

CHURCHSTANTON PARISH COUNCIL

MINUTES/ACTION NOTES

Name of meeting:	Churchstanton Parish Council Meeting
Date meeting held:	Wednesday 14 th October, 2020
Meeting location:	Virtual Meeting via Zoom
Present:	Cllr. Ken Pearson, Cllr. Andrew Crabb Cllr. Helen Humble, Cllr. Raadiyah Rifath
In attendance	District Councillor Ross Henley, John Milnes, Joe Knowles, Ann Papworth
Chair	Cllr. Ian Firth
Clerk	Julie Wardle
<u>Public Participation Time</u>	<p>John Milne made the parish council aware of the recent passing of Mike Taylor of Fairfield Green who passed away on 19th September 2020 aged 86. During his retirement Mike was a driving force in the village for many years especially regarding the football team, the Village Hall, the Golden Age Club and the British Legion. The Parish Council wishes to thank and acknowledge Mike for his valuable contribution to Churchinford and to convey our sincere/deep condolences to his widow Elsie and the Taylor family.</p> <p>Joe Knowles advised the parish council that the OSMG held their AGM on 17th September as required by their constitution.</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>John encouraged the parish council to submit their applications to the Climate Emergency Fund as soon as possible and within the first window of the application stage.</p> <p>Cllr. Firth raised his concerns with Cllr. Thorne regarding the litter that Somerset Waste Partnership drop and leave on their weekly collections. This is a regular occurrence. Cllr. Thorne commented that this is a regular complaint which has been raised with SWP on a number of occasions in the past. Cllr. Thorne will ensure that this matter is raised once again.</p> <p><u>District Councillor Ross Henley</u> had also received complaints regarding garden waste collections that have been missed on several occasions which he has raised with SW&T.</p> <p>Council house in Gillards Mead – Cllr. Henley is chasing the program for replacement of windows, kitchen & bathrooms on behalf of a tenant.</p> <p>Play area on Fairfield Green – There has been a good community effort throughout lockdown to clear and tidy the play area on Fairfield Green. However, Cllr. Henley is chasing SW&T to ensure that in future they discharge their duties in order to maintain this play area for the community.</p> <p>Cllr. Henley had been to visit Mike Taylor some time ago, prior to lockdown and also acknowledged his contribution to Churchstanton parish.</p>

	<p>SW&T have launched a Track and Trace Grant for people who have lost their jobs or who are temporarily out of work due to COVID. There is a national grant for people on income-based benefits (ie universal credit) and also a local discretionary grant for people who have less than £3,000 in savings. This funding has been provided by the Government and is limited, so far the take up has been low.</p> <p>SW&T have also launched a Community Grant Scheme to support one off initiatives supporting COVID recovery and also for schemes considered valuable to the community. They are one of grants up to £5,000, not usually exceeding 75% of the total cost of the setting up of the scheme. The scheme is to help community groups become sustainable in the longer term and also for groups that have been helping in the recent COVID effort.</p> <p>Cllr. Henley had recently visited The York Inn and attended the Film Night in the village hall and commented on the excellent organisation, ensuring that all COVID safety requirements were adhered to.</p> <p>As requested by the parish clerk, Cllr, Henley was investigating with SW&T, the provision of ID cards for our parish councillors. These would ensure that councillors are easily recognisable when visiting planning application sites and attending community events.</p> <p>Planning – Planning application no. 10/20/0002 - Fairfield Stables will be going to the planning committee on Thursday 29th October. There are also a number of applications in Biscombe / Stapley which are currently ongoing. Cllr. Henley has been engaging with a number of residents involved with all of these.</p> <p>White Paper - Planning – Cllr. Pearson asked Cllr. Henley if he had been involved with discussion regarding this paper. Cllr. Henley had been involved and Cllr. Rigby has made a formal response on behalf of SW&T district council which has been circulated to parish councillors. Cllr. Pearson raised his concern at the changes affecting the threshold for providing affordable housing which will increase from 10 to 50 houses. Cllr. Henley commented on how important it is to provide affordable housing for rent for people who have links to the community enabling them to live in the community that they were brought up in.</p> <p>PCSO – No report available. The parish clerk has been sent a poster with photographs and contact details of the PCSO's which will be displayed on the parish noticeboards and published on the parish council website.</p> <p>The parish clerk had been contacted by one of our PCSO's regarding our request earlier this year to setup a Community Speed Watch group in the parish. We will require a minimum of three volunteers in order to set this up. The parish clerk will advertise this again in the CBO news.</p> <p>Neighbourhood Watch – The parish clerk has been in contact with Paul Johnson who is the Neighbourhood Watch co-ordinator for our parish. Paul will provide a monthly report to the parish council with details of incidents in our area.</p>
1. To resolve to exclude members of the press or public	None
2. Apologies	Cllr. Dan Prettejohn, Cllr. Ian Foxwell
3. Declaration of Interest	Cllr. Firth has previously worked for the agent working on behalf of the applicant on planning application 10/20/0014

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 9 th September, 2020 - Approved
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Agenda Item	DISCUSSION AND NEW ACTIONS	Action by Whom	Action Date
5. Covid-19 - Update	The parish council unanimously agreed to allow the village hall to retain our village hall fee pending their move back to holding meetings in the village hall as soon as possible.		
6. Action Review Summary	<ul style="list-style-type: none"> • <u>Defibrillator</u> – The parish clerk presented the option of a ‘managed solution’ provided by the Community Heartbeat Trust who will install and maintain a defibrillator in the telephone kiosk opposite the community shop. The total cost of this will be £2,565 in the current financial year and £165 (annual support) in future years. The advantage of the managed solution is that the defibrillator will be owned and maintained by CHT who will be responsible for the repair or replacement should it be required. The CHT will also provide training for the community and all the relevant theft, damage and public liability insurances. It was agreed that the Zoll AED 3 defibrillator with CPR feedback and meeting paediatric protocols was the best option from those provided. An annual support package (£165) will cover ongoing consumables ie. replacement pads. A member of the parish, Sylvia Jackson has very kindly offered to decorate the kiosk with paint provided free of charge by the CHT. Due to Sylvia’s current workload and changeable weather conditions in the Autumn and Winter seasons this may take 3-6 months. Cllr. Firth proposed that the parish council proceed with the managed solution and the annual support package as detailed above. This was seconded by Cllr. Humble and unanimously approved by the parish council. • <u>The Quarry</u> – Cllr. Firth to contact Gavin Saunders, Neroche Woodlanders to discuss the initial evaluation and requirements for the full management plan for the quarry. • <u>Neighbourhood Plan</u> – Cllr. Pearson reiterated the importance of commencing the Neighbourhood Plan as soon as possible. The clerk will advertise again for interest in setting up a steering group for the NP in the CBO news. Cllr. Pearson will contact members of the parish known to him who have previously expressed an interest. • <u>Climate Emergency Fund</u> – Cllr. Pearson proposed that the parish council agree that together with Otterford parish council they will support an application by Otterhead Lakes Trust for £20,000 in Round 1 (1st Oct-12th Nov) of the SCC Climate Emergency Fund for a Hydro-electric Project at Otterhead. Unanimously approved by the parish council. 	<p>JW</p> <p>IF</p> <p>JW KP</p>	<p>11/11/2020</p> <p>11/11/2020</p> <p>11/11/2020 11/11/2020</p>

	<p>Cllr. Pearson had attended a meeting of the village hall committee meeting on Monday 12th October to discuss the possibility of installing an electric vehicle charging point in the village hall car park. The village hall committee have many reservations with this at present. A considerable amount of further investigation prior to raising an application for funding from the Climate Emergency Fund will be required. The parish council will continue to look at options for obtaining this facility in the village and will discuss this again at a future meeting.</p> <ul style="list-style-type: none">• Parish Purchased Equipment – The parish clerk has received a quote for 20 stickers at a cost of £65 for dog bins, defibrillator, salt/grit bins and any other equipment purchased for the parish by the parish council. The parish council unanimously approved the purchase of these.																																						
7. Finance	<ul style="list-style-type: none">• Balance of Accounts as at 30th September, 2020 <table><tr><td>Current Account</td><td>3270.71</td></tr><tr><td>Deposit Account</td><td>24418.19</td></tr><tr><td>Total</td><td><u>27688.90</u></td></tr><tr><td>Restricted Funds</td><td>2885.08</td></tr><tr><td>Unrestricted Funds</td><td>24803.82</td></tr><tr><td>Total</td><td><u>27688.90</u></td></tr><tr><td></td><td></td></tr><tr><td>Income (included in figures above)</td><td></td></tr><tr><td>Parish Precept P2</td><td>5042.00</td></tr><tr><td>Parish Grant 2020/21 (OSMG £520 /Churchyard £535)</td><td>1055.00</td></tr><tr><td>Payments for approval (included in figures above)</td><td></td></tr><tr><td></td><td></td></tr><tr><td>Payments for approval (not included in figures above)</td><td></td></tr><tr><td>SALC Training – Councillor Essentials (RR)</td><td>25.00</td></tr><tr><td>Clerks Fees & Expenses (September 2020)</td><td>477.03</td></tr><tr><td>SLCC – Annual Membership</td><td>109.00</td></tr><tr><td></td><td></td></tr><tr><td>BALANCE Remaining</td><td><u>27077.87</u></td></tr></table> <ul style="list-style-type: none">• Approval of payments – All payments listed above were approved for payment.	Current Account	3270.71	Deposit Account	24418.19	Total	<u>27688.90</u>	Restricted Funds	2885.08	Unrestricted Funds	24803.82	Total	<u>27688.90</u>			Income (included in figures above)		Parish Precept P2	5042.00	Parish Grant 2020/21 (OSMG £520 /Churchyard £535)	1055.00	Payments for approval (included in figures above)				Payments for approval (not included in figures above)		SALC Training – Councillor Essentials (RR)	25.00	Clerks Fees & Expenses (September 2020)	477.03	SLCC – Annual Membership	109.00			BALANCE Remaining	<u>27077.87</u>		
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	<ul style="list-style-type: none"> • The parish council unanimously approved the distribution of the parish grant to the Churchyard (£535) and the OSMG (£520) • Clerk Annual Leave – The clerk explained the calculation for and suggested payment method for her annual leave. This was unanimously approved by the parish council. • Churchstanton Community Fund – Unfortunately due to COVID it has not been possible to hold a public vote on the three grant applications submitted to the Churchstanton Community Fund in the Spring round earlier this year. The parish council proposed and unanimously agreed that in the current situation and subject to available funds each applicant should be granted £1,000 each. • The Mapping Company – The parish clerk had contacted a member of the previous parish council regarding their agreement with David Wilson Homes in Spring 2019 to pay half the costs of installing boundary markers on the community field. Unfortunately, there does not appear to be any written agreement for this, however, the parish clerk will contact Pinnacle (management company) in an effort to recover the cost of their part of the invoice - £122. 		
8. Planning Applications	<p>– 10/20/0014 - Erection of First Floor extension to the rear and replacement of porch to the front.</p> <p>The parish council support this application</p> <p>– 10/20/0018 - Erection of a two storey extension on the north elevation of Willow Lodge, Pay Wood, Stapley (amended scheme to 10/20/0005)</p> <p>Written comments regarding this application had been received from Sally Burrows which were brought to the attention of the parish council.</p> <p>The parish council cannot support this application on the basis that the application is invalid and requires more detailed information including up to date site plans, (currently there are no dimensions or scale bar on the drawings provided) and the Dormer windows are incongruous with the existing building. The parish council have raised concerns that the space is not intended to be used in the way described in the application and would wish to see a condition applied that restricts the use of the space to a home office and file storage</p>		
9. Model Standing Orders	The 2019-2020 Model Standing Orders were reviewed and unanimously approved for 2020-2021		
10. Local Plan Review 2040	Carried forward to next meeting. No date for stage 2 as yet.		

<p>11. Highways / PPLO / Outdoor Space</p>	<p><u>Salt/Grit Bins</u> – Cllr. Foxwell and the parish clerk had walked around the parish to establish where replacement and new salt/grit bins should be situated. Quotes had been obtained by the clerk for the purchase of these.</p> <ul style="list-style-type: none"> • Honiton Road (<i>outside 3 Moor Lane</i>) • Taunton Road (<i>outside community shop</i>) • Royston Road (<i>outside Hummingbird</i>) • Stapley • Barn Close (<i>New</i>) • Drake Meadows (<i>New</i>) <p>Based on the quotes presented to the parish council, the clerk will go ahead and order four replacement bins from ESE Direct for £395.40 for the areas previously agreed by the parish council and will also approach the management companies for Drake Meadows and Barn Close to request that they purchase new bins for these areas as these roads are currently not adopted and remain their responsibility.</p> <p>The area outside the village hall where the salt/grit bin will be situated will require either tarmac or slabs in order to level the ground prior to the delivery of the replacement bin.</p> <p><u>Free Trees</u> - The Parish Council have the opportunity to obtain free trees from Somerset West and Taunton District Council as part of an initiative for National Tree Planting week, 28th November to 5th December, 2020. Having consulted with the Open Space Management Group (OSMG) we have requested the following:</p> <p>3 x Beech 3 x Lime 2 x Oak</p> <p><u>Street Lighting / Signage outside The Hummingbird</u> – The parish clerk had been in contact with Somerset Highways to discuss the possibility of installing lighting outside The Hummingbird Residential Care Home. Whilst Highways can arrange the installation the cost of this would be the responsibility of the parish council. Highways will visit the site and provide a free of charge, no obligation quote for this. The cost will vary depending on accessibility to mains electric. There are two options for funding this:</p> <ul style="list-style-type: none"> • Parish led joint finance (Parish install & Highways maintain) • Small Improvement Scheme (District Councillor led application to SW&T) <p>The parish clerk will request a quote for this from Somerset Highways Team.</p> <p>In addition the parish clerk will contact the Traffic Engineering Team to obtain a quote for the installation of relevant signage in Royston Road near to The Hummingbird.</p> <p><u>PPLO's</u> - The parish clerk will email the PPLO's to obtain an update for the next parish council meeting.</p>	<p>JW</p> <p>JW</p> <p>JW</p> <p>JW</p>	<p>11/11/2020</p> <p>11/11/2020</p> <p>11/11/2020</p> <p>11/11/2020</p>
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12. Newsletter / Leaflet Production	<p>Cllr. Firth proposed that a parish Christmas card be printed with contact details for all the Parish Councillors and the parish clerk and encourage parishioners to keep in touch with the parish council. Cllr. Rifath had also prepared an option to send an e-newsletter to include contact details and an update on parish council progress in 2020-2021. Cllr. Firth had obtained a quote from Vista Print of £95.00 for 500 cards. £350 should cover the cost of cards plus envelopes for every house in the parish. The parish council unanimously approved the spending of up to £350 on the printing of the cards and purchase of envelopes , wording to be agreed by email.</p> <p>A plan for delivery will be established nearer to Christmas.</p>	IF	11/11/2020
13. OSMG – Change to Constitution	<p>Cllr. Firth proposed the following update to the OSMG constitution wording as follows:</p> <p><i>5.1 Membership of OSMG shall comprise: At least 6 (six) but no more than 12 (twelve) elected members (which may include Parish Councillors) and 3 (three) Churchstanton Parish Councillors as representative of CPC. Members of the OSMG must be residents of the parish and / or be eligible to stand for election as a Parish Councillor within the Parish of Churchstanton.</i></p> <p><i>5.2 The OSMG may from time to time co-opt members as may be necessary to achieve the objectives of the Constitution but must not exceed the total number or conditions allowed in 5.1 above. Co-opted members will retire at the following AGM.</i></p> <p>The parish council unanimously supported this proposal</p>		
14. NALC Planning for the Future Consultation	The parish council unanimously support the SW&T recommendations and proposal		
15. NALC Transparency and Competition	The parish council unanimously support the SW&T recommendations and proposal		
16. NALC Changes to the Current Planning System Consultation	The parish council unanimously support the SW&T recommendations and proposal		
17. Correspondence	Life for a Life Memorial Forests – The parish council had been written to with regard to raising an application from the Climate Emergency Fund for this project. As the parish council have already agreed their bids from this fund, it was agreed that this was not appropriate at this time.		
18. Items of Future Business for the next Agenda	<ul style="list-style-type: none"> Christmas tree for the centre of Churchinford (Cllr. Crabbe to do some preparation) 		
Date of Next Meeting	Wednesday 11th November, 2020		