

## **MEETING of DITCHEAT PARISH COUNCIL**

MINUTES OF THE MEETING OF DITCHEAT PARISH COUNCIL HELD ON THURSDAY 26<sup>th</sup> OCTOBER 2017 AT 7.30PM AT CHURCH ROOM, DITCHEAT.

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

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

**PUBLIC PARTICIPATION** – Opportunity for members of the public to address the Parish Council. Sarah Kerr introduced herself to the PC and explained her reasons for volunteering to be co-opted onto the Council.

153/17 APOLOGIES FOR ABSENCE. Apologies for absence from Councillors Harrison (HH), Hughes and Travis (RT) – were received and approved. County Councillor Nigel Hewitt-Cooper (NHC), District Councillor John Greenhalgh (JG) and PCSO Dury had also sent their apologies.

154/17 COUNTY AND DISTRICT COUNCILLORS REPORTS: – CE read out the report from JG which included the following points:

- Following a successful trial last year, there will be another Christmas Market in Wells from 20<sup>th</sup> to 23<sup>rd</sup> December.
- In support of Small Business Saturday there is to be free parking in selected car parks on 2<sup>nd</sup> December including Great Ostry in Shepton Mallet
- There will also be free all-day parking in MDC car parks from the 20<sup>th</sup> to 25<sup>th</sup> December and on 1<sup>st</sup> January 2018
- The Council, in response to public concern, is supporting the introduction of specialised “Changing Places” toilets for disabled members of the community. These will be in Clarks Village in Street, Wells City Council Offices and Frome cattle Market. Work is also under way to find other potential locations
- Licensing which was originally planned to transfer to the 5 councils’ partnership is, following further legal advice, now going to remain in-house
- The two vacancies in the Planning Department have not yet been filled.

155/17 REPORT FROM AVON & SOMERSET CONSTABULARY- The Clerk read out the report which included the following incidents:

- 23<sup>rd</sup> September – Report of a vehicle on its roof along Ditchheat Hill – Emergency services attend.  
12<sup>th</sup> October – Report of a theft from a vehicle in Ditchheat Village.  
13<sup>th</sup> October – Report of a vehicle overturned along Ditchheat Hill – Police attend.  
20<sup>th</sup> October – Report of a vehicle unable to climb Wraxall Hill, and having to stop – Police attend and assist vehicle.

156/17 CODE OF CONDUCT – Declarations of interest and dispensations.

- a) Declarations of interest on items included on the agenda – CE declared an interest in item 163/17 c) as a member of the PCC and 163 e) 1 & 2 as recipient of the payments. JD declared an interest in item 163/17 c) as on the electoral of the PCC and item 163/17 e) as a member of the volunteer group undertaking the work. RH declared a personal interest in 157/17 as the Sarah Kerr is a friend.
- b) Requests for dispensation for disclosable pecuniary interests – none.

- 157/17 CO-OPTION TO FILL VACANCY
- a) Nominations to fill the councillor vacancy by co-option – RH nominated Sarah Kerr (SK). There were no other nominations.
  - b) Vote on the nomination received – CE proposed, seconded by RH that SK is co-opted onto the Council. CE, RH, SC and HC voted in favour with JD abstaining. SK duly co-opted on to the Council. The Clerk will arrange for the Declaration of Acceptance of Office form to be completed. **Action: The Clerk.**
- 158/17 MINUTES - The minutes of the meeting held on 14<sup>th</sup> September 2017 were approved and signed by the Chairman.
- 159/17 MATTERS ARISING - from the meeting held on 14<sup>th</sup> September 2017.
- a) Land opposite The Lodge on the A37 – The Clerk reported that the Senior Planning Officer at MDC had responded to the PC's ongoing concerns about the access on to the unclassified road stating that the concerns had been duly noted and that further advice will be sought.
  - b) Insurance relating to the adoption of telephone kiosk in Alhampton for installation of defibrillator – The Clerk reported that the kiosk has been added to the PC insurance policy for public liability, damage to the kiosk and unless covered by the Community Heartbeat Trust for damage to or theft of the defibrillator. There is no additional cost at present however the premium will increase when the policy is renewed next year by £15.00 - £20.00 approximately.
  - c) Painting of fingerpost road signs – The Clerk reported that SCC had confirmed that any volunteers who undertake work to repair and/or paint the fingerpost signs would be required to undertake a H & S workshop – likely to held next Spring – prior to doing any work. The Clerk also stated that contact had been made with a contractor approved by SCC to undertake such work and that a very rough estimate of the cost of repairing and repainting a five-fingerpost sign would be £600.00 = VAT this would include renewing the inner pole in the sign and shot blast the paint back to bare metal and then repainting. The Clerk will request a quotation from the contractor. **Action: The Clerk.**
  - d) Lilac tree in entrance to the toddlers' playground – CE reported that the tree had been cut back.
  - e) Harvest Festival wheel barrow – CE reported that the PC had entered a decorated wheel barrow for the Harvest Festival service.
  - f) AGM of the CPRE – SC reported that he had attended the AGM on behalf of the PC but had not found it informative.
- 160/17 MINUTES - The minutes of the planning meeting held on 5<sup>th</sup> October 2017 were approved and signed by the Chairman.
- 161/17 MATTERS ARISING - from the planning meeting held on 5<sup>th</sup> October 2017.
- a) JD raised the matter that the name of the site on the planning application- Church View – may cause confusion as there was another property with the same name. It was understood that if/when the proposed property/ies were officially named existing names would be taken into consideration.
- 162/17 PLANNING
- a) It was noted that planning permission has been granted for the following:
    - 1) The Manor House, Ditcheat. Ref: 2017/1899/LBC.
    - 2) Langford Barn, Alhampton. Ref: 2017/1587/HSE.
    - 3) 1 Ditcheat Hill Farm cottages, Ditcheat. Ref: 2017/2115/FUL.

163/17 FINANCE

- a) Bank balances as per cash book at 21<sup>st</sup> October - £13,769.50 however this includes the £920 which had been donated to the PC specifically towards future costs relating to the adopted telephone kiosk and defibrillator recently installed in Alhampton.
  - b) The outcome of the external audit was noted, and the Clerk will seek advice regarding the signing of section 2 in future. **Action: The Clerk.**
  - c) The request from the Parochial Church Council (PCC) for a grant towards the upkeep of the churchyard was considered. Resolved to give a grant of £500 specifically towards the upkeep of the churchyard. The Clerk confirmed that the PCC had been advised that any request for similar grant for 2018/19 must be received by the 7<sup>th</sup> December in order to be considered as part of the discussion to set the precept.
  - d) The request from St. Margaret's Hospice for a donation was considered and resolved not to give a donation. Discussion took place as to whether it was appropriate to grant monies for a 'place' i.e. the PCC for the churchyard but not to donate to an organisation which helps people. The matter will be discussed again at a future meeting. **Action: The Clerk.**
  - e) Approval of Parish Council payments and authority to sign cheques.
    - 1) Mr C Evans for materials for the repair of Ditcheat to Sutton footpath - £330.00 for sand and £4.03 for bolts for the kissing gate; = Total £334.03.
    - 2) Mr C Evans for materials (tape) to repair playground equipment - £8.92.
    - 3) Miss P Griffiths – Clerk's expenses 1<sup>st</sup> July – 30<sup>th</sup> September 2017 - £106.45.
- RESOLVED - that the above expenditure be approved, and the cheques signed.
- f) The payment to the following was noted:
    - 1) Tony's Garden Services for grass cutting on 4<sup>th</sup>, 15<sup>th</sup> and 30<sup>th</sup> September 2017 - £195.00.

164/17 PLAYGROUND

- a) Update on repairs following the recent Annual Inspection and Risk Assessment report from Wicksteed Leisure – CE reported that the three platform panels at the higher level did have some rotting and it was agreed to plan to replace these in the next year. The tunnel opening had been painted and the wooden slats had been sanded and sealed.
- b) Any matters of report – HC reported that she and the clerk had met with the assessor who had indicated that the trees at the edge of the playground should be inspected by an arboreal specialist every three years to reduce the risk of branches falling on users of the playground. CE reported that he had trimmed back the trees to above head height as per the recommendation of the annual inspection and risk assessment. HC further reported that she had created a checklist and will do a weekly inspection. Further matter that need to be addressed include the purchasing of a new rubbish bin that will fit on the existing support – the Clerk will get details and a quote; CE will cut the top of the post that is alongside the path; the Clerk will check for the plugs to infill the holes in the frame work of the equipment and order more if none available. **Action: The Clerk, CE and HC.**

165/17 HIGHWAYS

- a) Update on items/matters for repair previously reported – the road edges by Highbridge on the road from Ditcheat to Alhampton have been repaired.
- b) New matters for report to the Highways authority:
  - None.

It was noted that as the mechanism for reporting potholes etc is very straight forward to do online on the SCCC website that members of the public should be encouraged to report problems directly

It was noted with some concern that there had been two accidents on Ditchheat Hill within a short period of time.

166/17 FOOTPATHS, BRIDLEWAYS AND RIGHTS OF WAY.

- a) Update on matters previously reported:
  - 1. Bridge on SM6/26 – Noted that the bridge has been repaired and the notices removed.
- b) Any matters for report – CE reported that work was progressing on the repairs to the footpath and that the second kissing gate had been installed.
- c) The Clerk will write to Mrs Jackson to thank her on behalf of the PC for allowing the use of her yard and land for the storage of the materials need to repair the footpath – this had been extremely helpful.

167/17 FEEDBACK FROM COUNCILLOR ATTENDING 'THE RENDEZVOUS' - CE reported that no relevant matters were raised with him at the October 'Rendezvous'. HC volunteered to attend the November 'Rendezvous' – a volunteer for December is required. On a separate matter CE will report back on any matters from the 'Men's Breakfast'.

168/17 HEALTH & SAFETY - nothing to report.

169/17 CLERK'S REPORT AND CORRESPONDENCE.

- a) Correspondence.
  - 1) The letter from the Pensions Regulator acknowledging the PC's declaration of compliance was noted.
- b) Reports/items for information.
  - 1) The Clerk reminded councillors to give some thought to expenditure requirements for the 2018/2109 year as the draft budget would be discussed at the meeting in December for confirmation in January 2018 including whether and when grants and donations should be given and if so to whom – i.e. what types of organisations.

170/17 ITEMS OF REPORT AND INCLUSION ON AGENDA FOR THE NEXT MEETING.

- a) Chairman – Welcomed SK to the Parish Council.
- b) Members – none.

Signed: Chairman of Ditchheat Parish Council.

Dated: 7<sup>th</sup> DECEMBER 2017.

DATE OF THE NEXT MEETING – 7<sup>th</sup> DECEMBER 2017 AT 7.30 pm in the Church Room.

If necessary, a Planning meeting will be held on 23<sup>rd</sup> November 2017 the Church Room at 7.30pm.

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