

WEST & MIDDLE CHINNOCK PARISH COUNCIL

Draft Minutes of the Parish Council Meeting held on the 6th September 2017

Cllr Shaun McMillan - Chair
Cllr Bill Mannering
Cllr Gill Langford
Cllr Phillipa Coleman

Cllr Raymond Bailey
Cllr Tony Cawley
Cllr Mark Bennett
Clerk, Kim Duller
10 Members of the Public

Public Forum:

- a. The Chair opened the Public Forum and explained that he was aware that there were members of the public at the meeting who wished to talk about two recent planning applications. The Chair explained that the Clerk had only been made aware of the existence of the plans that morning and had not yet formally received any plans. Therefore the Parish Council was unable to have any formal discussion at the meeting, however would listen and take on board comments from the public gallery. It was reported that the Clerk had spoken to SSDC in order to establish where the plans were and had asked for them to be resent out a.s.a.p. in order that Members could make observations and comment. Concerns were raised that the timescales given did not allow enough time for due diligence and inspection of the plans and sites. SSDC Cllr Pallister agreed to follow this up with SSDC and report back to the Clerk.
- b. Neil Vout commented and raised queries on the following 4 locations:
 - **16, Layne Terrace:** - Tarmac breaking up and travelling on to the main highway. **Action: Cllr McMillan and Cllr Bennett to carry out visual check and establish ownership of the wall and the impact of the kerbs being dropped.**
 - **Hillcrest:** - Drive and entrance to the highway – similar issues to 16, Layne Terrace. **Action: Cllr McMillan and Cllr Bennett to make a visual check and report back to Members.**
 - **7-8 Layne Terrace:** - Rain is not going down in to the gully. **Action: Cllr McMillan & Cllr Bennett to inspect.**
 - **Higher Street:** - Storm drains across the road are making a loud noise when vehicles drive over it and grass growing out of it. **Action: Cllr Bennett to report to Mike Fear on the County Roads website.**
- c. **Gullies & Drains:** - Concern was raised by Members at the lack of clearing of the gullies and drains. SCC Cllr Mark Keating explained that he was trying to get hold of a schedule of drain and gully clearances but commented that over and above the scheduled ones, Parish Councils would have to start paying for their own clearances and this could be actioned through Street Scene. **Action: - To consider a budget review of drain and gully clearance when planning for next year's budget. In the meantime Members to consider cleaning of drains which may present a danger to flooding on a case by case basis, in particular on Hollowell Hill.**
- d. **Thank you to Cllr Coleman:** - Bob asked for an official thank you to be given to Cllr Coleman for cleaning the Bus shelter. He commented that it looked cleaner than it had done for "years"
- e. **Footpaths:** - Hill View & Duckpool Lane footpaths both have roots growing out of them and are considered dangerous by residents using the paths. District Cllr Pallister explained that as the paths are on private land the Parish Council cannot enforce removal of the roots. **Action: - Members felt that the roots did present a danger and the Cllr McMillan agreed to ask Les Braunton at SCC to assess the situation.**

17/356 Apologies for Absence: None.

17/357 Declarations of Interest: Cllr Cawley, Allotments & Cllr Coleman rent review Broadstone Farm.

17/358 Draft Minutes of the Parish Council Meeting held on the 5th July 2017: Agreed by all Members and signed by the Chair as an accurate account of the meeting.

17/359 Matters Arising (Other than those on the Agenda): The Chair explained that Cllr Langford would be standing down from the Parish Council at the next meeting due to other commitments. A new Vice Chair will be voted in at the October Meeting and the Clerk was asked to review if there are any residents who have previously considered being a Parish Councillor, for co-option.. The Chair formally thanked Cllr Langford for all of her hard work and support on the Parish Council and wished her well for her future endeavours.

17/360 County Councillors Report: Written Report to be circulated with the Minutes. **Action: i) County Councillor Keating agreed to again follow up broken signs on the A356 with Ian Warren, Highways Engineer (SCC).**

17/361 District Councillors Report: Written report to be circulated with the Minutes.

17/362 Planning Applications: 9, Ridgway, West Chinnock: Demolish existing garage and erection of a two storey extension to include garage. The Parish Council had discussed its concerns with SSDC planning officers and considered the new set of plans which had been submitted, which they felt addressed all of their concerns. After discussion Members asked the Clerk to report that they had no observations or comments to make on the final plans. **Action: Clerk.**

17/363 Determinations:

17/364 Planning queries Brook Barn: The Clerk reported that Andrew Gunn had confirmed in writing via email that the change of use for Agricultural Land to put the gas tank on would automatically be removed if the tank was removed. **Action: Cllr Bennett to check bund has not been breached.**

17/365 Finance:

- a. **To Approve 1st Quarter Accounts:** The accounts had been inspected by Cllr Mannering who proposed they been accepted. **Agreed unanimously.**
- b. **To Request Cricket Club Rent – Flat Fee £10.00. Action Clerk to raise invoice.**
- c. **To discuss Rent Review for Greatfields – previously £200.00 PA.** After discussion all agreed to keep at £200.00. **Proposed by Cllr Bennett, seconded by Cllr Mcmillan. All in favour. Cllr Coleman abstained.**
- d. **To Request Greatfields Rent: Action Clerk to raise an invoice for £200.00.**
- e. **Clerk Pension:** The Clerk explained she had received details from HRMC regarding the Parish Councils responsibility as an employer to pay a pension. **Action: The Clerk to investigate whether the Parish Council is liable.**
- f. **To Pay any Routine or Previously Agreed Invoices: Somerset Landscapes Limited. 11th & 25th August – grass cutting recreation ground and 9th, 17th and 30th August, grass cutting at the bus shelter, allotments shelter and well.** Cllr Mannering confirmed he had checked the work and agreed with the proposed payment. **Action: Clerk to raise a cheque for £307.20, Inc VAT.**

17/366 Allotments:

- a. **Annual Site Inspection to take place during September 2017. Action: Clerk to forward templates and copies of previous inspection and current contract to Cllr Mannering. Cllr Mannering to organise and report back at October meeting.**
- b. **Rent Payment Proposals:** Jenny Coman has met with the Allotment holders who would like to suggest new methods for paying the annual rent. **Action: Jenny to send details to the Clerk for circulation to Members for discussion at the Oct meeting.**

17/367 Matters arising from the July Meeting:

- a. **Damaged Drains: Covered in Public Forum.**
- b. **Damaged Signs: Covered in County Councillors Report.**
- c. **Sandy Lane Dog Fouling:** The Clerk reported that the SSDC dog warden had put signs along Duckpool Lane and the entrance to Sandy Lane. It had been noted however that as the land is not a Public Right of Way that jurisdiction is in the control of the landowner. The Clerk confirmed she was waiting to speak to the landowner in an attempt to resolve the situation and will report back at the next meeting.
- d. **ROSPA Report:** Cllr McMillan confirmed that all risks which had been identified in the report had been assessed and action taken where necessary.

- e. **Hedge Overhang on Lower Street:** Despite the Hedge being cut back, Members agreed it still presented an obstruction for people walking on the pavement, in particular parents with children walking to school. **Action: Cllr Langford to request owners cut back.**
- f. **Parking Concerns Lower Street:** Although the situation had improved, there is still major concern regarding the ability of emergency and large vehicles to pass through and danger due to a number of restricted sight and turning issues at the pub junction. **Action: Cllr Bennett to follow up with residents in Lower Street.**
- g. **New Build Property, Eastfield Lane – query over whether it has been sold.** The Clerk confirmed it has not yet been sold.

17/368 Reports & Correspondence:

- a. **Tree Survey Recreation Ground:** After discussion Members voted to adopt the recommended Tree Management Policy which had been recommended by Phil Poulton, SSDC's arborist. A formal vote was taken proposed by Cllr Bennett and Seconded by Cllr Langford. All in favour. **Action: Cllr Cawley to make a visual check on all of the trees once a week when he does his check on the recreation ground equipment. All agreed that the tree which had been identified as rotten should be cut down. The Clerk to arrange for 3 certified arborists to give a quote on cutting down the tree. All Members to forward the names of any Arborists which are certified to make contact with.**
- b. **Broken Swing at the Recreation Ground:** After it was reported by a local resident that a swing was broken, Cllr Mcmillan took the swing down. His opinion was that it could not be mended and was unsafe. **Action: Members voted to purchase a new swing, possibly two, depending on the price. Cllr McMillan to circulate costs of swings to Members for a decision at the Oct PC meeting.**
- c. **IT Update:** The Clerk reported that the majority of issues relating to IT had been addressed and new systems put in place so that individual members can access papers and correspondence. There are still a few glitches which are being worked on. The Clerk reported that similar IT issues are common across Parish Councils.
- d. **Free Health Checks for Local Residents aged 40-74, 7th November 2017:** The Clerk confirmed that she has arranged for Free NHS Health checks to take place in the village on the 7th November 2017. All residents aged 40-74 are eligible to have the checks. The Health checks will take place in Lower Street in a bespoke NHS van. (Exact location tbc). **Action: Promotion will start happening in the next couple of weeks. Residents will be able to book online <http://www.somersethealthchecks.co.uk/west-chinnock>. or via the Clerk if they can't access the internet. There are 11 places available. If the event is over subscribed the Clerk will arrange an extra venue and more sessions in order to accommodate everyone.**
- e. **Aon Pulling Out of Parish Council Insurance 2018/19:** Correspondence was received from BHIB who had been recommended as new brokers by the National Association of Local Councils (NALC). **Action: Cllr Langford confirmed that BHIB was a reputable company and that the Parish Council could feel confident about using them as a Broker when renewal was due in May/June 2018.**
- f. **Recreation Ground/Pavilion:** The Clerk confirmed that she had received a written complaint from a resident via Diane Layzell, Senior Land & Property Officer at SSDC regarding an event which was held at the recreation ground over the August Bank Holiday Weekend. The letter was read out at the meeting. SSDC have a legal duty to investigate the letter as they are the Freeholders of the site and the Parish Council has a legal responsibility as the Leaseholder. **Action: Cllr McMillan to speak to the organisers of the event and the recreation ground pavilion committee to establish the facts behind the complaint. It was also agreed that the Parish Council needs to review all contractual paperwork which is currently used in regard to any letting/hiring of the Pavilion.**
- g. **Pot Holes in Unofficial Passing Places:** The Clerk had received correspondence from a local resident regarding the danger of pot holes in the unofficial passing places which are used by motorists in the village. Cllr McMillan explained that the Parish Council had previously queried this matter however had been told by the Transport and Roads division at SCC that they are not responsible for any pot holes which are not on the main highway and that whoever fills them would be responsible if there

was a subsequent damage to a vehicle.

Action: Cllr Bennett to check this guidance from SCC and report back at the next meeting for discussion.

- h. HGV Signs on A30:** The Clerk had received correspondence from a local resident questioning why there were no advisory signs giving a weight limit for HGVs from the A30 after it had been agreed some years ago by the then SCC Councillor Kathy Bakewell. **Action: SCC Councillor Mark Keating to follow up and report back.**
- i. Somerset Waste Briefing:** Previously circulated for information.
- j. Permits for Waste Disposal:** Cllr McMillan explained that the rules had changed with regards to permits at the recycling centres for vans, and larger vehicles. **Action: These are free and available to apply for online at <http://www.somersetwaste.gov.uk/sites/van-trailer-permits/vans-trailers/>**
- k. Local Government Boundary Commission/SSDC Electoral Review:** District Councillor Ric Pallister advised that this did not affect West & Middle Chinnock. **No discussion held.**
- l. Disabled Access to the Recreation Ground from Lower Street:** A discussion was held regarding a query from a local resident regarding access. **Action: Cllr McMillan to cut back existing bushes at the entrance to the wooden bridge and gate at the recreation ground and contact the SSDC Footpaths Officer to see if there was advice as well as any grants available to help with disabled access on local footpaths.**

17/369 Reports and Correspondence since the Time of the Agenda:

- a. Parking on the Pavement outside Bridge House:** The Parish Council had received a complaint regarding parking on the pavement outside of Bridge House blocking the pavement. **Action: Cllr McMillan to speak owners of Bridge House.**
- b. Drains on Hollowell Hill:** The Clerk reported that some of the drains on Hollowell Hill had been cleared out by Keith Dodge, however SCC had promised to come out and clean the others. **Action: Cllr Bennett to chase up SCC Highways to get an exact date for clearance. If it is confirmed that SSC will not clear the drains, the Parish Council will discuss alternative options as the blocked drains could cause potential flooding in Lower Street (as was experienced in 2016) if the run off was not diverted into the Brook.**
- c. John Wheatley:** It was agreed that the Parish Council would like to show their appreciation to John Wheatley for his services as Internal Auditor at the next meeting in October 2017.

The meeting ended at 10.17pm

Next Meeting

Wednesday 4th October 2017

Village Hall

7.30p.m

Everyone Welcome!

