**Minutes of a meeting of the Parish Council held on Monday 9 July 2018**

**Present:** Tim Daniel (Chairperson) Trevor Gill, Michael Hutchings, Geoff McHugh and Ann Reeder.

**Also present:** District and County Councillor William Wallace

**Clerk:** Zöe Godden

There were 28 members of the public present at the start of the meeting.

**The meeting started at 19:31.**

1. **To receive any apologies.**

Apologies had been received from District Councillor Hayward Burt and PCSO John Winfield.

1. **Public Open Session** - to consider any matters raised by members of the public.   
   The Chairperson will also invite members of the public to contribute during the meeting on appropriate matters.

Members of the public spoke against the proposed new road markings at the Village Green that would require vehicles to exit the B3145 south of the pylon and to join it north of the pylon. It was felt that large vehicles (including farm vehicles) would not be able to negotiate the junction to join the B3145, especially due to the fact that cars park at this point to gain access to the shop. Members of the public were concerned that this may result in Somerset County Council imposing parking restrictions that would inconvenience users of the shop, especially the elderly, and possibly impact on sales at the shop. It was noted that no road traffic collisions had occurred at this site. Members of the public also felt that the ambiguity over which side of the junction to use acted as a natural traffic calming measure as traffic slowed to decide which side of the junction to take.

Tim Daniel confirmed that the Parish Council had not been aware that SCC had been planning to make these changes to the junction. The Council had requested renewal of the current road markings but nothing additional had been discussed. Tim had told SCC that there had been no road traffic collisions at this site. There was no timetable for the new markings to be applied and SCC had agreed to consider public representations on the matter.

William Wallace said that there were rules determining how roads should be marked and that SCC had a responsibility to apply these in order to limit their liability over any possible future collisions. William also felt that future parking restrictions would not be applied.

**19:37** – One member of the public joined the meeting.

William Wallace agreed to contact the relevant Officer and inform them that the status quo was preferred because of the difficulty that would be caused to large vehicles joining the B3145, the inconvenience to users of the shop and the possible resulting loss of business to the shop. The Clerk was instructed to follow up William’s correspondence to reiterate public and Parish Council opposition to this proposal.

***Action Parish Clerk***

Ann Reeder added that the request from the Parish Council to renew current road markings had related to the disabled parking bay outside the pub.

A separate matter was raised by a member of the public who reported that a vase and an item of pottery had been thrown from a moving vehicle on two separate occasions over the past two weeks. This had not been witnessed and no vehicle registration had been taken. The Clerk would report this to PCSO John Winfield.

***Action Parish Clerk***

1. **Members’ declaration of interests.**

There were no declarations of interest.

1. **To approve the minutes of the meetings held on 21 May 2018**

**RESOLVED: It was proposed and agreed to approve the minutes as presented.**

1. **To hear reports from:**
2. **PCSO John Winfield** had sent his apologies.
3. **District Councillor William Wallace** had nothing new to report.
4. **County Councillor William Wallace** had nothing new to report.
5. **To consider matters arising from the minutes.**
6. To review the bank mandate and agree any changes.

**RESOLVED: It was proposed and agreed that Trevor Gill, Geoff McHugh and Ann Reeder would remain as bank signatories.**

1. To consider allowing members to sign a form from Nat West Bank to apply for Online Banking services.

**RESOLVED: It was proposed and agreed that Trevor Gill, Geoff McHugh and Ann Reeder would sign the form on behalf of the Parish Council.**

***Action Parish Clerk***

1. **Council Matters, including implementation of the Community Plan**
2. To receive reports from members on their areas of responsibilities, specifically in relation to the Community Plan including:
3. HD3 provision of small number of downsizing/ retirement homes in the village (TG/MH)

Trevor Gill reported that the Community Land Trust was continuing to try to find land for affordable housing.

1. HD 4 & 5 provision of a small number of workshops and office units in the village (MH/GM)

Michael Hutchings had nothing new to report.

1. ES1, 2 & 3 – investigation of the demand for new facilities for young children, teenagers and sporting activities (AR)

Ann Reeder reminded members that a perceived need for additional facilities for children and young people had been identified as part of the Community Plan process and at the recent Annual Parish Meeting. Ann said that a questionnaire would possibly be distributed in the autumn to gather more details about the kind of facilities wanted by residents. The Parish Council would not initiate this but would support it. The next step was to speak with Millennium Green trustees, the school and, in time, the Community Land Trust. Ann said that the Clerk could direct groups to sources of grant funding.

1. To note that the Council’s application to the Local Council Award Scheme has been submitted.

**Noted.** Ann Reeder reported that the website had been updated to comply with the requirements of the scheme.

1. To discuss bus service provision in the Parish and agree any action to be taken. (MH)

Michael Hutchings said that the lack of public transport serving the Parish was a problem that should be considered, especially in light of the Community Land Trust’s aim of providing more affordable housing. Michael asked if this problem should be raised with local bus companies.

**19:55** - The Chairperson allowed a public open session.

Members of the public felt that a more regular bus service would be good for the Parish but noted that this may affect the number of customers using the village shop.

**19:57** - The Chairperson brought the public open session to a close.

Members noted that bus services were being cut in other areas and that the chance of achieving any new bus services was minimal. It was further noted that South Somerset Community Accessible Transport operated in the Parish.

1. **Financial Matters**
2. To approve the cash book and bank reconciliation for the period to 22 June 2018.

**RESOLVED: The Cash Book and Bank Reconciliation for the period to 22 June 2018, as verified by Trevor Gill, were approved and signed by the Chairperson.**

1. To approve the Q1 budget monitoring sheet.

**RESOLVED: It was proposed and agreed to approve the Q1 budget sheet as presented.**

It was **agreed** to take item 8f. at this point in the meeting.

1. To note that Ann Reeder, Tim Daniel and the Clerk have attended a SALC training course called Responding to Planning Applications. To agree to cover the cost of Tim Daniel’s place and 1/3 of the Clerk’s place on the course, amounting to £40.00.

**RESOLVED: It was proposed and agreed to cover the £40 cost.**

1. To approve payments of:

|  |  |  |
| --- | --- | --- |
| Zöe Godden | Salary and expenses June 2018 | £161.94 |
| HMRC | Income tax re Z Godden June 2018 | £ 32.00 |
| SALC | Responding to Planning Applications training (Tim Daniel) | £ 30.00 |

**RESOLVED: The above accounts were approved for payment. Geoff McHugh and Trevor Gill were agreed as cheque signatories.**

1. To consider contributing to the cost of the Clerk’s Principal membership of the Society of Local Council Clerks of £16.66.

**RESOLVED: It was proposed and agreed to contribute £16.66 towards the cost of Principal membership as requested.**

1. To consider a grant application in relation to WW1 commemorations.

Members agreed that they supported the grant request in principle but had several questions for the applicants.

**20:11** - The Chairperson allowed a public open session.

**20:21** - The Chairperson brought the public open session to a close.

Members noted the applicants’ comments. There was some discussion about the idea of a new war memorial.

**20:24** - The Chairperson allowed a public open session.

**20:26** - The Chairperson brought the public open session to a close.

**RESOLVED: It was proposed and agreed that the Parish Council would earmark up to a maximum of £300 that could be accessed by the applicants towards the cost of arranging activities in relation to WW1 commemorations.**

1. For the Chairperson to receive Parish Council related passwords in a sealed and dated envelope to be opened only if required, in line with financial regulation 6.11.

The Clerk handed the envelope to the Chairperson.

1. To hear an update on the application for online banking services and to consider signing a letter to allow the Clerk to speak to the bank on behalf of the Parish Council

**RESOLVED: It was proposed and agreed that Trevor Gill, Geoff McHugh and Ann Reeder would sign the letter accordingly.**

1. Any other financial matters.

No other financial matters were raised.

1. **Correspondence**

No correspondence had been received.

1. **Planning**
2. To consider the following planning application and make recommendations to SSDC

No new planning applications had been received.

1. To report any relevant planning decisions made by SSDC:

**18/01203/COU** - 1 Blackford Way, North Road, Charlton Horethorne. DT9 4NS - Change of use of land from agricultural to residential – **Granted with conditions**

Trevor Gill noted that the conditions relating to this application were that the development should start within three years and should be in line with the submitted plans. There was also a further condition requiring new planning applications for any future development of the site.

1. To note that the Parish Council decided it was unnecessary to convene a special meeting to consider a planning applications and made comments as follows: 18/01446/COU - Manor Dairy Farm, Charn Hill, Charlton Horethorne. DT9 4NZ - Change of use of part of building from agricultural to B2 (general industrial) – **RESPONSE:** We have not been able to meet as a Parish Council within the time scale for making observations to South Somerset District Council. However, we have consulted parishioners and have received several representations. We have also visited the site and met the applicant. One of the policies in our Community Plan (Policy HD4) says: “Two additional small workshop units (for non-intrusive light industrial/service use) should be provided in the parish by the end of 2022 to promote local employment”. We understand that the present site for Marshalls Metal Fabrications at the Manor will no longer be available in the future and that its relocation to the application site would prevent the loss of that light industrial use in the village. We believe that it is important that the village retains small businesses such as Marshalls and continues to be a working village. We recognise and understand the concerns expressed by parishioners about noise and traffic that could result from this change of use. However, we believe these issues can be satisfactorily resolved and would expect that normal conditions regarding noise control, hours of operation and traffic are applied to any permission that is granted. We understand that noise abatement measures are already in place in the new building. Traffic movements and site operations outside normal hours should be on a limited and exceptional basis. We would expect that provision for lavatory and washing facilities are made if the application is approved. We would not oppose limited external storage at the building so long as it will be unobtrusive and not visible outside the site. Subject to these points, we support the application.

**Noted.** Tim Daniel explained that over 90 residents had been consulted on this application via email, with 15 responding to the request for comments. Because this application had not been discussed at a public meeting, Tim said that members of the public would be allowed to speak on this matter.

**20:35** - The Chairperson allowed a public open session.

**20:45** - The Chairperson brought the public open session to a close.

Michael Hutchings noted that the Parish Council would potentially support an increase in light industrial and office space in the village, and would certainly not want to lose any of the space currently available

1. **Items of Report / Future Business**

Tim Daniel said that the Parish Council would like to thank the Gardening Club very much for re-flowering the tubs on the Village Green and for organising a rota of people to water these. The Clerk was instructed to write a letter of thanks.

***Action Parish Clerk***

1. **Public Open Session** - to consider any matters raised by members of the public.

No further matters were raised by the public.

1. **Date of Next Meeting:**  20 August 2018

**The meeting closed at 20:52.**

**Agreed and signed by the Chair­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**