost the contract for installing cabling.
- m. **5G Coverage Rural Areas Consultation:** Both Cllrs Patrick and Tinkley had read the consultation. Cllr Patrick led the discussions with regard to the consultation and implications for planning relating to 5G. **Action: The Clerk was asked to re-circulate the consultation for any Member to take part in the consultation and for Cllr Patrick to keep a watching brief.**

19/627

Correspondence Received Since time of Agenda: None

The meeting ended at 9.30pm

Parish Council Meeting Wednesday 6th November 2019 – 7.30pm

Village Hall

Everyone is Welcome to Attend

