

MEETING of DITCHEAT PARISH COUNCIL

MINUTES OF THE MEETING OF DITCHEAT PARISH COUNCIL HELD ON THURSDAY 5th JULY 2018 AT 7.30PM AT CHURCH ROOM, DITCHEAT.

PRESENT: Chairperson – Councillor Evans (CE) and Councillors – Clark (HC), Harrison (HH), Dando (JD), and Travis (RT).

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

BY INVITATION: District Councillor John Greenhalgh (JG).

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

091/18 APOLOGIES FOR ABSENCE - Apologies for absence from Councillors Hutton (RH), Hughes (LH), Clifford (SC) and Kerr (SK) were received and approved. County Councillor Hewitt-Cooper and PCSO Dury had sent their apologies.

092/18 COUNTY AND DISTRICT COUNCILLORS REPORTS – JG gave an update on matters relating to the District Council. There have been no major announcements recently. However there have been a number of developments as follows:

- Objections and comments on the Local Plan Part 2 (Site Allocations) are being reviewed and revisited as necessary and the final version of the plan will be presented to full council in September. This version will be sent to the Planning Inspectorate for approval which is expected in Spring 2019.
- The National Planning Policy Framework (NPPF) is being updated and is due for publication at the end of this month. This will in turn lead to a review of MDC's Local Plan Part 1 next year.
- No replacement has yet been found for the Head of Planning & Growth and the consultant covering in the short-term (Simeon Manley) has now left. A new senior planner from BANES (Rachel Tadman) has taken up her post but Dan Foster, senior planning officer, is leaving in early August.
- Two appointments have been made for Group Managers of Commercial Transformation and Neighbourhood Services starting this month.
- Prior to the new kerbside waste collection service starting in 2020, all recycling sites now accept plastic food pots and trays in addition to plastic bottles. This type of waste will be collected kerbside from 2020.
- Our County Councillor Nigel Hewitt-Cooper was awarded a silver gilt for his carnivorous plants at the recent Chelsea Flower Show.

JG also reported that if acceptable to the presenter of the recent training sessions that he had attended regarding safeguarding for children and vulnerable adults he would forward the presentation slides for information.

093/18 REPORT FROM AVON & SOMERSET CONSTABULARY- The Clerk read out the report which included the following incidents:

10th May – Report of cold callers in the village – Police attended but no trace was found.
13th May – Report of male and female cold callers in Sutton asking for scrap metal at local farms. Further call regarding cold callers asking for scrap metal, at farms near Ditchheat.

25th May – Report of an accident along Wraxall Hill – Emergency services attended.

26th May – Report of an accident near the Manor House Public House – Emergency services attended.

4th June – Report of a lorry broken down on Wraxall Hill – Police attended.

6th June – Report of a vehicle broken down on Wraxall Hill – Police attended.
22nd June – Report of an assault in Alhampton – Police attended.
27th June – Report of a vehicle broken down on Wraxall Hill – Police attended.

094/18 CODE OF CONDUCT – Declarations of interest and dispensations.
a) Declarations of interest on items included on the agenda: CE declared an interest in Item 101/18 e) 2) as recipient of the payment.
b) Requests for dispensation for disclosable pecuniary interests - None.

095/18 MINUTES - The minutes of the meeting held on 24th May 2018 were approved and signed by the Chairman.

096/18 MATTERS ARISING - from the meeting held on 24th May 2018.
a) Painting and repair of fingerpost signs – CE reported that he had either received or had had a commitment of donations for most of the funding required to complete the work. It was agreed to add the 'No Through Road' sign in Alhampton and a small mileage sign by Owley Farm on to the list of work. The Clerk will request an updated quotation from Somerset Forge Limited and a timeline for the work and how they would wish to be paid; either at the completion of all the work or on a sign by sign basis. **Action: The Clerk.**
b) Mural board in the bus shelter in Ditchheat – CE confirmed that the mural would be painted during July.
c) Pooling of water at entrance to Haddon Wood by Jacob's Lane and at the end of Snagg Lane – It was reported that the grips (gulleys) had been created along the road side from the entrance to Haddon Wood by Jacob's Lane for some distance towards Alhampton. It was hoped that this would resolve the problem of water pooling, but result would not be known until there had been some significant rainfall. Likewise, no further action will be taken regarding the end of Snagg Lane until there had been further evidence of water pooling.
d) Gate closure for the gate into the small children's playground – CE reported that the replacement hydraulic arm on the gate closure had been fitted.
e) Shroud on Elephant rocker mobile in playground – CE reported that it had not been possible to fit the shroud due to the specialist type of allen key required. The Clerk will order the key from Wicksteed. **Action: The Clerk.**
f) Disclaimer for the PC website - the draft disclaimer prepared by LH and circulated prior to the meeting was accepted and the Clerk instructed to publish it on the website. **Action: The Clerk.**
g) Funding for the repair of the seat in small children's play area – JD reported that Mr Baker had indicated that he and his family would assist in the funding of the repair of the seat for which the PC was grateful. Resolved that the PC would pay for the repair in the meantime.

097/18 MINUTES - the minutes of the meeting held on 14th June 2018 were approved and signed by the Chairman.

098/18 MATTERS ARISING - from the meeting held on 14th June 2018.
a) CE reported that the repairs to the seat in the small children's play area had been completed.

099/18 GENERAL DATA PROTECTION REGULATION (GDPR) – following the email circulated by RT and further what appeared to be conflicting advice received from SALC it was agreed to continue to undertake the audit of information held and develop a privacy policy but not to go to any expense unless and until further information is made available. **Action - The Clerk and RT.**

100/17 PLANNING

- a) It was noted that planning permission has been granted for the following:
- 1) Ringwell Lodge – Ref: 2018/0730/HSE.
 - 2) Ashbarton – Ref: 2018/1049/LBC.
 - 3) The Old Stable – Ref: 2018/0960/HSE.

101/18 FINANCE

- a) Internal Audit for year ended 31st March 2018 – the Clerk reported that the internal auditor had signed off the accounts. However, it had been noted during the audit that one item of expenditure had not been documented in the minutes. The Clerk has noted the comment and will endeavour to ensure it does not happen again.

Action: The Clerk.

- b) Approval of the accounts for 2017/2018 – resolved to approve and sign the accounts.
c) Annual Return - Section 2 Statement of Accounts; approved and signed.
d) Bank balances as at 8th June from latest statements – The Clerk reported that the current balance of all accounts as per the cash sheet is £17,308.01 with the remaining defibrillator project money of £1108.00 accounted for separately.
e) Approval of Parish Council payments and authority to sign cheques.
- 1) Mr G Pattmore for repair of seat in small children's play area - £80.00.
 - 2) Mr C Evans for footpath repair materials - £214.56.
 - 3) Miss P Griffiths for Clerk's salary – 1st April to 30th June 2018 - £683.53.
 - 4) HMRC for PAYE/NICs - £170.80.
 - 5) Miss P Griffiths for Clerk's expenses – 1st April to 30th June 2018 – £25.99.

RESOLVED: that the above expenditure be approved, and the cheques signed.

- f) Payment to the following were noted:
- 1) Lock-Tec for the replacement gate closure in playground - £170.40.
 - 2) Came & Company for PC insurance - £421.49.
 - 3) Tony's Garden Services for grounds maintenance for May - £210.00.
 - 4) SALC for Clerk training on GDPR - £25.00.

102/18 PLAYGROUND

- a) Matters of report:
- HC reported that on the equipment in the small children's playing area some flaking of paint had occurred. HC agreed to smooth of the rough edges. Agreed no further action until the annual report and risk assessment is received after the inspection in early August.
 - HC also reported that there are some gaps appearing in the safety matting underneath the cradle swings – agreed that it will be monitored and as above wait for the annual inspection report.

103/18 HIGHWAYS

- a) Update on items/matters for repair previously reported:
- 1) Water seeping out of the bank along the side of the road by The Hire Shed in Sutton – CE reported that the Highways Department had accepted that the water coming off the bank was not a Bristol Water problem but more likely due to a spring as there was currently no evidence of water during this dry spell. The Highways Department will come back and have a further look in wet weather.
 - 2) Water meter cover by the turning into Smiths Lane – still outstanding. The Clerk will report the matter again. **Action: The Clerk.**
- b) New matters for report to the Highways authority.
- 1) There are two sunken manhole/gulley covers in Smiths Lane. **Action - The Clerk.**
- c) It was agreed that JD would collect and store the road signs which had been left following the recent road works. The Clerk will inform the Highway Department that the signs may be collected when convenient to JD. **Action: The Clerk.**

104/18 FOOTPATHS, BRIDLEWAYS AND RIGHTS OF WAY.

- a) Mendip Ramblers Walking Festival 25 – 27 August 2018 – to consider the proposal from JD that the footpaths that will be walked are checked prior to the festival and remedial action taken if required. It was noted that the Mendip Ramblers walk leaders undertake their own checks of the routes, however, CE and JD will also check the routes
- b) Update on matters previously raised/reported:
 - 1) Noted that the kissing gate had been delivered and would be installed in due course.
 - 2) Gate in to the field from footpath running alongside Orchard House in Alhampton – CE reported and HH confirmed that the post CE had put behind the gate to prevent it opening too wide was working well and that the gate self-closed.
- c) Any matters for report:
 - 1) CE reported that the post on single gate on footpath SM6/9 at the back of Priors Leigh needs to be replaced. The Clerk will report this to the Rights of Way department. **Action: The Clerk.**
 - 2) CE reported that he had strimmed the Grove path and noted that SCC had erected signs indicating that it was a public footpath.
 - 3) CE will provide an estimate of the cost to complete the renovation of the Ditchheat to Sutton footpath.

105/18 FEEDBACK FROM COUNCILLOR ATTENDING 'THE RENDEZVOUS' - nothing to report.

106/18 HEALTH & SAFETY – HH raised the matter of cars parked at the entrances to Haddon Wood being broken into and items stolen. HH will put up signs reminding members of the public not to leave anything on show in their cars and to report any incidents to the police. The Clerk will advise the PCSO and ask for the police to increase patrols of the area as much as possible. **Action: HH and the Clerk.**

107/18 CLERK'S REPORT AND CORRESPONDENCE.

- a) Correspondence:
 - 1) Tesco Bags of Help – Project completion – the Clerk reported that confirmation had been received that the 'End of Project' paperwork had been completed and that the PC could now re-apply for funding. Agreed that the Clerk should get a quotation for the replacement of the safety matting underneath both sets of swings. **Action: The Clerk.**
- a) Reports/items for information – none.

108/18 ITEMS OF REPORT AND INCLUSION ON AGENDA FOR THE NEXT MEETING.

- a) Chairman – nothing.
- b) Members – none.

Signed: Chairman to Ditchheat Parish Council.

Dated: 16th AUGUST 2018.

DATE OF THE NEXT MEETING – 16th AUGUST 2018 AT 7.30 pm in the Church Room.

If necessary, a Planning meeting will be held on 26th July 2018 the Church Room at 7.30pm.

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