

**Minutes of a meeting of the Parish Council held on Monday 21<sup>st</sup> October 2019**

**Present:** Michael Hutchings (Chairperson), Ian Macfarlane, David Peet, Jenny Peet and Simon Purcell.

**Also present:** Julie Ferguson (Clerk) and District Councillor Hayward Burt

There were 22 members of the public present at the start of the meeting.

**The meeting started at 19:30**

**1. To receive any apologies.**

Apologies had been received from District and County Councillor William Wallace and Mark Hughes (Community Land Trust).

**2. 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.

It was reported that numerous pot holes were appearing at Silver Knapp. The Clerk agreed to report them on the SCC website.

**3. Members' declaration of interests.**

Michael Hutchings declared an interest in Item 9b. Planning.

**4. To approve the minutes of the meetings held on 23<sup>rd</sup> September 2019**

JP informed the PC that there was an error in the number of road signs reported in the minutes, it being 48 signs counted (not 148 as reported). Also, it was pointed out by a member of the public that the Community Plan called for a *minimum* of 4 affordable homes, not a total as implied by the minutes. It was agreed on both points to leave the minutes as a true record of what was discussed and to record the amendments in the minutes of the present meeting.

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

**5. To hear reports from:**

- a. **PCSO John Winfield** was not present.
- b. **District Councillor Hayward Burt** reported that Somerset District Councils Environment Strategy had been adopted and approved and was available on the website (link available from the Clerk). The aim was for the Council to be carbon neutral by 2030. Somerset Waste Partnership would be carrying out doorstep collections of hard plastics from September 2020, with the general waste collection moving to a 3-week rota and recycling collections continuing weekly. He further reported that, despite moves to introduce charges, it was still currently free to park in Wincanton.
- c. **County Councillor William Wallace** was not present.

**6. Council Matters, including implementation of the Community Plan**

- a. To receive reports from members on their areas of responsibilities, specifically in relation to the Community Plan including:

- i. HD2 provision of a minimum of four affordable homes in the Parish (MH)

This would be included in the discussion for Item 9c.

- ii. To hear an update on the work of Charlton Horethorne Community Land Trust. (Mark Hughes)

This would be included in the discussion for Item 9c.

- iii. HD3 provision of small number of downsizing/retirement homes in the village (MH)

This would be included in the discussion for Item 9c.

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

Nothing to report. It was requested to remove this item from future agendas.

***ACTION: Parish Clerk***

- v. TRS 1 to 7 – Traffic and road safety issues (SP)

SP reported that the road sign inventory was complete and he would be drafting a letter to Gary Warren, Somerset Highways to report the results. JP had particular issues that gave cause for concern, a damaged and badly faded 'Give Way' sign on the B3145 slip road in the centre of the village and no warning sign on the junction of Water Lane & the B3145. Joint ownership SID discussions were ongoing between SP & Henstridge PC, however there were concerns about potential problems with this arrangement which would need to be considered. With a 2/3 (Henstridge), 1/3 (Charlton Horethorne) agreement the minimum expenditure would be £1200. The Electric Vehicle Charging Point literature had been provided to the landlord of the Kings Arms and he was considering installing a unit.

***Action Simon Purcell***

b. Defibrillator Group (DG)

- i. To hear an update on the defibrillator working group (IM) to include guest speaker Martin Fagan, National Secretary of the Community Heartbeat Trust (CHT).

Ian Macfarlane introduced Kelvin Hughes & Martin Fagan from the CHT and explained that the DG had been set up in the village a few months earlier with the aim of installing a unit in the village. The CHT had assisted this process and were here to present the benefits to the community and address any concerns. A report had been made available to everyone to aid the presentation.

Kelvin Hughes spoke first, explaining that he had been working closely with the DG for 6 months on this project and was now in a position to make a number of recommendations to CHPC:

- CHT recommends that a community public access defibrillator would benefit the village.
- CHT recommends the PC provide training on how to carry out CardioPulmonary Resuscitation (CPR) and how to operate the defibrillator.
- CHT recommends that the BT phone kiosk would be the perfect solution for housing the defibrillator due to its central location in front of the village shop.
- CHT recommends the PC use the CHT to maintain the defibrillator.

Martin Fagan then gave a very detailed explanation of the actions involved when coming across a casualty in need of resuscitation, including calling the emergency services, carrying out chest compressions and using the defibrillator. He then went onto make further points in support of the parish installing a defibrillator:

- CHT is a charity that is there to help communities look after their equipment, offering governance, sustainability, longevity & resilience.
- The Defibrillator Availability Bill is going through Parliament and, if passed it will become law for every public building to have a defibrillator within 200m of that building, within 2 years. Discussion clarified that the Village Hall and the school would be considered public buildings, but the Church would not. It was agreed to contact the school to discuss further.
- The Law in England and Wales protects members of the public from prosecution in the following ways:
  - i. Whilst attending to a casualty, any member of the public is covered by all laws that apply to anyone working for the NHS.
  - ii. The SARAH act covers good Samaritans coming to the aid of a person in need.
  - iii. Laws involving suing require proof that the person coming to the aid of the casualty made the outcome worse than it would otherwise have been, had no action been

taken. It was widely accepted that, in the event of cardiac failure, the outcome would be death, without intervention.

- The defibrillator that had been selected was the best unit currently recommended by the CHT for the following reasons:
  - i Most sensitive and could be used safely on both children & adults.
  - ii Once attached to the casualty it gives helpful feedback on, for example speed of compressions (faster/slower).
  - iii It has a large temperature operating range.
  - iv Records lots of information whilst in use, including voice & ECG data which can then be downloaded by the Ambulance crew and taken back with the patient.
- Over a 10-year period, with more than 5500 units managed there had been 16 cases of theft recorded. The instances of theft were split equally between locked & unlocked cabinets. The preference of CHT was to have an unlocked cabinet to ease access.
- In the event of theft or damage, CHT provide the insurance cover and will replace the unit.
- In the event of a 999 or 112 call, your mobile phone will use the strongest network available.
- Maintenance requires a visual check (green tick showing through the clear cabinet) each week, indicating a self-check has been carried out. Also a monthly check that the electrodes are not exposed.
- CHT will carry out an annual check on the unit. The battery & electrodes need to be replaced every 5 years.
- CHT own the defibrillator, a donation from the community of £2000 is required (made up from private donations & grants) and there is an annual cost of £135 for the maintenance contract. The insurance policy carries a £25 excess, in the event of a claim.
- CHT will also provide the red & gold paint for the BT kiosk that houses the defibrillator.

Steve Morris, a GP from Sherborne & resident of Charlton Horethorne, then spoke in support of the defibrillator being installed in the village. He explained what happens when the heart goes into fibrillation and that lives really are saved by having one available in the community. He also impressed the importance of having a Do Not Resuscitate (DNR) order in place, should that be your wishes and ensuring that friends and family are aware of those wishes.

IM, on behalf of the PC thanked all the speakers for their time and efforts in supporting this installation and for the comprehensive presentation & information that had been given to everyone present. He explained that an application to SSDC for a community grant would need to be approved by the PC before it can be submitted. IM also asked the PC to consider making a donation towards the unit. Fundraising would be required to help meet the total cost. District Councillor Hayward Burt said that a grant might be available from SSDC, with a deadline of December 2019.

**RESOLVED: It was proposed and unanimously agreed to proceed with the installation of community defibrillator and approve the submission of a community grant application to SSDC by the Parish Council, for the purposes of installing a defibrillator in the village.**

***ACTION: IM & Parish Clerk***

- c. To report on interest for route 60+ SCC road safety presentation for older drivers. JP said that 16 villagers had recorded interest in attending the presentation. It was unanimously agreed to hold the presentation in the village.

***ACTION: Parish Clerk***

## **7. Financial Matters**

- a. To approve the cash book and bank reconciliation for the period to 24<sup>th</sup> September 2019.

**RESOLVED: It was proposed and agreed to approve the cash book and bank reconciliation up to 24<sup>th</sup> September 2019.**

- b. To approve payments of:

Julie Ferguson	Salary & expenses October 2019	£167.76
HMRC	PAYE October 2019	£31.80

**RESOLVED: it was proposed and agreed to approve the payments as presented.**

- c. Any other financial matters.

No other financial matters were raised.

#### 8. Correspondence

- a. To note receipt of Somerset Rivers Authority Annual Report 2018-2019.

The Full report had been circulated by email and noted by all.

- b. To note receipt of SSDC Ranger Scheme flyer.

This was not considered to be needed at this time.

- c. SCC Highways Winter Services.

It was agreed that the 4 village grit bins would be checked and filled with existing supplies, as required.

**ACTION: Parish Council (all)**

#### 9. Planning

- a. To report any relevant planning decisions made by SSDC.

There were no decisions to report.

- b. To consider the following planning applications and make recommendations to SSDC:

**19/012314/FUL** – Change of use of land from agricultural to residential. The conversion of barn to dwelling with revised vehicular accesses and parking areas. Barn at Golden Valley Farm, Water Lane, Charlton Horethorne.

DP summarised the application after having visited the application site along with other PC members. Whilst supportive of the conversion of the barn, there was concern with 2 new access points, one of which had limited visibility.

**RESOLVED: It was unanimously agreed to support the conversion of the barn to a dwelling with the preference that only a single access point be approved.**

**ACTION: Parish Clerk**

**19/02601/FUL** – Change of use and erection of extension to agricultural building to form an activity room/studio and a workshop. Heron Farmhouse, Old Bristol Road, Sigwells DT9 4LN.

2 members of the PC visited the application site and spoke with neighbours. The site was observed to be small and all changes internal to the building with no adverse effects on the surroundings.

**RESOLVED: It was unanimously agreed to support the application & recommend approval.**

**ACTION: Parish Clerk**

**19/02830/DPO** - Application to discharge a S106 agreement between South Somerset District Council and David John Norman and Valerie Mary Norman dated 10th December 2007 relating to planning approval 06/04596/FUL in relation to an agricultural tie. Ciderhouse Farm, Sigwells, DT9 4LN.

DP reported that he had spoken with the applicant's agent to better understand the history behind this application. It was explained that the S106 affects the open market valuation and would not be used if the planning permission were to be sought today, within the National Planning Policy Framework.

**RESOLVED: It was unanimously agreed to support the application & recommend approval.**

**ACTION: Parish Clerk**

- c. To consider authorising members of the Council to engage further with Grass Roots Ltd and Hopkins Estates Ltd about the proposal for a development off Harvest Lane.

MH reported that there was a planned presentation in the village hall by GRPL & HEL on the 3<sup>rd</sup> December, 3.30pm to 7pm and encouraged everyone to come along and engage with the developers, to ensure that they understand the general feelings of the village, and not just those of the Parish Council. He summarised the contents of an email that had been received by the Clerk earlier in the day, in response to a request from the PC that they consider reducing the overall

number of properties in line with the Community Plan. It was understood, from the tone of the letter that this would not be considered 'as this would be commercially unviable'. Furthermore, it indicated that, should the PC not support the proposed scheme, they would withdraw from the process and prepare a different application for the site, which could mean a larger development.

MH re-iterated the importance of maintaining communication with the applicants and their representatives, and asked for agreement from the PC to engage with GRPL & HEL in advance of the presentation, to ensure that the application doesn't stray from the needs of the community.

**RESOLVED: It was proposed and unanimously agreed to allow members of the PC to engage further with GRPL & HEL about the Harvest Lane development.**

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

There were no items of report.

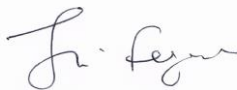
**11. Public Open Session** - to consider any matters raised by members of the public.

A member of the public stated that there is still opposition in principle, from some residents, to any development which is not infill.

There were no further matters raised by members of the public.

**12. Date of Next Meeting:** 25 November 2019

**The meeting ended at 20:50.**



Julie Ferguson  
Parish Clerk

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**Charlton Horethorne Defibrillator Installation Project Group**

**September 2019**

**Introduction**

A group of Parish residents volunteered to consider the installation of a Public Access Defibrillator in the village. The group's remit was also to ensure that any programme gives members of the Parish the opportunity to be trained in Cardiopulmonary Resuscitation (CPR).

The group consists of 7 residents.

Members of the group:

Kelvin Hughes – retired St John's Ambulance trained first aider and convenor of the group

Ian Macfarlane – member of CH Parish Council

Steve Morris – local medical GP

Sue Fisher – duties include CPR training

Trevor Gill – retired headteacher and former Chair of CH Parish Council

Jill Maronge – GP practice medical receptionist

Tim Daniel – retired solicitor and former Chair of CH Parish Council

### Background

The increasing demand on the NHS resources, and the uncertainty of timely medical intervention is a concern for a substantial number of the population. Almost daily the media reports on funding reductions and staff losses.

Each year in the UK approximately 60,000 people sustain cardiac arrest outside hospital and are treated by emergency medical services. If defibrillation is delivered promptly, initial survival rates as high as 75% have been reported. That survival rate can be improved even further by the provision of public access defibrillators and CPR training. In a recent survey, three quarters of people said they would not feel confident enough to act if they saw someone having a cardiac arrest. That can be changed with more CPR training, the installation and use of defibrillators and greater awareness.

To help someone who is in cardiac arrest, a defibrillator needs to be found as quickly as possible. For every minute it takes for the defibrillator to reach someone and be used, their chances of survival reduce by between 10% and 20%. The provision of a local defibrillator can therefore only improve the chances of survival.

The awareness of the need for defibrillators is increasing and their provision is spreading as can be seen at many locations. Based on Community Heartbeat Trust statistics there are currently 25,000 defibrillators nationwide. This needs to be improved on. There are fifteen within ten miles radius of Charlton Horethorne, the nearest being in Sherborne. Following his death from cardiac arrest this June, the family of Leyton Orient footballer, Justin Edinburgh, have called for a change in the law to make defibrillator equipment compulsory at all sports facilities.

The provision of public access defibrillators is endorsed by several ambulance services, including West Midlands Ambulance Service NHS Trust, Welsh Ambulance Services NHS Trust, Scottish Ambulance Service, East of England Ambulance Service NHS Trust.

Now is the time to act and show our support for Parish residents.

### Project

Whilst there were many issues to address, the majority fell into four main categories:-

- 1) Location
- 2) Product
- 3) Finance
- 4) Legal

### Location

Common issues to be resolved with all locations :-

- a) Accessibility b) Power c) Installation d) Protection e) Permissions.

Locations Considered:-

Phone box, shop, pub, outside village hall, school, church, village green, Millennium Green

The selected site should be :-

Near the centre of the village

Accessible to all

Ideally have its own power source

Have its own protective shell

Be highly visible

Our recommendation would be for the Parish Council to “adopt” the village phone box. The kiosk is “listed”, so appropriate permissions need to be sought, which, we understand, should not be a big issue.

The Phone Box satisfies the location requirements and could be “adopted” from BT by the Parish Council at a cost of £1 under their adoption scheme for Communities. The Parish Council has started the process of adoption of the phone box.

BT have confirmed their agreement to a phone box being used for housing a defibrillator and have confirmed that they will continue to provide electricity to power the light in the phone box for adopted kiosks, free of charge to Communities. The phone box has an 8 watt power source, which would have to be increased to 24 watts to power the defibrillator cabinet. BT would remove the existing phone. We would ensure all other issues are resolved on installation.

### Product

Issues to be considered when recommending the Product.

Cost

Maintenance

Locked/Unlocked

Protection-from elements, possible damage.

Cabinet- necessary or not.

Ease of use - script/video/audio.

The Group’s recommendation would be to install a Community Public Access Defibrillator within the village Phone Box, and the recommended product would be a Zoll AED 3 Defibrillator, plus a ShockBox Rotaid Cabinet, for a total cost of approximately £2000.

Details of our recommended items are issued as a separate document.

### Finance

Initial informal discussions with South Somerset District Council (SSDC), Somerset County Council (SCC) and Charlton Horethorne Parish Council, have indicated that grants could be made available, which would contribute substantially to the initial installation costs of approximately £2000. SSDC in particular have awarded grants of about £1,000 to parishes for projects.

The Parish Council could apply to SSDC and SCC for grants. Application forms from the three bodies concerned are available on their websites.

The group suggests that a public appeal to parishioners would be able to raise funds as well.

The likely ongoing annual cost to the Parish Council for maintaining the equipment is a total of £135 for a Support Agreement with CHT (which includes equipment and battery replacement and annual service check). There could be an additional cost of £100 as an insurance excess if a claim for damage or theft is made. After four years, there is a £50 renewal fee to maintain the Managed Fund Solution (see CHT in Legal below). The average lifetime of a public access defibrillator, if properly maintained and stored, can be up to fifteen years.

### Legal

Our recommendation would be to take advantage of the services offered to us by The Community Heartbeat Trust (CHT) – see <https://www.communityheartbeat.org.uk/>, who would manage the installation project on our behalf within their Managed Fund Solution.

CHT would become the owner in law of the equipment and therefore the following items are included in the managed fund package:

Public Liability Insurance.

Theft and damage Insurance.

Provision of equipment VAT exempt with an appropriate VAT exemption Certificate.

Replacement equipment if for any reason our equipment is out of service.

Contact with local ambulance service.

A counselling service as part of “duty of care”

Annual health check of equipment, both defibrillator and cabinet.

CHT are recommended by BT as the preferred route for defibrillator installations in phone boxes. After four years the Parish Council would be able to take over the responsibility for the CHT package and may therefore want to consider setting up a reserve fund for this purpose. Alternatively, CHT could be asked to continue their service.

### Cardiac Pulmonary Resuscitation

According to the medical profession, knowledge of, and use of CPR, is an essential prerequisite to the application of a defibrillator in determining the quality of recovery of the patient.

Consequently, we shall be arranging training sessions for interested members of the Parish to gain knowledge of CPR and how to apply in an emergency situation.

### Training

The Managed solution from CHT includes “hands on” CPR training for up to 50 people and we propose this is used. We additionally have an offer from a member of the medical profession within our Group, to assist with CPR training.

### Conclusion

The Group’s view is that now is the time to make sure that our Parish benefits from the availability of advanced medical aids, giving all residents the best opportunity for a quality recovery from cardiac arrest.

We achieve this by involving a professional charitable organisation in the installation of a quality defibrillator within the protective environment of the village telephone box, and by ensuring that residents have the opportunity to achieve “trained status” on Cardiopulmonary Resuscitation.