

WEST & MIDDLE CHINNOCK PARISH COUNCIL

Draft Minutes of the Parish Council Meeting Wednesday 8th June 2022

Cllr Bennett - Chair

Cllr Partridge

3 Members of the General Public

Cllr Coleman – Deputy Chair

Clerk: Kim Duller

Public Forum: No questions from the Public attending.

22/955 **Apologies for Absence:** Cllr Cawley and Cllr Cockrem.

22/956 **Declarations of Interest:** i) Cllr Cawley Allotments. ii) Cllr Coleman, any footpaths on Broadstone Farm land and Eastfield Lodge planning application iii) Cllr Bennett, Playground Committee.

22/957 **To approve and sign as correct the Minutes of the Annual Meeting of the Parish Council 11.05.2022. Resolved, all in favour and signed.** Noted, Item 3 on the Agenda states Annual Parish meeting and should read “Annual Meeting of the Parish Council”.

22/958 **Matters arising, not on agenda: None.**

22/959 **Core Policies Review:** Carried forward to July meeting as not all Members present and potential new Member joining via Co-option in July. Main policy to be reviewed is Members Code of Conduct. **Action: Clerk to re-circulate to all Members.**

22/960 **Supplementary Policies Review: Action: Clerk to re-send link to Members prior to next meeting.**

22/961 **To Receive Members Registration Forms: Action: Members reminded to return these to the Clerk a.s.a.p.**

22/962 **SCC/SSDC Councillors, New Structure and Ways of Working:** The Clerk had previously copied Members with various correspondence from the new Councillors, Cllrs Patrick and Hewitson, including a list of successes since the elections. The Clerk explained the new structure of the Unitary Councillors and as both Councillors were voted on behalf of the Lib Dem party for the Coker Ward, would be working jointly & sharing the case load, although Cllr Patrick will answer queries specifically related to West & Middle Chinnock. This did not necessarily mean that they would, or would not be attending PC meetings; however they felt effectiveness would increase through new ways of working. The Clerk confirmed attendance at PC meetings is not statutory. A discussion was held with Councillors who expressed disappointment that at least one Councillor could not attend the PC meetings as there was a long tradition of Councillors attending PC meetings and a close working relationship. The Clerk explained that Cllr Hewitson had planned to attend, however had contracted COVID and had sent apologies. Steve Ashton, resident and also Cllr for Crewkerne explained an extraordinary meeting of the current SCC will be taking place on the 15.06.22 to discuss the way forward, including a discussion on Scrutiny Committees. There is a total of 110 Councillors under the new Unitary structure. Councillors are officially County Councillors and not Unitary Councillors until 1st April 2023. SSDC is now a shadow authority and this may impact on planning. From 16th July, following Ministerial guidance SSDC is not allowed to start any new contracts for more than 1 million pounds or buy or sell property for over £100,000 without referring to SCC Councillors. **Action: The Clerk was asked to provide information on Councillor Allowances, special payments in the new structure, printing, postage costs and childcare allowances.**

Planning:

- a. **Applications: 2201152/FUL/ Replacement Dwelling, Eastfield Lodge, Eastfield Lane, Middle Chinnock.** Application received day after last Parish Council Meeting, comments due in by 2.06.22. (Which was the Bank holiday and it was felt there would have been no Officers dealing with this matter over the Jubilee weekend). It was noted that the planning application was submitted 4 weeks before it was circulated for general release and pre-application discussions had been ongoing for a number of months. It was felt the timescale for due diligence was unreasonable given that the comments were due back prior to the June PC meeting. The PC has submitted a number of comments relating to the application. **Action: Clerk to contact Cllr Patrick for comment regarding timescales.**
- b. **Determinations since time of agenda:** Fortunes Well, decision was due 02.06.22. An extension has been placed on the application by the planning department. No further news has been received.
- c. **Planning enforcement: Hollowell Hill.** Clerk has requested policy documentation on the statutory requirements to action enforcements and has been told there is none. The Clerk has received a policy document from SSDC which will be circulated to Members. **Action: Clerk to request update from Cllr Patrick on the progress of the enforcement and circulate policy SSDC planning enforcement policy document.**
- d. **Planning queries:**
 - i) Request discussion with planning department of timing of planning applications to allow for due diligence. **Action: Clerk to liaise with Cllr Patrick.**
 - ii) CIL payment Applegarth Land and also query on whether Landscaping conditions have been met. **Action: Clerk to liaise with Cllr Patrick.**

Finance:

- a. **To receive "The Wolds" Greatfields rent, £5.00 2022/23. Noted.** Rent to stay at current rate. No review required this year.
- b. **Parish Council Annual Budget and Budget Statement 2022/23:** Presented by the Clerk. **Proposed: Cllr Partridge, seconded, Cllr Coleman. To accept the final Budget and Budget statement. Resolved. Action: Clerk to send a copy to the Internal Auditor, Neil Cochran. It was also Resolved to have 2 grant giving periods in the year, September and February.** West & Middle Chinnock Churches would be invited to apply for grants and subject to the same scrutiny as other applicants.
- c. **To pay for new Perspex for Bus Shelter:** The Chair thanked Neil Tinkley for purchasing and replacing the Perspex in the Bus shelter. **The cost was £38.00. Resolved to pay Neil Tinkley £38.00 expenses. Action: The Chair asked if Neil could do something similar on the Youth Shelter. Neil to have a look and report back to the Chair with what is needed to carry out basic repairs.**
- d. **To note £30.00 Qtr 1 payment Cox & Co payroll fee: Noted**
- e. **To note, Certificate of Exemption (AGAR 21/22) Submitted to SBA-PKF auditors 25.06.22 (PC Income less than £25K). Noted**
- f. **Delegated Power Payments:**
 - i) **Pete Cockrem Plant Hire maintenance plot 20 Allotments £1026.00 (Previously agreed). Noted**
 - ii) **Insurance for Recreation Ground Jubilee Event, Protectivity Insurance, and £132.74 (Previously agreed).**
 - iii) **Jubilee Picnic, expenses for Scarecrow and egg throwing competitions. Full size "Queen" cut out. £110.06 (Part of previously agreed grant). Noted. Action: Cllr Partridge to make enquiries as to where the "Queen" is being stored.**
 - iv) **Website Weebly Domain 1Yr £13.00. Noted.**

v) **Website Weebly Pro plan 1 Yr £90.00 Noted.**

e. **Battens: Overpayment TBA**

f. **To pay any routine or previously agreed invoices**

- a. **Somerset Landscapes, May 22 Invoice £271.80. Resolved. Action: Clerk to ask SLL to trim Bow Bridge.** It was noted that this is in the Merriott Parish Boundary, however it was felt that the PC needs to keep its residents safe. Clerk to ask for quote and pay under delegated powers. An overhanging hedge was discussed on Lower Street, no action currently.

22/965

Allotments

- a. **Hedge Plot 2:** Carry forward to next meeting.
- b. **Plot 20:** Chair and Cllr Partridge have visited; if possible it should be levelled further. Andy Cockrem to be initially consulted by Cllr Partridge. **Action: Cllr Partridge to report back to the Parish Council. It was noted that there is no budget set aside for these works.**
- c. **Plot Vacancies:** Two applications for plot 20. **Action: Clerk to finalise with first person on the list if they definitely want the plot, if not allocate to second person on the waiting list.** Plot 15B has been allocated and tenancy agreement issued. Currently no more vacancies and the site is full, however there may be a potential for more smaller plots to be created in the future.

22/966

Matters arising from the 11th May 2022 meeting:

- a. **Community Playground: C/F Clerk.** Members were confused as to what the PC element payment covered and felt there needed to be clarity of understanding of costs and how the costs are split, in order that the PC can plan for future financial support as part of the precept. **Action: Cllr Bennett to pass details last 5 years contribution from PC to Clerk to circulate for review at next meeting. Action: Cllr Bennett to provide a brief to Members on what the total cost is PA, including the cost elements and how it is allocated between the school and PC for review at next meeting. Also a full breakdown of opening hours.**
- b. **Separate Item Relating to Closure of Community Playground over the summer was discussed.** Concerns were raised by Members that it was going to close over the summer. **Action: Neil Cochran offered to feed back more details and agreed that there may be a way of protecting the actual play area from the construction traffic.**
- c. **Bench, West Chinnock Church:** No response from Rev Nick. **Action: Clerk to write to Rev Nick and suggest the funding set aside for the bench is moved back into the Community pot, giving deadline of the date of the July 22 Parish Council Meeting.**
- d. **Fallen Tree Recreation Ground:** Neil Cochran confirmed he had seen this had been removed.

22/967

Reports & Correspondence:

- a. **The Knapp Maintenance: Ongoing.** A quote has been received from the owner of Tree Cottage regarding a request for a contribution from the PC towards maintenance of the drive which gives the owner the right of access over The Knapp. It was agreed this could not be discussed without further Councillors being in attendance and an extraordinary meeting may need to take place, as there is a summer recess after the next meeting.
- b. **Parish Grants: Previously discussed under finance item 22/946, b.** It was **Resolved** that the existing application form would be used (date changed) and the process would be open to all Community groups and organisations.
- c. **Website:** The Clerk requested a review of the existing Website, in particular the management of the website and functionality as the current website is difficult to navigate. It was agreed that it was not appropriate to link the current Community Facebook page to the Community Website. **Action: Clerk to review website costs of a more functional web hosting facility, but noted it is not a priority.**

- d. **Co-option:** Elizabeth Griffiths is willing to be re-co-opted. Members all agreed that Elizabeth, as a previously active Member of the parish Council would bring a range of valuable skills to the Parish Council. This leaves one further Co-option. **Action: Clerk to advertise remaining Co-option.**
- e. **Clerk Report: None**
- f. **Footpaths:** Nothing to report. Still no confirmation on whether there is or isn't a footpath officer.
- g. **Drains Audit and Potholes:** i) Poop Hill drains blocked again. Caused by a number of factors, spring water, and blockages on Smokey Hole Lane. **Action: Clerk to discuss with Lee at SCC and discuss follow up visit by FWAG.** ii) Drain at Little Silver which was flooding, was discovered not to be a drain, it is a soak away. SCC is going to make a site inspection. **Action: Clerk to follow up response.**

22/968

Correspondence & Matters for Wednesday 13th July 2022

- a. The Clerk thanked Neil Cochran for helping to resolve the parking at the Rec for the Jubilee event. The Chair and all Councillors agreed the Community spirit at all of the events was really positive and thank all of the organisers who had put together such a rich variety of events.

Any Agenda items to be forwarded to the Clerk before Thursday 7th July 2022

Meeting closed 8.45pm

Next Meeting 13th July 2022

**Parish Council Meeting 7.30pm
Village Hall, West Chinnock**

