

CHURCHSTANTON PARISH COUNCIL

MINUTES/ACTION NOTES

Name of meeting:	Churchstanton Parish Council Meeting
Date meeting held:	Wednesday 13 th May, 2020
Meeting location:	Virtual Meeting via Zoom
Present:	Cllr. Ken Pearson, Cllr. Helen Humble, Cllr. Dan Prettejohn, Cllr. Andrew Crabb, Cllr. Raadiyah Rifath
In attendance	District Councillor Ross Henley, County Councillor John Thorne
Chair	Cllr. Ian Firth
Clerk	Julie Wardle
<u>Public Participation Time</u>	The Clerk had received a telephone call from Diana Morris who was concerned at the recent 'temporary' closure of the Churchinford Surgery due to Covid-19. Diana suggested that the Parish Council might contact The Blackdown Surgery to request clarity regarding their plans to reopen Churchinford surgery in the future. It was agreed that both the Parish Council and District Councillor Ross Henley would contact the practice manager to clarify the situation.
Reports from County / District Councillors, Neighbourhood Watch & Police	<p><u>County Councillor – John Thorne</u> - Councillor Thorne provided a lengthy written report, a copy of which is available on the Parish Council website or by contacting the Parish Clerk.</p> <p><u>District Councillor – Ross Henley</u></p> <p><u>Small Business Grants</u> – SW&T District Council have already paid out more than £33 million in grants to small businesses in the SW&T area with several further businesses currently going through the application process. Cllr. Henley raised his concerns regarding those businesses that may not have qualified for these grants, particularly if the crisis continues through the Summer. He has suggested to SW&T that any monies not used in this initial round of grants could be pooled with monies remaining in other districts to create a County fund that could provide grants to those businesses who did not qualify under the government criteria.</p> <p><u>Planning applications</u> – The planning process continues despite the current Covid-19 crisis. Cllr. Henley had been to visit the site of application no.10/19/0030 and had spoken to the applicants – this application is ongoing.</p> <p><u>Fly Tipping</u> – Cllr. Henley had reported what appeared to be fly tipping on Beech Lane, just outside the parish. It was unclear at this stage whether this was definitely fly tipping or possibly due to an overturned vehicle. If anyone wishes to report any fly-tipping in the area, you can do so at https://clearwaste.com/dashboard.</p> <p><u>Re-cycling centres</u> re-opened on Monday. Cllr. Henley had been to check the site was prepared with suitable signage and that social distancing measures were in place. The site appeared to be well organised and set up ready for the public to use.</p> <p><u>Garden waste</u> collection also starts this week.</p> <p><u>PCSO Report</u> - The Clerk had contacted our local PCSO's to invite them to either attend our monthly parish council meetings in person or to send a monthly report for our area that can be shared with the parish. It was felt that it would be good to know who our PCSO's are and build a strong working relationship with them moving forwards. The parish council were disappointed that unfortunately, the PCSO's are unable to do either of these due to the size of their beat area and the number of parish councils within these miles. The Parish Council agreed to challenge this.</p>
1. To resolve to exclude members of the press or public	None
2. Apologies	Cllr. Ian Foxwell
3. Declaration of Interest	Cllr. Firth declared an interest in item 10 on the agenda – Unauthorised development in Stapley. Cllr Firth's company is acting on behalf of Mr Partridge.

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 11 th March, 2020 - Approved
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Agenda Item	DISCUSSION AND NEW ACTIONS	Action By Whom	Action Date
5. Adoption of Virtual Meeting Protocol	<p>The Virtual Meeting Protocol had been circulated to all Parish Councillors in advance for their consideration. The following comments were made:</p> <ul style="list-style-type: none"> Review date should be May 2021 when the current government legislation regarding virtual meetings expires. 1.2 Churchstanton Parish Council is operating on either the Zoom or Microsoft Teams platform. 3.1 The Parish Clerk will set up the meeting parameters and send an email invitation to Councillors. Councillors will need to click on the link in order to join the meeting. The Chairman will host the meeting. <p>The policy was unanimously approved subject to the above amendments.</p>	JW	10/06/2020
6. Covid-19 Response / Community Support - Update	<ul style="list-style-type: none"> The Parish Council have been working closely with the Blackdown Support Group (BSG) who have a strong list of volunteers able to support the vulnerable or those in need during the lockdown period. The Parish Council would like to register their thanks to all those who have volunteered to help. Cllr. Pearson had taken an unwanted government food parcel from a neighbour to a food bank in Taunton and will continue to do this each week. The Blackdown Support Group are providing the same service if required in our community. As far as the Parish Council are aware, there have been five cases of Coronavirus in the parish to date. Both the village hall and the community shop have received the £10k small business grant from the government. 		
7. Annual Parish Meeting & Annual Parish Council Meeting	Both postponed until 2021. Not required under current legislation brought in as a result of Covid-19.		
8. Action Review Summary	<ul style="list-style-type: none"> <u>The Quarry</u> – Following concerns raised by a local resident, Cllr. Firth had visited the site the previous weekend. Both the concerns regarding cars parked and the fly tipping were resolved and appeared to have a legitimate explanation. <u>Defibrillator</u> – No further progress. <u>Dog Bins</u> – Installation has been delayed due to the availability of workers to do the job in the current crisis. Dog fouling remains a problem in the parish. Cllr. Firth had written to SW&T for their help and support with this issue but a disappointing response had been received. <u>Neighbourhood Plan</u> – Cllr. Humble, Cllr. Pearson and the Parish Clerk are attending a Neighbourhood Plan webinar on Wednesday 20th May. <u>ACV's</u> – The Parish Council had received a response to their applications to register The York Inn and the derelict barn outside the village hall as Assets of Community Value (ACV's). The application for The York Inn was approved by SW&T however the derelict barn was rejected as the application did not meet the criteria. The village hall committee have been advised of the outcome. 		
9. Finance	<ul style="list-style-type: none"> Balance of Accounts as at 30th April, 2020 		

Current Account	£6803.08
Deposit Account	£19918.19
<u>Sub-total</u>	<u>£26721.27</u>
Uncleared Payments (April)	-£875.35
<u>Total</u>	<u>£25845.92</u>
Restricted Funds	£2885.08
Unrestricted Funds	£22960.84
<u>Total</u>	<u>£25845.92</u>
<u>April Income (included in figures above)</u>	
Precept 20/21 P1	£5042.00
<u>April Payments for approval (included in figures above)</u>	
Clerks Fees & Expenses (March 2020)	£213.04
Data Protection Fee	£40.00
BHPN Annual Subscription	£65.00
BHIB Councils Insurance	£597.31
Zoom Subscription (Annual)	£143.88
<u>May Payments for approval</u>	
Clerks Fees & Expenses (April 2020)	£123.70
<u>BALANCE Remaining</u>	<u>£25,722.22</u>

All payments listed above were approved for payment.

- End of Year Accounts – No queries raised.
- Internal Audit – The Parish Council approved the accounts for internal audit. The Parish Clerk will seek advice from SALC regarding who could perform the audit on our behalf.
- Quarterly / End of Year Budget Review by Parish Councillor – Postponed until further notice. Will be completed once social distancing rules are eased.
- Churchstanton Community Fund – Three applications have been received from:
 1. Churchstanton Primary School – Adventure Playground (£1,000)
 2. Churchinford & District Community Shop – Replacement of existing chiller with a more energy efficient unit (£1,000)
 3. Churchinford & District Village Hall – Roof repairs (£4,000)

The Parish Council had been contacted by the Somerset Community Foundation to enquire if they still wish to proceed with allocating any grants or if they were considering donating to the Somerset Coronavirus Appeal instead (part of NET – National Emergencies Trust)?

The Parish Council agreed to put this process on hold at present until such time that a public vote can be held.

JW

10/06/2020

10. Planning Applications

Unauthorised development – Stapley – The Parish Council have no comment to make regarding this at this stage.

11. Local Plan – Response to Consultation	Stage 1 of the consultation has now been completed. Stage 2 will take place between July – September and will involve consultation on draft policies, potential development locations and supporting documents informed by the previous stage. The Parish Council will need to be aware of this next stage as this could be when developers come forward with new sites to develop in the Parish		
12. Highways	Nothing to report. In future this agenda item will be combined with Parish Paths / PPLO update.		
13. Newsletter / Leaflet Production	Cllr. Humble and Cllr. Pearson will circulate their first draft of the newsletter to all Parish Councillors for their consideration prior to discussion / approval at the next Parish Council meeting. Cllr. Rifath to provide the Parish Council with a photograph and short biography for the leaflet and website.	JW/RR	10/06/2020
14. Correspondence	<ul style="list-style-type: none"> • Somerset Community Foundation Newsletter – Somerset Coronavirus Appeal • Request for support from Marie Curie charity Both circulated to all Parish Councillors in advance of this meeting		
15. Items of Future Business for the next Agenda	<ul style="list-style-type: none"> • PPLO Update • End of Covid Parish Celebrations • Parish Logo - Competition 		
Date of Next Meeting	Wednesday 10th June, 2020		