

## CHISELBOROUGH PARISH COUNCIL

Minutes of the virtual Parish Council Meeting held on 13<sup>th</sup> May 2020 using zoom videoconferencing.

Present: Mr R Brown, Mr A Pipe, Mrs J Buckmaster, Dr R Bulley

In Attendance: Members of the public, Mr O. Patrick, Mr M. Hamlin (Clerk).

- 1: **Apologies for absence:** Cllr M. Langdon, C.Cllr M. Keating
- 2: **Declarations of Interest:** Dr R. Bulley Church and agenda item 8 planning.
- 3: **Adoption of new Virtual Meeting Protocol:** All agreed to adopt the new protocol available on the website.
- 4: **Public Forum:** Mr James Macartney  
The Chairman advised that the Parish Council would be considering adopting a bench policy. Mr Macartney asked if there were plans to develop part of the upper common and place a new picnic bench on it. Cllr Buckmaster explained that the idea was to create a wildflower area and the possibility of another picnic bench. This was just an idea and if taken forward would be brought before the Parish Council formally. The Parish Council would look at the draft bench policy which was from Picmere Parish Council and discuss at the next meeting.  
Mr John Ball  
Mr Ball requested that the issue of water drainage from the common be revisited at the appropriate time acknowledging that currently progress was not possible. Mr Ball asked that:  
The attenuation pool be checked /reinstated  
Wessex Water investigate the drains  
Andy Lambert's point about soakaways be investigated  
No work be supported unless Chiselborough Parish Council were involved and:  
A working party of local residents be formed to work with the CPC.  
D.Cllr Patrick advised that he would like to take this matter up with SSDC and check the extent of the involvement of SSDC with the common and report back as soon as possible. Mr Ball agreed to email a list of interested residents to the Clerk. Then to discuss at June meeting.  
Mr John Ball to email the clerk with a list of interested persons.
- 5: **Minutes of the meeting:** Held on: 11<sup>th</sup> March. These were agreed and signed virtually (for hard signing later).  
**Matters arising under:**
- 2018.11.15.3 Calendar/welcome pack Cllr Pipe advised that the welcome pack was nearly finished and would shortly be finalised once mobile phone network coverage had been established. The Calendar needed some work to make it more attractive and efficient. **AP/Cllr Pipe**
- 2019.09.4 Water drainage. Covered under public forum above.
- 2019.09.14 Finger Post The finger post was now installed and looked splendid. Thanks to Ian Hodge who provided the post and Stuart Wright who installed it.
- 2019.12.12 New Mower A new mower had been sourced and provided and had been used. Unfortunately, currently out of action as a user had struck an obstacle and damaged it. Extent of damage not known. Cllr Brown following up with Churchwarden. **AP/Cllr Brown**
- 6: **District Councillor's Report: Oliver Patrick** D.Cllr Patrick had submitted a written report which had been circulated. He

highlighted his thanks for the community efforts to provide support during the CV19 emergency which had been fantastic, in Chiselborough and throughout his ward. He wished to flag up the small business grant of £10,000 available through SSDC to any small business not being able to trade due to the lockdown including Airbnb's and holiday lets. The planning function was continuing and D.Cllr Patrick drew attention to the new email address for consultees to use when submitting their comments. The email address was available in his written report and he requested the Parish Council ensure they use it to ensure their comments are heard.

- 7: **County Councillor's Report: Mark Keating** C.Cllr Keating had sent a written report which had been circulated. Additionally, the Parish Council received regular updates from SCC giving information about the arrangements in place for the CV19 crisis and lots of information. Cllr Bulley took the opportunity to thank all those in the village who had stepped up to provide support which was now well established and covered groceries, medicine and pastoral support where needed. Special thanks to Andrew Buckmaster for setting up and running the hub from the Cat head and to Cllr Adrian Pipe who had worked hard particularly around the arrangements for deliveries from the Community shop.

- 8: **Planning: Richard Brown** Cllr Bulley stepped down and handed the Chair to Cllr Buckmaster. The revised outline planning application 19/02709/OUT for the demolition of barns, and the erection of 2 detached houses on the old farmyard land, off Skillgate Lane had been allowed with 16 conditions which would need to be adhered to by any developer. Until such time as the full plans were received it would be difficult to make any detailed comments. The Parish Council had some concerns including what height the dwellings would be and how close they were to the neighbouring property which had been forwarded to the planning department. D. Cllr Patrick advised that he would offer advice to the Parish Council if they had concerns over the full plans once they were received.

The application to convert the barn south of Strapp Cottage 19/02706/FUL, into a residential dwelling with a new extension and vehicular access had been allowed with 16 conditions. Cllr Brown had spoken to the neighbours regarding the proposal to demolish a pig sty at Michaelmas Cottage and replace it with a garden room. The neighbours had no concerns with what had been requested and Cllr Brown would submit to planning that the Parish Council had no concerns. Cllr Patrick advised that he had concerns over the detached houses application on Skillgate Lane and advised the Parish Council to look very carefully at the full plans once received.

**AP/Cllr  
Brown**

- 9: **VETS Update** Cllr Brown reported that the phone box had been painted and the work had been paid for. There had been an issue when power to the phone box had been lost meaning that the defibrillator was not illuminated at night. The power was now restored, and Cllr Buckmaster was checking periodically at night to ensure the light was on and checking the green flashing light on the defibrillator itself every time she walked past the box. Cllr Buckmaster reported that the leaflet drops to every house in the village had been completed. The laminated maps for the volunteers had not been done due to the difficulty with getting the laminating done due to the CV19 lockdown. The Parish Council had bought a laminator and pouches in April and it was agreed

**AP/Cllrs  
Pipe and  
Buckmaster**

that Cllr Pipe would drop them off to Cllr Buckmaster to enable the laminating to be done and the maps distributed to the volunteers.

- 10: **Community Land Trust:** Cllr Pipe reported that there had been no board meetings since the lockdown. The CLT wished to thank their team of volunteers who were enabling the shop to stay open and their team of volunteer drivers who were taking essential supplies to vulnerable people in the surrounding villages. From 18 May the shop would be trialling one delivery a week on Wednesdays. This was to help ease the burden on the volunteers who had been working very hard. Cllr Pipe reiterated that whilst shop deliveries would now be once a week, we have our team of volunteers coordinated through the Cat Head hub who would be able to fetch things from the shop if needed. The ID system for all volunteers was working well and the shop had their account system in place to make paying for items easy. Cllr Pipe finished with a big thank you from the CLT to all who were supporting the shop and to all who were giving up their time volunteering.

AP/Clerk

- Cllr Bulley proposed, and it was endorsed by all that a letter of appreciation be sent to the shop manager Clare Luck and to Liz Maunder of the CLT expressing thanks for their support. A vote of thanks was expressed to Cllr Pipe for his work with the CLT.
- 11: **Environmental Issues:** Mr Grant Morley advised that he had received an environmental survey sent to Environmental Champions to complete. There was no deadline for its return. Grant would complete it and circulate it to the Parish Council for them to include any further comments. Grant requested that any comments from Villagers would be incorporated if they could contact him to let him know their views.

- 12: **Finance:**

- 12.1 **End of year review:** The end of year AGAR document had been circulated which would need to be completed prior to the exercise of public rights when the audited accounts are available for public scrutiny. It was agreed that the Parish Council declare itself exempt from a limited assurance review by the external auditor (Page 3). Cllr Pipe advised that the brought forward balance in the top right-hand column of Page 6 needed amending to £21,364. Provided this was done the other figures on the form all balanced in accordance with the paperwork circulated. After the internal audit had been completed, the parish Council would need to approve the accounts and tick all the boxes on Page 5. It was agreed that on the information provided that Parish Council would be able to tick yes to all the boxes.

The Parish Council budget for the year was £6,025. A document had been circulated showing expenditure for the year, which was £3,394, this was 65.3% of the budget leaving a surplus to carry over of £2,091.

Bank statements to 31/03/20 had been circulated along with a bank reconciliation document which showed the end of year balance as per the cash book of £20,702.14.

A schedule of the assets 1 to 15 had been circulated this would need to be amended to show that asset 4 was in fact 2 picnic benches. This would be amended.

Spread sheets showing restricted funds for Burr ridge Copse, The Common Fund, The Defibrillator Fund had been circulated to the Parish Council.

- 12.2 It was resolved to pay the sum of £29.98 for a laminator and pouches.

- 12.3 It was resolved to pay £22.50 for wildflower seeds for the common.
- 12.4 It was resolved to pay £48.00 for the bus shelter light and batteries.
- 12.5 It was resolved to pay £350 for painting of the phone box.
- 12.6 It was resolved to pay £379.00 for a new mower for the churchyard.
- 12.7 It was resolved to pay £143.88 for the zoom subscription.
- 12.8 It was resolved to pay £347.05 for the annual insurance. This was the last year of the 3 year deal the Parish Council had with Came Insurance Company. So next year the best value policy could again be investigated.
- 13: **Risk Assessments:** Two risk assessment documents had been circulated to the Parish Council, the risk assessment of the Parish Council as an entity showing individual risks and how each risk was mitigated and the risk assessment of the physical assets which had been inspected by Cllr Pipe and Martyn in October 2019. Cllr Pipe talked through both documents highlighting each risk and the steps taken to mitigate the risks as laid out in the documents.  
It was agreed that to comply fully with GDPR we would need once we were in kinder times to give serious consideration to depositing old records with the Somerset heritage centre. It was further agreed that Cllr Pipe and Martyn would provide the Parish Council in June with a list of which of our physical assets would require budget funding in the current financial year. Cllr Pipe and Martyn would carry out the next inspection of all assets in the autumn of 2020. They were thanked by the Chairman for their work. Copies of the safety tickets for those operating machinery on the common had been requested. To be followed up at the next meeting
- 14: **Reports from Councillors:**  
**Ranger:** The Ranger had not been used since the last meeting and it was unlikely that any use of the ranger would be made in the foreseeable future.  
**Highways:** Cllr Langdon and Cllr Bulley had twice reported through SCC Highways the issue of the pothole/sinkhole on Yarde Lane leading down to Balham Farm. The road had now been closed causing disruption and the road remained dangerous. There was also the matter of health and safety regarding traffic from the A356. On these grounds the Parish Council were doing their best to expedite repair of the road. No progress so far regarding improving the visibility splay at Cat Cross.  
**Parish Land:** Cllr Bulley reported that steps were being taken to re-establish the Farmland Working party now that matters were clearer regarding planning on the west field. Originally this Working Party had been set up to research the feasibility of the two County Council fields being obtained by the village for the use of the village, and to set out the various options available. A feasibility study had been circulated to the Parish Council in the autumn of 2018, but no progress had been since then due to Somerset County Council wishing to settle the matter of development of the farmyard and old barn first. Cllr Bulley tabled the motion that the Parish Council ask Somerset County Council if they would renew the option agreement that noted the parish Council's interest in the land which had expired on 31 July 2018. This was agreed proposed by Cllr Buckmaster and seconded by

**AP/Cllr Pipe  
& Clerk.**

**AP/Clerk**

Cllr Pipe. Accordingly, it was agreed by the Parish Council that the Farmland Working Party be formally re-established and that the first meeting would take place on 21 May by videoconference.

**Common:** Cllr Buckmaster reported that due to the restrictions no functions had been able to be held on the common. It was still hoped to hold a dawn chorus bird walk and have a picnic once circumstances allowed. Stuart Wright continued to brush cut paths and around the benches and he had planted wildflower seeds around the new bench. Thanks were expressed to all those involved in providing the new bench. Natalie Lamb who had arranged the fundraising, Stuart Wright and Ian Hodge who fixed and secured the bench and to Ian who had agreed to maintain the bench at no cost to the village. Sheep and lambs had been grazed on the upper common for a short time. Bracken continued to be kept under control by Stuart and he had cleared the Phoenix Path and had revealed a lovely horse chestnut tree which now had a better chance to flourish. The Parish Council tools were now stored in the Churchyard shed using the Churchwardens key until a new key could be cut for Parish Council use. Stuart Wright had asked about the terms of reference for his post as tree warden as he had received nothing in writing. It was agreed that the tree protocol would be sent to him. An email had been received from Mrs Hasell regarding the issue of her parking arrangements just before the meeting started. The email would be considered by the Parish Council and discussed at the next meeting.

**AP/Clerk**

**Burridge Copse:** Cllr Pipe reported that he had heard back from Phil Poulton SSDC Tree Warden and he had agreed to visit the copse once restrictions were lifted to give general advice on the tree management. It was agreed that Cllr Pipe would obtain some possible dates from Phil once circumstances permitted and circulate to the Parish Council, Grant, and Stuart. Agreed to ask Phil to include in the site visit all Parish trees including the trees on the common and Balham Hill.

**AP/Cllr  
Pipe.**

Cllr Pipe flagged up that when Ayers Forestry carried out the risk assessment of the Copse in May 2019, he advised an annual risk assessment of the roadside trees for safety purposes and biannual assessment of the whole copse. Cllr Pipe to contact Ayers Forestry and ask for a quote for the roadside survey.

**AP/Cllr  
Pipe.**

**Rights of Way Footpaths:** Cllr Pipe reported that the finger post on North Street which signs the footpath across pubblescratch had been knocked over by a vehicle but following report by Cllr Pipe had now been restored.

The footpath from the Church Path to Norton closed last year due to work requirement on the bridges remained closed. Cllr Pipe had received a report from Martin Harris Bridge Technician at SCC. Following assessment, it had been ascertained that the steel bridge which it had hoped could be refurbished, in fact needed replacement because its foundations were eroded. This had raised costs to a level where a procurement process needed to be followed. Consequently, the bridge closure notice had been extended to October 2020. Due to the high usage that this path has, and particularly with its importance for giving ready access to the shop, it was agreed that the Parish Council would try and get it reopened as soon as possible. Clerk to contact mark Keating and ask him who we need to write to at SCC to try and get the matter expedited. Clerk to contact Norton-Sub-Hamdon Parish Clerk to ask for support from the Norton PC. Cllr Pipe to

**AP/Clerk  
and Cllr  
Pipe**

arrange for support from the CLT.

Cllr Pipe reported that graffiti had been painted on the road at the end of North Street just before the border with Norton being a legend requesting people to clear up after their dogs. Agreed enquiries to be made of SCC as to how to report it and get it removed. Agreed that the issue of dog fouling can be quite sensitive and that the Parish Council need to deal with it tactfully.

**AP/Clerk**

15: **Correspondence:** A neighbourhood planning webinar would take place on 20 May and CPC had applied to join.

16: **Points for New Business:** None

The next meeting will be held at 7.30pm on Wednesday 10<sup>th</sup> June using zoom videoconferencing.

Signed \_\_\_\_\_

Date \_\_\_\_\_