

WEST & MIDDLE CHINNOCK PARISH COUNCIL

Draft Minutes of the Parish Council Meeting Wednesday 7th October 2020 - Virtual Meeting

Cllr Bennett - Chair
Cllr Tinkley
Cllr Griffiths

Cllr Coleman – Vice Chair
Cllr Cawley
Clerk: Kim Duller
6 Members of the General Public

Public Forum: The Chair confirmed that the meeting would be recorded and welcomed local residents who were attending. There were no items for the public forum.

20/725 **Apologies for absence:** None

20/726 **Declarations of interest:** Cllr's Bennett, Oliver, Coleman and the Clerk, Recreation Ground Development Committee. The Clerk, legal transfer of the Recreation ground. Cllr Bennett, item 20/734 (h) Triscombe, Higher Street. Cllr Patrick, SSDC Councillor, declared interest in planning. Cllr Cawley, Allotments.

20/727 **To approve and sign as correct the Minutes of the Parish Council Meeting held on 02.09.20.**

Resolved: That the Minutes of the meeting of the Parish Council Meeting on 02.09 20 as previously circulated were taken as read and being a correct record. To be signed after Lockdown. Cllr Patrick accepted Minutes from July 20 as a true record.

20/728 **Matters arising, not on agenda: None**

20/729 **County Councillors report:** Report received & circulated.

20/730 **SSDC Councillors report:** Report received & circulated. SSDC great parish tree giveaway to be launched again in the near future.

20/731 **Planning:**

a. Applications since time of the agenda:

- i) **Retrospective 20/02288/HOU 12, Ridgway, West Chinnock:** The plans which had previously submitted did not show the revisions which had been made to the property. New plans were received at 3pm on 7.10.20 and these have to be examined and reviewed by the PC before any decision can be taken on whether to support or object to the application. The deadline has been extended to 21.10.20. Once a review has taken place, the PC will hold an extraordinary planning meeting to agree its decision. 11 letters of objection have been registered and published on the planning portal. The final decision regarding the planning permission lies in the hands of SSDC planning.
- ii) **20/02354/HOU High Cross, Higher Street, West Chinnock:** Erection of wooden summerhouse. A vote was taken, all Members present in favour. Cllr Patrick could not vote. **Resolved:** To support the application.

b. Determinations since time of the agenda: No further news on Smiths Hill.

c. Planning enforcement: None

d. Planning queries:

- i) **Shiredown:** PW explained that he had contacted SSDC and is waiting for the planning officer to respond as to whether the new building based on an original footprint, is permitted development or if retrospective planning is required. PW will keep the PC updated.

- ii) **Poop Hill fencing off, of Land:** Cllr Bennett reported a digger had been stolen from the land. He also confirmed that this is still agricultural land irrespective if it has been sold off. Mains water and electricity has now been added across the site to Applegarth. **Clerk to follow up with SSDC planning.**

20/732

Finance:

- a. **Resolved:** To pay the Clerks salary Qtr 2 £924.00. **Proposed Cllr Bennett, seconded Cllr Patrick. All in favour.**
- b. **Resolved:** To pay the Clerks expenses Qtr 2 £276.52. **Proposed Cllr Bennett, seconded Cllr Patrick. All in favour.**
- c. **Resolved:** To pay PAYE Qtr 2 £231.00. **Proposed Cllr Bennett, seconded Cllr Patrick**
- d. **VAT Submission:** Noted.
- e. **To request Greatfields Rent 2020/21 £200.00. Proposed Cllr Bennett seconded Cllr Tinkley. All in favour. Resolved:** Not to raise the rent for 21/22.
- f. **Resolved:** To purchase official BT phone box painting kit £152.80. **Discussed and resolved under item 20/735 (I)**
- g. **Resolved:** As previously agreed, Wreath for Arthur Davies, purchased under section 137 £40.00.
- h. **Resolved:** To pay Somerset Landscapes September Invoice SLL30730 £215.40
- i. **Resolved:** To pay the play inspection company £66.00 for the annual playground inspection at the Rec. Invoice WES20588

20/733

Allotments:

- a. **Tenancy breach and complaint plots 11, 12,13: Cllr Cawley left the discussion.** Following a complaints regarding bonfires and items being stored on the site, Cllr Bennett confirmed that he had given notice to Cllr Cawley that the plot should be bought up to Tenancy agreement conditions by the end of September.
- b. **Tenancy breach and complaint plots 14, 15: Resolved:** Tenant should be given notice of breach of tenancy under section (e) of the tenancy agreement, following non conformity to the agreement after previous formal written requests for cultivation. **Proposed by Cllr Tinkley and seconded by Cllr Patrick. All in favour.**
- c. **Inspection of allotments:** It was noted by the Chair that there is a waiting list of two residents who would like allotments. Cllr Tinkley volunteered to act as liaison with the Allotment committee and to organise an inspection with Cllr Bennett. **Resolved:** Tenants to be given notice of an inspection date as agreed between PC and Allotment committee. Criteria and framework for the inspection, Tenancy agreement. **Vote taken. All in favour.**

20/734

Matters arising from the September 2020 meeting:

- a. **Purchase of the Recreation Ground:** No further action this month. **Ongoing Clerk.** Cllr Patrick, raised concern that if Travellers entered the site the liability would be the Parish council's risk rather than SSDC. Chair reinforced wanting the Rec as a community asset. **Resolved:** Clerk to check insurance.
- b. **Footpaths:** Clerk reported that she had spoken to Cllr Keating regarding the number of reports which had not been actioned. Cllr Bennett highlighted that he had received an email to confirm works had been done on a specific reported repair, however the works were still outstanding. **Resolved:** Clerk to undertake review of outstanding queries and send back to Cllr Keating.
- c. **Bus Shelter Clean:** Actioned by Cllr Coleman.
- d. **Adjacent Field Permission for Steps on Rec:** Cllr Cawley has had verbal confirmation. **Resolved:** Cllr Cawley to contact owners for written confirmation
- e. **Smokey Hole overhang of Trees:** Clerk has contacted SSDC Tree Officer, waiting for a response.

- f. **Ditch Inspection by bridge at Rec:** Cllr Coleman and Cllr Cawley confirmed that they had inspected the ditch and there was not a problem with drainage.
- g. **Opening of the Recreation Ground:** Cllr Bennett proposed that the gate be open during the day subject to a team of nominated key holders open and closing the gate each day, by rota. Discussion was held around a solution of preventing car/vehicles by locking/fencing off the field; Members thought this could be a positive way forward, however was considered not to be feasible at the moment due to cost and perhaps something to consider in the future. A vote was taken as to a) Whether the gate is open 24 hours a day b) Locked fulltime c) Opened 8-5pm on a rota basis. 5 Members in favour of opening 8-5pm on a rota basis and 1 Member keeping the gate opening 24 hours per day. **Resolved:** LD agreed to organise a rota of residents from the community prepared to open and close gate and liaise with Clerk. Cllr Bennett to organise lock which is a security numerical lock and organise gate fixture to fix the lock to with Cllr Cawley.
- h. **Triscombe, Higher Street: Cllr Bennett left the discussion.** Cllr Griffiths confirmed that she had spoken to Cyril Bailey and a fence will be erected in the front of the property. There is no confirmed evidence that a business is being operated and that the vehicles are a hobby. Cllr Tinkley has spoken to complainants who are concerned that fencing will not have any impact. Concerns have also been raised relating to vehicles delivering to the address and blocking the road and vehicles visiting the property on a regular basis. SSDC Cllr Patrick confirmed that mechanical work on a driveway is acceptable activity so long as the activity does not interfere with the residential nature of the area, however there are parameters. For example, work cannot be undertaken during anti social hours, and work must not cause a persistent and excessive disturbance to neighbours such as noise or odour and there must be planning permission for any alterations to the driveway. Cllr Patrick could not comment personally and confirmed the views of the neighbours taken in to account. Cllr Patrick advised that concerned neighbours should be encouraged to contact SSDC for advice as the Parish Council does not have any powers in this regard. **Resolved:** Cllr Tinkley to talk to residents who have complained and advise them to speak to SSDC if they continue to have concerns.
- i. **Pitch Improvement works:** The pitch improvement works are as a result of a grant for the football club. The first stage of works has taken place and the second phase will be happening at a later date.
- j. **Co-option Vacancy:** 3 residents have come forward, closing date 25th October 2020.
- k. **Consultation Waste Bin, Little Silver:** Clerk has received 11 responses from the survey. Closing date 25th October 2020. Clerk to re-advertise.
- l. **Corona virus feedback:**
 - I. Local response: National advice likely to change in next 2 weeks as numbers increase. PC meetings will remain on zoom until further notice. Remind everyone to “do their bit”.
 - II. Direct legislative impact on Parish Council: As above.
 - III. Recreation ground: Social distancing government advice should be maintained at the Rec. Risk assessments which have been agreed with the PC and are in place, are the responsibility of the clubs/organisations that use the Rec, to manage and enforce. PC COVID 19 risk assessment to be updated by Cllr Bennett.
 - IV. Concerns at local level: None noted.

20/735

Reports & Correspondence:

- a. **Parish Work Plan previously circulated:** No update.
- b. **Cllr Training:** Cllr Patrick and Griffiths booked on to “The PC as an Employer” training. Any new Members will be required to attend training.
- c. **Arthur Davis funeral:** Clerk attended remotely. Arthur’s relatives thanked the PC for the wreath and kind words.

- d. **Community right to bid nomination – The Muddled Man, West Chinnock:** Cllr Bennett confirmed that they had received further correspondence from SSDC. He reiterated that the PC had not been consulted over this action and therefore cannot comment.
- e. **Highways and Drains Standing Item:**
- i) 178 mark up actions have been counted on Smokey Hole Lane. Highways have confirmed that, as there are so many issues, the road will be completely surface dressed rather than individual remedial actions taken. Highways have also confirmed concerns regarding why the road is deteriorating at such a high rate, and will be undertaking investigations as to the cause of the increase in water runoff.
 - ii) Cllr Coleman requested recognition for residents Keith & Gillian Dodge who constantly clean and clear the gutters between the bottom of Smokey Hole Lane, The Haunts, top of Poop Hill, Smiths Hill and Lower Street. Without their support there would be significant flooding and water run in the area. The Chair agreed and gave a vote of thanks.
 - iii) The Clerk confirmed that the Highways Superintendant has agreed to come and inspect drains in the aforementioned area to take a final decision as to whether SCC will jet the drains over and above the current rotation schedule.
- f. **Code of Conduct, draft model review:** Previously circulated for Councillors to note the results of the consultation.
- g. **Standing orders review:** Cllr Bennett confirmed he had reviewed these using the NALC 2018 model guidance. **Resolved:** The Clerk to prepare a draft based on Cllr Bennett’s comments and circulate to Members for a proposal to adopt at the November 2020 meeting.
- h. **Risk assessment action plan update, including dugouts Recreation Ground:** Cllr Bennett confirmed that two risk assessments had taken place by an external company; one which was a full inspection and one which was an inspection of play equipment. Following these inspections, Cllrs Bennett and Cawley also undertook a risk assessment and further items which were identified as a risk which included the dugouts and ladder to adjoining field. Following a meeting with members at the Rec, (excluding Cllr Patrick), Cllr Bennett confirmed he had requested that the dugouts to be removed as they were identified as dangerous and that the PC has overall responsibility for Health & Safety at the Rec. Whilst a vote had already been taken to request removal, Cllr Bennett suggested a further vote to set a timescale for the removal of the dugouts to ensure there was no confusion. Cllr Bennett proposed a loan to the football club to purchase pop up dugouts, with seating, which would offer flexibility to take to other grounds which do not have dugouts. Cllr Bennett also expressed support to review dugouts/shelter as part of the recreation ground re-development. A vote was taken and all Councillors were asked again to consider the removal of the dugouts. **Proposed by Cllr Coleman, seconded by Cllr Patrick, all in favour, unanimous. A second vote was taken for all Councillors were to consider timescale for removal of the dugouts by the 1st November 20. Proposed by Cllr Patrick, seconded by Cllr Griffiths, all in favour, unanimous. Resolved:** Cllr Bennett to encourage football club to have further discussion regarding replacements before any replacements are purchased.
- i. **Locality Officer SSDC: C/F to November meeting.**
- j. **Consultation on national planning systems SSDC, briefing paper:** Papers previously circulated. Any comments are due in by 15th Oct 20. The Clerk asked Cllr Patrick with his SSDC “planning hat” if he could let the Members know if there was anything of importance to note for Parish Councils, and if yes, please feedback.

- k. Tree planting on Higher farm:** Tagging has taken place, with 10-12 trees tagged. There is still a gap in the hedge which the group has permission to plant in from the landowners and trustees and Cllr Patrick is hopeful that the great parish tree giveaway can be used to fill the gaps. **C/F for full discussion at November meeting.**
- l. BT phone box repainting:** Risk assessment has been received, Cllr's Bennett and Cllr Patrick to discuss outside of the PC meeting. Cllr Patrick confirmed the box has passed its electrical inspection and SSDC has confirmed that planning permission is not required, subject to all elements of the box maintaining their originality as a listed building and therefore the correct BT phone paint is required. Cllr Patrick confirmed he had tried to colour match without success and proposed that the original BT phone box paint kit is used at a cost of £164.80 including the cost to repair the window which has been broken. A vote was taken with equal number for and against. **Resolved:** The Chair took the deciding vote and the purchase was approved.
- m. Somerset Climate Emergency Fund, receipt of any local bid proposals:** Cllr Bennett explained that if a local group/groups were to come up with costed ideas/proposals and action plan, the PC would be happy to consider support/sponsor. It was agreed there were some good ideas from the paper presented, however it was reiterated the need to submit proposals and felt that there would be support in the village.
- n. Reported vandalism during September/October:** Cllr Bennett listed the incidents which had taken place and confirmed that witness reports had been received. He confirmed that the PC would not be taking any further action regarding previous incidents however will review if any further vandalism is reported.
- o. Facebook page, Parish Council:** The Clerk reported that the page had gone live and had received a number of positive comments.
- p. Notice of Clerk resignation:** Notice given, new Clerk to be recruited.

19/736

Matters for the 4th November 2020 Agenda

Next Meeting Wednesday 4th November 2020

7.30pm Village Hall or Remote Meeting – to be advised

Meeting closed 9.45pm

