

ANNUAL MEETING of DITCHEAT PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF DITCHEAT PARISH COUNCIL HELD ON THURSDAY 11th MAY 2017 AT 7.30PM AT CHURCH ROOM, DITCHEAT.

PRESENT: Chairperson – Councillor Evans (CE) and Councillors – Clark (HC), Dando (JD), Clifford (SC), Hughes (LH) and Hutton (RH).

IN ATTENDANCE: Miss P Griffiths – Clerk to the Council.

066/17 ELECTION OF CHAIRPERSON of the Parish Council for the year 2017 – 2018 and signing of declaration of acceptance of office. Following a proposal by RH, seconded by HC, it was resolved by unanimous vote to elect Charles Evans as Chairman. CE signed the Declaration of Acceptance which was countersigned by the Clerk as the Proper Officer.

067/17 ELECTION OF VICE-CHAIRPERSON for the year 2017 - 2018. On a proposal by CE seconded by LH, it was resolved by unanimous vote to elect Roger Hutton as Vice-Chairman.

PUBLIC PARTICIPATION – Opportunity for members of the public to address the Parish Council. There were no members of the public present.

068/17 APOLOGIES FOR ABSENCE - Apologies for absence from Councillors Harrison (HH), Sage (AS) and Travis (RT) and were received and approved. District Councillor Greenhalgh (JG) and PCSO Dury had also sent their apologies.

069/17 COUNTY AND DISTRICT COUNCILLORS REPORTS – JG had sent the Clerk a brief update on matters relating to the District Council as follows:

- Nigel Hewitt-Cooper has been elected as the County Council member for Mendip South which includes this parish. He wishes to attend future meetings of the Parish Council and I will liaise with him to arrange this and introduce him to you.
- A new web page has been added to Mendip's website with key information to help people moving to or considering moving into the area.

SC added that the Conservatives have a large majority on the County Council and that the new leader of the CC would take up post soon.

070/17 REPORT FROM AVON & SOMERSET CONSTABULARY- No report available.

071/17 CODE OF CONDUCT – Declarations of interest and dispensations.

- a) Declarations of interest on items included on the agenda: None.
- b) Requests for dispensation for disclosable pecuniary interests - None.

072/17 MINUTES - The minutes of the meeting held on 20th April 2017 were approved and signed by the Chairman.

073/17 MATTERS ARISING - from the meeting held on 20th April 2017.

- a) Land opposite The Lodge on the A37 – no update available. The Clerk will follow up for the next meeting. **Action - The Clerk.**
- b) Adoption of telephone kiosk in Alhampton for installation of defibrillator - Cllr Hughes confirmed that the grant application would be finalised soon. It was resolved to installed a non- locked box in the first instance; should there be a problem with vandalism the box will be converted to a locked system.

- c) 'Reduce speed now' signs – The Clerk read out the email from the Traffic Engineer who confirmed that it would not be appropriate to install the signs in Ditcheat.
- d) Litter caused by waste falling out of recycling collection lorries - the Clerk reported that the contractors were investigating the problem and that as much detail should be noted if any further incidents take place.
- e) HGVs using Ditcheat as short cut from A37 to A371 – following the email sent to Lloyd Fraser by Ms Manning the Clerk reported that she had also sent an email to Lloyd Fraser from the PC. The matter was being investigated and the PC will be informed of the outcome. The Clerk will follow up for the next meeting. **Action - The Clerk.**

074/17 REVIEW OF COUNCIL MEMBERSHIP TO OTHER BODIES.

- a) Somerset Association of Local Councils (SALC).
- b) Somerset Playing Fields Association.
- c) Community Council for Somerset.
- d) CPRE.

RESOLVED – to continue with the membership of the above organizations.

075/17 ELECTION OF MEMBERS' TO SPECIAL AREAS OF RESPONSIBILITY.

- a) Highways and Road Safety - CE.
- b) Footpaths and Rights of Way – CE and JD.
- c) Playground – CE and HC.
- d) Finance and Budget (including checks of the Parish Council Finances) – JD and LH.
- e) Mendip District Council Strategic Plans, Housing and Planning – RH and HH.
- f) Standing Orders – LH.
- g) Press and media – SC and the Clerk.
- h) Insurance – RH.
- i) Legal – LH.

RESOLVED to elect the councillors as detailed above.

076/17 CONFIRMATION OF USE OF ADOPTED POLICIES and approve policies/procedures and consider if others are required:

- a) Standing Orders.
- b) Financial Regulations.
- c) Code of Conduct.
- d) Freedom of Information Act Scheme & Schedule of Charges.
- e) Disciplinary Procedure.
- f) Complaints Procedure.

RESOLVED to confirm the use of the above policies.

077/17 APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES TO PARISH ORGANISATIONS.

It was RESOLVED that the following councillors represent the PC as follows:

- a) Jubilee Hall committee - HC.
- b) Parish plan steering group (PPSG) – HH.

078/17 PLANNING

a) The following planning applications were considered:

- 1) Proposed two storey process room extension to the Pasteuriser plant Maryland Farm, Ditcheat. Ref. 2017/0890/FUL. **Outcome:** 'Recommend approval' with the general observation that the development would increase vehicle movements due to the increase in staff however it was noted that this was in the context of an overall reduction in vehicle movements due to change of practices at the factory.
- 2) Application to vary conditions 2, 3 and 11 of planning approval 2016/0828/VRC and variation condition 4 following planning permission 2014/0965/FUL - no hard copy

provided. Nash Business Area, Evercreech Junction. Ref: 2017/1067/VRC.

Outcome: 'Recommend that the decision be left to the Planning Officer following consultation responses' with the general observation that the PC had noted that the part of the application to regularise the B8 use which has been going on for over 16 years had not been picked up before and the PC is surprised that the matter had not been dealt with by an application for change of use previously. The PC continues to request to be consulted on all matters relating to the site.

b) It was noted that planning permission has been granted for the following:

1) Green Tree Corner, Ditcheat. Ref. 2017/0350/FUL.

079/17 PARISH COUNCIL INSURANCE – RH confirmed that the current policy was appropriate.

080/17 FINANCE

a) Annual Return - Section 1: Annual Governance Statement – it was resolved to approve the Governance statement .

b) Bank balances as at May from latest statements – The Clerk reported that the current balance of all accounts as per the cash sheet is £20,705.57.

c) Approval of Parish Council payments and authority to sign cheques.

1) Tony's Garden Services for grass cutting on 3rd, 14th and 24th April 2017 - £195.00.

2) Came & Company for Parish Council insurance from 1st June 2017 to 31st May 2018 - £390.83.

RESOLVED: that the above expenditure is approved and the cheques signed.

d) RESOLVED: that the Clerk is confirmed as the Responsible Financial Officer (RFO).

e) RESOLVED: to appoint Longhill Accounting as the Internal Auditor for the year 2017 – 2018.

f) Assets Register – was reviewed; no amendments required. However, the Clerk will seek advice regarding the inclusion of the recently purchased trees and replacement safety matting on the register. **Action - The Clerk.**

g) Risk assessment – was reviewed; no amendments required. However, the Clerk advised that there needs to be a formally recorded visual inspection of the playground on a regular basis in addition to the annual inspection. HC volunteered and the Clerk will assist in preparing a checklist. **Action - The Clerk and HC.**

081/17 'END LONLINESS IN MENDIP' CAMPAIGN – SC explained the campaign and suggested that the way forward would be to undertake a survey of residents in the parish with regards to the extent of a sense of loneliness by parishioners and whether individuals would like to get involved in supporting anyone who did feel lonely. SC will draft a survey for consideration at a later meeting. **Action - SC.**

082/17 PLAYGROUND

a) It was noted that the annual inspection and risk assessment had been arranged and would be carried out in July.

b) Any matters of report – HC reported that she had trimmed back the grass verges alongside the footpath.

083/16 HIGHWAYS

a) Update on items/matters for repair previously reported – Noted that some further work had been done on road edges in areas adjoining the parish.

b) New matters for report to the Highways authority.

1. The fingerpost on the 'No Through Road' sign has been snapped off by a flat back truck. The Clerk is investigating the matter. CE reported that he had the sign which was made of cast aluminium which may be difficult to repair. The Clerk will report the

above to the Highways Department to see if they will assist with the repair of the sign. **Action - The Clerk.**

084/16 FOOTPATHS, BRIDLEWAYS AND RIGHTS OF WAY.

- a) Update on matters previously reported:
 - 1. Update on closure of bridleway SM6/26 due to damaged bridge – still closed awaiting repair.
- b) Any matters for report – None.

085/16 FEEDBACK FROM COUNCILLOR ATTENDING 'THE RENDEZVOUS' - the next meeting was on Saturday 13th May so nothing to report.

086/16 HEALTH & SAFETY – nothing to report.

087/16 CLERK'S REPORT AND CORRESPONDENCE.

- a) Correspondence – none.
- b) Reports/items for information – the Clerk reported that there were three items for information:
 - 1) Castle Cary Station Stakeholder Engagement – Atkins who are working on behalf of Great Western Railway (GWR) are conducting a study to evaluate the service provided at castle Cary Station with particular emphasis on car parking provision, including usability, access and efficiency. They are looking for a volunteer councillor to get involved. SC agreed to participate; the Clerk will forward his contact details to Atkins. **Action - The Clerk and SC.**
 - 2) Traffic Management - the proposed Order to introduce a permanent 24hour Clearway on one section of the A37, one section of the A371 and two sections of the A361 was noted. The consultation finishes on 1st June 2017. Anyone objecting should do so in writing to Somerset Highways, Traffic Management, B2 West, County Hall, Taunton, TA1 4DY quoting reference No. KT25042017.
 - 3) Total Transport Strategy – CSW Group are running events throughout Somerset and are looking for volunteers to get involved. The Clerk will forward to the FTN for publication.

088/16 ITEMS OF REPORT AND INCLUSION ON AGENDA FOR THE NEXT MEETING.

- a) Chairman – nothing.
- b) Members – SC reported that the CCRFC were renovating the main pitch over the next season.

Signed: Chairman to Ditchheat Parish Council.

Dated: 22nd June 2017.

DATE OF THE NEXT MEETING – 22nd JUNE 2017 AT 7.30 pm in the Church Room.

If necessary, a Planning meeting will be held on 1st June 2017 the Church Room at **8.00pm** after the Annual Parish meeting. PLEASE NOTE CHANGE OF TIME.

PLEASE CHECK THE NOTICEBOARDS FOR AGENDAS AND DATES.
MEMBERS OF THE PARISH AND PRESS WELCOME.