

## CHURCHSTANTON PARISH COUNCIL

### MINUTES/ACTION NOTES

<b>Name of meeting:</b>	Churchstanton Parish Council Meeting
<b>Date meeting held:</b>	Wednesday 14 <sup>th</sup> February 2024
<b>Meeting location:</b>	Churchinford Village Hall
<b>Present:</b>	Cllr. Firth, Cllr. Foxwell, Cllr. Pearson
<b>In attendance</b>	County Councillor Ross Henley, County Councillor Sarah Wakefield, RS
<b>Chair</b>	Cllr.Firth
<b>Clerk</b>	Julie Wardle
<b><u>Public Participation Time</u></b>	None
<b>Reports from County Councillors, Neighbourhood Watch &amp; Police</b>	<p><u>SCC County Councillor Update</u></p> <p>A report from County Councillors Ross Henley and Sarah Wakefield had been received and circulated to the Parish Council in advance of the meeting and has been posted on the Parish Council website.</p> <ul style="list-style-type: none"><li>- Ross has been talking to residents about any issues regarding the changes to recycling collections.</li><li>- Highways have completed initial investigations into the drainage problems in Moor Lane. This has been inconclusive but the investigations are ongoing.</li><li>- Ross had attended the recent village market</li><li>- Both Ross and Sarah will be visiting Churchstanton Primary School to discuss the concerns regarding the premises and access to the school.</li><li>- Cllr. Firth brought to the attention of the County Councillors, the recent concerns of a parishioner regarding the % increase in Parish precept next year.</li></ul> <p><u>Neighbourhood Watch &amp; Avon &amp; Somerset Police</u></p> <p>Regular emails are received from Avon &amp; Somerset Police which are shared on the Parish Council Facebook page.</p>
<b>1. To resolve to exclude members of the press or public</b>	None
<b>2. Apologies</b>	Cllr. Carter, Cllr.Phillips
<b>3. Declaration of Interest</b>	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 –**

<b>4. Approval and sign off draft minutes of previous meeting</b>	Minutes of the meeting of CPC held on Wednesday 10 <sup>th</sup> January 2024 - <b>Approved &amp; Signed.</b>
<b>5. Election of Vice-chair</b>	A rota has been established to include all Councillors who will in turn, act as Vice-Chair in the absence of Cllr.Firth.
<b>6. Casual Vacancies / Co-option</b>	<p>Following the recent notice of a casual vacancy and subsequent advertisement for the co-option of two new Councillors, one application had been received from Rob Sparks. The application had been circulated to all Parish Councillors in advance of the meeting for their consideration.</p> <p>Following a proposal from Cllr. Firth, seconded by Cllr. Foxwell and a subsequent 'show of hands', Rob Sparks was duly co-opted as a Parish Councillor. The clerk provided Rob with the 'Acceptance of Office' and 'Register of Interests' forms for completion.</p> <p>Cllr. Firth welcomed Rob to the Parish Council.</p>

Agenda Item	DISCUSSION AND NEW ACTIONS	Action by Whom	Action Date																
7. Finance	<ul style="list-style-type: none"><li>Balance of Accounts as at 5<sup>th</sup> February 2024<table><tr><td><u>Balance of Bank Accounts</u></td><td></td></tr><tr><td>Current Account</td><td>2105.91</td></tr><tr><td>Deposit Account</td><td>16101.04</td></tr><tr><td><u>Total</u></td><td><u>18206.95</u></td></tr><tr><td><u>Minus Restricted Grant Funding (Balance remaining)</u></td><td></td></tr><tr><td>Climate Emergency Fund</td><td>1249.00</td></tr><tr><td>OSMG Grant Funding</td><td>121.86</td></tr><tr><td><u>Total BALANCE Remaining</u></td><td><u>16836.09</u></td></tr></table></li><li>Approval of payments<ul style="list-style-type: none"><li>Scribe Payments List - <b>Approved</b></li><li>Invoices received for payment<ul style="list-style-type: none"><li>➤ Parish Clerk (Jan 2024) – £421.63 - <b>Approved</b></li></ul></li></ul></li><li>Scribe Net position Report – The clerk discussed the report with the Parish Council, raising any areas of concern or significant over/underspend. – <b>Approved</b></li><li>Quarterly Review – Cllr. Foxwell will complete the quarterly review of the financial processes.</li><li>Community Larder – With the moving of the larder into the village shop, the parish council questioned how much it was now being used. The clerk will make enquiries.</li></ul>	<u>Balance of Bank Accounts</u>		Current Account	2105.91	Deposit Account	16101.04	<u>Total</u>	<u>18206.95</u>	<u>Minus Restricted Grant Funding (Balance remaining)</u>		Climate Emergency Fund	1249.00	OSMG Grant Funding	121.86	<u>Total BALANCE Remaining</u>	<u>16836.09</u>	JW	13/03/2024
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8. Planning Applications	<ul style="list-style-type: none"> <li>• <b>10/23/0021</b> - Conversion of derelict agricultural barn into a work/live unit at the Wagon Barn, Buttles Lane, Churchinford – <b>Application withdrawn.</b></li> <li>• <b>10/23/0024</b> - Erection of a steel framed barn/stables at Paye Farm, Churchstanton <b>The Parish Council supports this application.</b></li> <li>• <b>10/24/0002</b> - Demolition of single storey rear lean-to extension and front entrance porch with erection of a part single storey and part two storey extension to the rear, installation of window to the side and replacement of canopy over front entrance at Marl pits, Stapley Road, Stapley <b>The Parish Council supports this application.</b></li> </ul>		
9. Climate Change	No update		
10. Highways / PPLO Update / Outdoor Space	<p><b><u>OSMG</u></b></p> <ul style="list-style-type: none"> <li>- The Parish Council approved the use of CIL funding to purchase two new fixed noticeboards for the Community Field.</li> <li>- A field clearance day is being held on the Community Field on Saturday 24<sup>th</sup> February 2024.</li> </ul> <p><b><u>Traffic Movement</u></b></p> <ul style="list-style-type: none"> <li>➤ Community Speedwatch – No update</li> <li>➤ Progress of Road Safety Grant Application &amp; Purchase of Speed Indicator Devices</li> <li>• Road Safety Grant from Police Community Trust - £4,870 – This has now been received.</li> <li>• Installation of new post – An alternative contractor to install a post for the SID on Honiton Road has been contacted. They will also complete the required SCC license application – Awaiting quotation.</li> </ul> <p>Drake Meadows / Honiton Road Hedgerow - The Parish Council have been contacted by a local farmer regarding the need for the hedgerow to the front of Drake Meadows on Honiton Road to be trimmed. The clerk will contact the Drake Meadows management company to raise their concern.</p> <p><b><u>Public Paths Liaison Officer (PPLO)</u></b> – The clerk has spoken to a parishioner who is interested in this role. The relevant information and a link to the application form has been provided to them for their consideration.</p>	JW	13/03/2024
11. Policy Review	<b>Model Standing Orders</b> – This document had been circulated to all Parish Councillors in advance of the Parish Council meeting for their consideration. <b>Following a show of hands the Model Standing Orders were approved with no amendments.</b>		
12. Local Community Network	<p>Cllr. Firth, Cllr. Pearson and the parish clerk all attended the recent LCN meeting which took place on Wednesday 17<sup>th</sup> January 2024 at Hatch Beauchamp village hall.</p> <ul style="list-style-type: none"> <li>- Discussion took place regarding the possibility of employing a Highway Steward at an estimated cost of £51k per annum, cost to be shared between 10 parish councils. Concern was raised that as the Highway</li> </ul>		

	<p>Steward would not be able to carry out any work on the highways that might involve stopping the traffic, this may not be worth it.</p> <ul style="list-style-type: none"> <li>- 'Highways Working Group' – Cllr. Pearson attended. Terms of Reference were discussed and agreed for the group together with action points identified for their next meeting.</li> <li>- 'Environment Working Group' – Cllr. Pearson attended. Terms of Reference were discussed and agreed for the group.</li> </ul> <p>Next meeting: <b>Wednesday 13<sup>th</sup> March 2024.</b></p>		
<b>13. Correspondence</b>	<ul style="list-style-type: none"> <li>• Website communication received – Several emails had been received from a parishioner raising a number of concerns. Cllr.Firth will respond to the latest communication and again, invite them to attend the next Parish Council meeting to discuss their concerns.</li> <li>• SALC Training Dates – The clerk will book relevant courses for Cllr. Sparks.</li> <li>• Hedgehogs R Us Highway Project – The Parish Council approved the purchase of one pack to include 50 Hedgehog Highway surrounds &amp; 50 information leaflets.</li> </ul>	<p>IF</p> <p>JW</p> <p>JW</p>	<p>13/03/2024</p> <p>13/03/2024</p> <p>13/03/2024</p>
<b>14. Items of Future Business for the next Agenda</b>			
<b>Date of Next Meeting</b>	<b>Wednesday 13<sup>th</sup> March 2024</b>		