

CHURCHSTANTON PARISH COUNCIL

MINUTES/ACTION NOTES

Name of meeting:	Churchstanton Parish Council Meeting
Date meeting held:	Wednesday 13 th January, 2021
Meeting location:	Virtual Meeting via Zoom
Present:	Cllr. Ken Pearson, Cllr. Andrew Crabb , Cllr. Raadiyah Rifath,
In attendance	County Councillor John Thorne, District Councillor Ross Henley, Joe Knowles, John Milne
Chair	Cllr. Ian Firth
Clerk	Julie Wardle
<u>Public Participation Time</u>	<p><u>Joe Knowles (OSMG)</u> Following their extra-ordinary meeting, the OSMG have formally accepted the request from the parish council to manage The Quarry project on their behalf.</p> <p><u>John Milne</u> John expressed his thanks for the parish Christmas tree. There has been a lot of positive feedback from many people in the parish regarding both the Christmas tree and the parish Christmas card which had both been very much appreciated.</p>

Reports from County / District Councillors, Neighbourhood Watch & Police	<p><u>County Councillor John Thorne</u> provided a written report, a copy of which is available on the parish council website or by contacting the parish clerk.</p> <p><u>Climate Emergency Community Fund Applications</u> – The County Council are still unclear as to when they will be able to consider applications to this fund following the redeployment of council officers to support the Covid-19 response.</p> <p><u>Broadband Contract</u> – Airband are the appointed contractor for this area but we are still awaiting details of the rollout plan.</p> <p><u>District Councillor Ross Henley</u></p> <p><u>Dog Fouling</u> - Ross has spoken to SW&T District Council and requested support from council officers with regard to the ongoing problems with dog fouling in Churchinford and the need for a public protection order to be issued for the village.</p> <p><u>S106 Funding / Honiton Road</u> – Ross had had a meeting with some residents on Honiton Road regarding the outstanding S106 remaining from the development of Drake Meadows. Ross is currently liaising with Larkfleet and SW&T planning department regarding this in order to resolve the situation regarding the parking behind their properties.</p> <p><u>Housing</u> - Ross has raised concerns with SW&T housing regarding several issues including paving, maintenance, parking and use of / hire of garages in Churchinford. There has been a recent change in Housing Estates Officer for Churchinford and Ross will be meeting with the new post holder later this week to discuss these concerns. In addition, Ross has arranged for SCC Highways to visit Newbury's Patch to consider if there is anything that could be done to improve parking for the residents.</p> <p><u>Covid-19</u> - Ross had spoken to Karen Button, Practice Manager, Blackdown Practice who confirmed that their vaccination programme will start on Friday 15th January in Cullompton. The Blackdown Support Group will continue to provide support with transport if/when required.</p> <p><u>Fly Tipping</u> - This is an ongoing problem, in and just outside the parish, and, in particular, there is a hotspot of criminality currently taking place on the cut through road just inside Otterford parish and Corfe. Both Ross and Cllr. Firth had reported this to the police. Ross has approached SW&T to enquire if there was any possibility of cameras being installed to monitor the criminal activity.</p> <p><u>Business Grants</u> – Will be released in the next few days. There will be a single process for applying and the council will, depending on how many days your business was in Tier 2,3, or 4, inform the applicants which grants they are entitled to.</p> <p><u>Play Area / Fairfield Green</u> - Following a request from a resident, Ross had chased SW&T regarding the overdue maintenance of the play area on Fairfield Green and work has now begun to tidy the area.</p> <p><u>PCSO</u> – No update</p> <p><u>Neighbourhood Watch</u> – The parish clerk had received one report from the Neighbourhood Watch regarding a fake text / Covid Scam. Please note that the vaccination is only available on the NHS and you will not have to pay for it and you will not be asked to provide any bank or credit card details.</p>
1. To resolve to exclude members of the press or public	None
2. Apologies	Cllr. Ian Foxwell, Cllr. Helen Humble, Cllr. Dan Prettejohn
3. Declaration of Interest	None

NB: Those present at this meeting should be aware that their names will be listed in the notes of the meeting which may be released to members of the public on request.

Approval/amendment of minutes of previous meeting –

4. Approval and sign off draft minutes of previous meeting	Minutes of CPC Meeting held on 8 th December, 2020 - Approved
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Agenda Item	DISCUSSION AND NEW ACTIONS	Action by Whom	Action Date
5. Covid-19 - Update	The parish clerk had contacted Karen Button, Practice Manager, The Blackdown Practice who had confirmed that their vaccination programme will start on Friday 15 th January in Cullompton. The practice have asked that patients do not contact the surgery to request an appointment for their Covid vaccination, the practice will contact you.		
6. Action Review Summary	<ul style="list-style-type: none"> – <u>The Quarry</u> – The OSMG have agreed and are pleased to be able to manage this project on behalf of the parish council. Cllr. Firth had met with Trevor Lloyd and a potential contractor for the work. The initial priority is to create the access and potential parking. Quotes are currently being obtained. The clerk had been in contact with SCC Highways who will confirm if there is any requirement to obtain permission to reopen the existing access. The plan, when Covid allows, is to hold a parish meeting to gather ideas and get the community involved in the project. The Churchstanton School Allotments Charity have now prepared a contract for signing to enable access across their plot of land for a period of 5 years. The clerk will visit Ian Hooper and sign the contract on behalf of the Parish Council. – <u>Defibrillator</u> – A site check had been completed. These will be completed monthly to ensure the equipment is in working order. Cllr. Crabbe will be changing the signage shortly. – <u>Neighbourhood Plan</u> – Cllr. Pearson made the following proposals for approval: – ‘Agree to the temporary employment of an Administrator for a year funded from the Budget to assist in the setting up of the Steering Group; providing support for the identified tasks in the Project Plan, including applying for Grant Applications, with an estimated cost of £1,000 pa (£9.27 SCP1, for 8hrs/m)’ <i>One councillor was against, One in favour and two abstentions</i> <p>A job description will be written for the role but the role will not be advertised or filled until a steering group can be established.</p> <ul style="list-style-type: none"> – ‘Agree the Terms of Reference of the Steering Group’ <i>Approved with three councillors in favour and one abstention.</i> <p>The parish council will continue to seek interest from the parish in order to form a Neighbourhood Plan Steering Group.</p>		

	<ul style="list-style-type: none">– <u>Climate Emergency Community Fund</u> – The review of applications to the Climate Emergency Community Fund has been delayed due to the redeployment of council officers to support the Covid-19 response.– <u>ID Badges for Councillors</u> – Photographs are required from all councillors and the clerk to progress this.																																				
7. Finance	<ul style="list-style-type: none">• Balance of Accounts as at 31st December, 2020 <table><tr><td>Current Account</td><td>2135.13</td></tr><tr><td>Deposit Account</td><td>21438.53</td></tr><tr><td><u>Total</u></td><td><u>23573.66</u></td></tr><tr><td>Restricted Funds</td><td>1905.08</td></tr><tr><td>Unrestricted Funds</td><td>21668.58</td></tr><tr><td><u>Total</u></td><td><u>23573.66</u></td></tr><tr><td></td><td></td></tr><tr><td><u>Income (included in figures above)</u></td><td></td></tr><tr><td></td><td></td></tr><tr><td><u>Payments approved (not included in figures above) - Community Heartbeat Trust</u></td><td>2598.00</td></tr><tr><td></td><td></td></tr><tr><td><u>Payments for approval (not included in figures above)</u></td><td></td></tr><tr><td>Amazon Marketplace – Ink Cartridges</td><td>52.95</td></tr><tr><td>Cllr. Pearson – Headset</td><td>20.00</td></tr><tr><td>Parish Clerk Fees – December 20</td><td>219.05</td></tr><tr><td></td><td></td></tr><tr><td><u>BALANCE Remaining</u></td><td><u>20683.66</u></td></tr></table> <ul style="list-style-type: none">• Approval of payments – All payments listed above were approved for payment.• The proposed 2021-2022 budget plan was proposed by Cllr. Firth, seconded by Cllr. Rifath and approved by the parish council• The proposed 2021- 2022 parish council precept of £11,490 was proposed by Cllr. Firth, seconded by Cllr. Crabbe and approved by the parish council	Current Account	2135.13	Deposit Account	21438.53	<u>Total</u>	<u>23573.66</u>	Restricted Funds	1905.08	Unrestricted Funds	21668.58	<u>Total</u>	<u>23573.66</u>			<u>Income (included in figures above)</u>				<u>Payments approved (not included in figures above) - Community Heartbeat Trust</u>	2598.00			<u>Payments for approval (not included in figures above)</u>		Amazon Marketplace – Ink Cartridges	52.95	Cllr. Pearson – Headset	20.00	Parish Clerk Fees – December 20	219.05			<u>BALANCE Remaining</u>	<u>20683.66</u>		
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8. Planning Applications	None																																				
9. GDPR	The clerk had circulated the following documents for consideration and approval: <ul style="list-style-type: none">• Privacy Policy• Privacy Notice (Councillors & Clerk)																																				

	<ul style="list-style-type: none"> • Privacy Notice (Public) • Consent Form <p>Following discussion all the above documents were unanimously approved by the parish council. The clerk will start the completion of an internal GDPR audit questionnaire on behalf of the parish council to ensure compliance.</p>		
10. Local Plan Review 2040	The clerk had circulated a briefing from County Councillor John Thorne regarding the SWT Local Plan review and suggested development sites. This is for information only and there is no further action or response required at present.		
11. Highways / PPLO / Outdoor Space	<p><u>Dog Fouling</u> - The Parish Council together with our District Councillor Ross Henley, have requested support from the District Council in order to deal with the ongoing problem with dog fouling. The parish council will be seeking a 'Public Spaces Protection Order' on the whole of Churchinford within the 30mph speed limit. This order covers dog fouling as well as other things such as littering and will potentially enable the parish council to act against persistent dog foulers.</p> <p><u>Signage</u> – The clerk had been in contact with the Traffic Management Team about installing a 'frail people likely to cross the road ahead' sign on Royston Road as you approach the village. The traffic management team required confirmation as to the exact location that the parish council would like the sign placed. The clerk will direct them to contact Cllr. Crabbe who will liaise with them to arrange this.</p> <p><u>PPLO (Public Paths Liason Officer) Update</u> – Peter Allfrey has sent a further report to the SCC 'Rights of Way' team detailing his findings on our parish footpaths. The parish council wish to thank both Peter and Sarah for their time as PPLO's in our parish.</p>		
12. Correspondence	<ul style="list-style-type: none"> • Ashfords LLP – Advice on Registration of Land at The Quarry • Stronger Somerset Proposal (information only) • SCC – Climate Emergency Fund • Street Trading Consultation • SWT Local Plan Review 		
13. Items of Future Business for the next Agenda	<ul style="list-style-type: none"> • Parish communication 		
Date of Next Meeting	Wednesday 10th February, 2021		