

CHISELBOROUGH PARISH COUNCIL

Minutes of the Parish Council Meeting held on 12th September 2018

Present: Mr R Brown, Mr M Langdon, Mrs J Buckmaster, Dr R Bulley
In Attendance: Members of the public, Mr Mark Keating, Mr R Pallister, Mr M. Hamlin (Clerk)

- 1: **Apologies for absence:** Mr A. Pipe
2: **Declarations of Interest:** None
3: **Public Forum:** None
4: **Minutes of the meeting:** Held on: 11th July 2018
These were agreed and signed, proposed by Mr Langdon, seconded by Dr Bulley, with all in favour.
Matters arising under:
- 2017.07.16 The new road markings were done but there were some omissions the most important omission, it having been agreed that all existing markings would be repainted, was the markings on Cat Head Cross. Cllr Pipe was following up the omissions.
- 2017.11.03 Cllr Brown had contacted the stone mason regarding Miss Burns' memorial. They had promised completion within the next couple of weeks.
- 2017.11.04 The Defibrillator Fund amounted to £70, Cllr Buckmaster advised that a leaflet would be distributed to every house in the village explaining the benefits of a defibrillator and requesting donations. The Cat Head were organising fund-raising events, the next one being a quiz night on 26th September. District Cllr Ric Pallister advised that a grant might be available from SSDC Area West. Noted that the proceeds of Christmas Crackers 2018 had already been pledged to the defibrillator fund. It was hoped to site the defibrillator in the disused phone box.
- 5: **District Councillor's Report: Ric Pallister** Mr Pallister explained the draconian savings that had to be made by County in order to keep afloat and avoid the issue of a Section 114 notice, which would have a huge impact. There would be no government bail out and no alternatives to the cuts. The Unitary debate was continuing, but Mr Pallister was of the opinion that the savings to be made would be minimal. Transformation was causing the predicted dip in performance in particular in planning, predicted a fully functional planning department towards the end of the year. Area West Team would remain very much unchanged. Mr Pallister advised that he had now stepped down as Leader of the Council and that he would not be standing for the Council in May 2019.
- 6: **County Councillor's Report: Mark Keating** Mr Keating asked that as much publicity as possible be given to the need for MMR and flu vaccinations. Mr Keating reiterated the information given by Mr Pallister regarding the financial imperatives of Somerset County Council. No solution was coming from government so the savings had to be made. There was a determination not to put the Financial Officer in the position where he had to serve a Section 114 notice. No statutory services would be cut but all non-statutory services were being looked at and all savings had been agreed by the Council Cabinet. Full details available on the SCC website. Mr Keating urged the public to write to their MP expressing their concern about the lack of adequate funding for local government.
- 7: **Planning: Richard Brown**
18/02304/FUL: Erection of a single-story conservatory extension to the rear of 3 Manor Barton. There were no objections to this.
Honey Barn Update: To date no revised plans or other communication

had been received by the planning department.

Little Brympton: Mr Pallister explained that the report had come back from the Planning Officer recommending that permission be granted for 3 years only and then at the 3-year stage the permission would cease and that the land be fully restored. This was at variance with the decision of Area West 3 years ago, and with the wishes of the community now, who were in favour of permanent personal permission being granted with the conditions as cited in the current application. Mr Pallister advised that he would be pushing for permanent permission to be granted to the applicant and his dependants only, with the recommended conditions, and that he hoped that this could be achieved without the necessity of referring it to another Area West Committee for decision.

- 8: **Car Parking on the Common:** Cllr Brown explained that work was proceeding to establish what answers might best serve everyone. Work was still at an early stage and currently legal advice was being sought. It was acknowledged that progress would not be quick but that the Parish Council would continue to seek the right answers.

9. **Common Sub-Committee:** Cllr Buckmaster explained that the Parish Council had asked her to form a sub-committee to manage the common and that the committee met on Sept 6th. They would be looking at a holistic management plan, taking account of the need to preserve wild areas and also maintaining public areas for people to enjoy. They hoped to purchase a brush cutter for regular maintenance of the common, and were fortunate to have a volunteer who was qualified to use it. The top common required hedge maintenance and they were looking into grant availability to have them laid. Cllr Buckmaster would be consulting a neighbouring landowner regrading liability for the hedge maintenance. Bracken control had been discussed and various methods of dealing with it were under consideration. It was hoped to arrange for a working party to remove a number of saplings that had sprung up before they got out of hand. A quote was awaited from a contractor to maintain the trees, and the details of a qualified tree surgeon in the village was also taken. Arrangements had been made for the brambles to be cut at the end of September. The Committee were undertaking a risk assessment of all the benches, of particular concern was the bench at the top of the common which was dangerous to access requiring walking up a very steep slope. Once on the seat, the ground falls away very quickly. Discussed moving it, but it is concreted in. Depending on the outcome of the risk assessment, measures might be necessary to mitigate the risk or at least a warning sign giving notice of the peril. Activities were in the early stage of planning including a dawn chorus walk in the early spring and later in the spring a wild flower walk. The aim was to generate as much interest as possible and for maximum community involvement. Thanks, were expressed to Richard Moorhouse for maintaining the area of Old Road. A solution to the difficult to open gate at the entrance to this area was being sought. It was confirmed that whilst Old Road is currently not a Right of Way, Cllr Pipe had arranged for it to be put on the list of paths awaiting listing and this would happen in due course.

Burridge Copse: Cllr Adrian Pipe had been appointed to lead on Burridge Copse. Wessex Scout Group from Yeovil were working with the Parish Council to make a start on tidying things up. The first job was to clear the scrub and to create with natural materials from the copse, a boundary between Burridge and Singles Copse. A qualified forester worked with the Wessex Scout Group, and enquiries had been made as to whether he would carry out a risk assessment having

particular regard to the trees along the rights of ways. There would be no effect on the annual visits of the existing scout group who had come to the copse annually for many years. The arrangement was not permanent and there would be opportunity for village involvement. It was emphasised that Burr ridge Copse is a village amenity and is open to the public.

- 11: **Sale of County Council land:** Good progress had been made by the Sub-Committee over the summer. The Sub-Committee were awaiting final details from Somerset County Council regarding a proposal to lease the land from the County. It was acknowledged that with the current difficulties being faced by Somerset County Council, it was accepted that they had higher priorities. Once all the options were known in detail, they would be publicised to the village.
- 12: **Councillor duties and responsibilities:** The latest Model Standing Orders and Code of Conduct from NALC (National Association of Local Councils), had been used as a template for a new set of standing orders. After the detail had been inserted pertaining to Chiselborough, they had now been agreed by all the Parish Council. It was proposed by Cllr Bulley, seconded by Cllr Buckmaster, with all unanimously in favour, that the new standing orders and Code of Conduct be adopted. Once these had been registered with SSDC, they would be placed on the website.
13. **Risk Assessments:** As stated above, the Common Sub-Committee were undertaking risk assessments of the benches. Cllr Pipe had made enquiries of Wessex Scout Group who had a qualified tree surgeon working with them, if he could assist with risk assessments of the trees along the road, bridleway and around adjoining boundaries. Cllr Pipe was hoping to meet with a contact from Hatch Beauchamp Parish Council to view the way he completes risk assessments for their village, and then would work with Martyn to prepare a similar scheme for Chiselborough.
14. **Community Land Trust:** The shop continues to run at a small loss because of its subsidy of the Post Office, but in line with expectation. Talks taking place with Yarlinton to ensure that house swaps do not jeopardise the ethos of the houses being for local people. AGM on 26th September and new Directors are sought.
- 15: **Finance:**
- 15.1 It was resolved to pay the sum of £45.00 to cover the cost of GDPR training for the Clerk and two Parish Councillors
- 15.2 It was resolved to pay the sum of £481.90 to cover the Clerk's staff costs and £116.20 for HMRC to cover income tax deducted from Clerk's wages.
- 15.3 The Clerk had prepared and circulated to the Parish Council, bank statements to August 2018, Cash Account to August 2018 and a document showing expenditure against budget to August 2018. A year end forecast had been prepared, which reflected overspend on staff costs (due to Clerk undertaking additional duties in connection with the Farm Sub-Committee), and an underspend on insurance (due to obtaining a better deal), land maintenance, and Ranger Costs (due to economic use of the Ranger). The Year End Forecast showed expenditure against budget of 99.4%
The Parish Council were satisfied that appropriate records were being kept, that documentation was up to date and financial regulations complied with. The cash account to August balanced with the bank statements.
In view of the progress being made with risk assessments, the Parish Council were satisfied that adequate arrangements were being made to manage risks to achieving its objectives and that asset registers

were being properly maintained. After careful accounting to allow for the overspend on staff costs, and utilising the underspend money effectively, the Council were satisfied that progress against the budget was adequate. Reserves were appropriate to cover any foreseeable contingency. The Parish Council were satisfied that PAYE requirements were properly followed. The Parish Council were satisfied that the accounting statements were prepared on the correct basis and that they were supported by an adequate audit trail.

- 15.4 The Council had regard to the fact that in the year end forecast, £300 had been allowed out of the land maintenance budget, to cover tools for the Common Sub-Committee. It was therefore agreed that it would be a good use of this money to purchase a brush cutter for the sub-committee. It was proposed by Cllr Bulley, seconded by Cllr Buckmaster with all in agreement that a brush cutter be purchased at a prudent cost within budget.
- 16: **Reports: Ranger** Cllr Langdon reported that the Ranger had been engaged in September and had cleared the grids. Noted that Ranger services would be needed during the winter to keep them clear to stop flooding. Cllr Langdon reported that he was following up on the clearance of the flood alleviation pool on the common because if it was not cleared it would fail to hold back any flood water. Cllr Langdon was hoping to get someone out to have a look at it and would pursue his enquiries. Noted that Cnty Cllr Keating had advised that it was unlikely that grit would be made available this year for the grit bins. There were 4 bags in stock and a careful watch would be made to see if any arrangements came out from County or District.
Parish Land: Cllr Bulley reported that all was in order with the land tenanted by Mr Chick.
Highways: Potholes were up to date. Most of the verges had been cut but there were some areas that were not cut effectively. Issues in particular existed in Cat Street and East Street where the cut was ineffective to the extent that cars were being scratched by overgrowth. Attention was drawn to a letter from an East Street resident raising the issue of overgrowth scratching cars along east Street. Cllr Langdon agreed to have a look at the situation and progress if possible.
Rights of Way: The Bridleway and church path had their routine cuts. Cllr Pipe was chasing the levelling work along the church path and also the broken finger posts at the churchyard and Manor Barton. Cllr Pipe had cleared the overhanging bramble near to the Valley Farm footpath. He was satisfied that the path met the required minimum width and height requirements. Cllr Pipe was monitoring the situation regarding the path across the field from Norton to Chiselborough which had been ploughed. He would ensure that the 14-day period after which the surface of the path had to made good was adhered to.
- 17: **Correspondence:** None. A member of the public reported that an electric junction box near the grit bin at Townsend was buzzing that morning and that the doors and padlock were open meaning that anyone could tamper with it.
- 18: **Points for New Business:** None

The next meeting will be held at 7.30pm on Wednesday 10th October 2018.

Signed _____

Date _____