

# WITHYCOMBE PARISH COUNCIL

Minutes of the Withycombe Parish Council meeting held at the Memorial Hall on Monday 6<sup>th</sup> March 2017 at 7.00pm

## **PRESENT**

Councillors: Emma Wright (Chairman), Stephen Crossman, Richard Barnham, Amanda Gardiner, Susan Gill.

In attendance: S Rawle (Clerk)

For future reference attendees will be referred to in these, and subsequent, minutes by their initials viz:

Emma Wright (Chairman) EW, Chris Thomas CT, Stephen Crossman SC, Richard Barnham RB, Amanda Gardiner AJG, Susan Gill SG, David Tilley DT, Brenda Maitland-Walker (West Somerset District Council) BMW, Christine Lawrence (Somerset County Council) CL, Sam Rawle (Clerk) SR.

The Meeting was digitally recorded

**THESE ARE DRAFT MINUTES AND ARE YET TO BE APPROVED BY THE COUNCIL**

## 1749 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from CL. BMW had left at the end of the Public Open Session.

## 1750 **DECLARATIONS OF MEMBERS' INTERESTS**

None.

## 1751 **TO APPROVE THE MINUTES OF THE FOLLOWING MEETINGS:**

Parish Council Meeting and Public Open Session held on 5<sup>th</sup> December 2016.

The minutes of the above meeting having been circulated prior to the meeting, were agreed as accurate and signed by the Chairman.

## 1752 **MATTERS ARISING from the minutes**

1752.1 **Parish Flood Plan – Village Clean Up (1737)** - The Chairman reported that the Village Clean Up had been very successful with around 15 residents taking part on each of the two days. Everyone had worked extremely hard to clear debris from the watercourse and remove leaves on the lane. As a result the river was flowing better. The Chairman had sent a letter to the West Somerset Free Press to thank everyone who had taken part. Councillors went on to discuss the development of a flood plan for the parish. Funding would be available for flood prevention work if a plan was developed and registered with the relevant authority. It was agreed that SG and EW would complete the Environment Agency Community Flood Plan template.

1752.2 **Parish Newsletter (1745)** – This matter was discussed under the Finance item.

1752.3 **Risk Assessments (1726):** - The Clerk advised that risk assessments had been carried out and the paperwork completed. It had been identified that some weed control needed to be undertaken around the two bus shelters. AJG would ask Paul Gardiner if he would be prepared to carry this out.

1752.4 **Removal of BT telephone box** – The Clerk advised that this item was on the main agenda.

## 1753 **PLANNING**

### **Applications:**

1753.1.1 Application 3/26/16./033 – Erection of 1 No. dwelling for agricultural, 3 No. agricultural buildings and formation of access track @ Gracepits Farm, Lodge Rocks Cross to Forches Corner, Old Cleeve. Members discussed the application and it was agreed that

as concerns had been lodged in relation to the construction of the temporary dwelling then it should follow that the same concerns should be submitted for the permanent dwelling.

1753.1.2 Application 6/41/16/106 – Proposed conversion of barn to form two units of holiday accommodation together with double garage and bat loft @ Bowden Cottage, Oak Lane, Withycombe. Notification of the application had been previously circulated by the Clerk and no adverse comments were expressed.

1753.1.3 Application 6/41/17/101 – Proposed removal of lean-to extension and construction of two storey extension @ Fernbank, Sandrocks Lane, Withycombe. Notification of the application had been previously circulated by the Clerk and no adverse comments were expressed.

### **Decisions:**

1753.2.1 Application 6/41/16/106 – Proposed conversion of barn to form two units of holiday accommodation together with double garage and bat loft @ Bowden Cottage, Oak Lane, Withycombe.

The Clerk reported that permission had been refused.

Application 6/41/16/105 Improvement and creation of tracks at Langridge Wood, Culverwell Wood and Croydon Wood.

The Clerk reported that consent had been granted to the above application, subject to compliance with certain specified planning conditions.

## **1754 FINANCES**

1754.1 **Budget Monitoring Report:** The Clerk circulated a budget monitoring report for the period 1<sup>st</sup> December 2016 to 31<sup>st</sup> January 2017. The Clerk confirmed that the Council's finances were healthy with 'free funds' standing at £8,718 at 31<sup>st</sup> January 2017.

1754.2 **Bank Reconciliation Statement:** The bank reconciliation as at 31<sup>st</sup> January 2017 agreed with bank statements and was signed by the Chairman, as an accurate record.

Bank balances were:

➤ Account 95304622	£1,670.66
➤ Account 44356501	£16,724.93
Total	£18,395.59

1754.3 **The following payments were approved:**

1. S Rawle (Clerk) salary / expenses (Jan 2017– Mar 2017)	£746.34
2. Withycombe Memorial Hall – Hire of Hall for Meetings 2016/17	£100.00
3. Parish Newsletter (A Rivett)	£80.00
4. Maintenance of Millennium Trees (P Gardiner)	£36.00

1754.4 **Parish Newsletter:** The Clerk advised that she had received details from Anne Rivett about the frequency and printing costs of the newsletter. The aim was to produce the newsletter every two months . The printing costs for the December and January editions amounted to eighty pounds. One hundred copies had been printed for each edition at a cost of forty pence per copy. It was hoped that these costs could be reduced in future by encouraging people to receive the newsletter electronically. Continuing support of the newsletter was proposed by SC, seconded by RB and was unanimously agreed. Clerk to advise Anne Rivett.

1754.5 **Active Living Account:** The Clerk confirmed that no transactions had been made on the account and that the balance held by the Parish Council was unchanged standing at £347.61.

## **1755 RISK ASSESSMENTS – MILLENIUM TREES**

AJG reported that Paul Gardiner had undertaken a prune of the trees and a replacement planted for the one that had died back. The protective casings were in good shape and it

was considered that overall the trees were in reasonable condition. There was one tree adjacent to the water tap that would need to be checked again in the autumn along with the replacement tree to ensure it had taken. Clerk instructed to send a report to Neil Steadman.

#### **1756 REMOVAL OF BT TELEPHONE BOX**

The Clerk reported she had responded to the second consultation that had been circulated via West Somerset Council (WSC) concerning removal of the BT telephone box. The Clerk has advised WSC that the Parish Council request that the telephone box remain as is until such time that the community had been consulted with a view to adoption. Councillors discussed the possibilities of relocating the phone box to a central location in the village and for it to be used to house a defibrillator unit. It was agreed that residents should be consulted with regard to its future through an article in the next parish newsletter. SG to put together a procedure note for the various stages which needed to be undertaken to adopt the phone box and send to the Clerk for circulation to Councillors.

#### **1757 HIGHWAYS**

1757.1 Issues with large vehicles – The Clerk advised that following an email received from Mrs Ruddy concerning an incident in January with large vehicles passing through the village, she had written to the local Police for their advice concerning the matter. The Neighbourhood Beat Manager, PC Jamie Munro had emailed the Clerk with advice concerning enforcement action by the Police should a vehicle contravene the height restriction. PC Munro advised that it was possible for a prosecution to take place following a photograph of the vehicle in contravention of the sign, however, it would require the person taking the photograph to accept that they may be called as a witness to court. DT suggested that a photograph of the driver would also needed to be taken. The Clerk was instructed to send the advice from PC Munro to Mrs Ruddy and other residents directly affected by the passage of large vehicles through the village.

1757.2 BT Sub Contractors - West Street – This was dealt with in the Public Open Session.

1757.3 Damage to the Ford – Rattle Row: The Clerk reported that she had recently received a letter from Mr M G Nichols advising that one of the large stones had become dislodged at the bottom of the ford and that repairs were necessary. The Clerk will advise Somerset Highways Department and forward a response to Mr Nichols.

1757.4 Damaged Road Sign – Higher Rodhuish Lane: The Chairman reported that the wooden posts for the Higher Rodhuish Lane road sign were rotted out and that the sign had fallen over. The Clerk instructed to inform the District Council.

#### **1758 RIGHTS OF WAY**

1758.1 **Minehead & Burnham on Sea Motor Club:** The Clerk reported that correspondence had been received, circulated prior to the meeting, confirming that permission had been granted to hold a scramble/rally on the 8<sup>th</sup> April 2017. The event would at times, utilise the footpaths and bridleways that are within the boundaries of the parish. The correspondence was noted.

1758.2 **M.C.C Motor Club:** The Clerk reported that correspondence had been received, and circulated prior to the meeting, confirming that permission had been granted for the M.C.C Motor Club to hold part of the Lands End Trial, on unclassified roads that are within the boundaries of the parish. The event would take place on the 14<sup>th</sup>/15<sup>th</sup> April 2017. The correspondence was noted.

1758.3 **Parish Paths Liason Officer (PPLO) Update:** The Clerk advised that Paul Bryon had now been officially registered with the Somerset County Council Rights of Way Team as the

PPLO for Withycombe and Rodhuish. Paul had provided the Clerk with a report of his progress to date. In summary:-

- All parish rights of way have been walked except two.
- Clearing of undergrowth has been undertaken around access points.
- Missing/Incorrect signage or that in need of replacement have been identified and will be reported to SCC ROW.
- Overall the network is in good shape.
- The next step will be to seek volunteers for the 'Adopt a Path Initiative'.
- Spreadsheet set up to record work undertaken, time spent and issues arising and reported.

The Clerk was instructed to write to Paul to thank him for the enthusiasm and hard work he has put into the role in such a short period of time.

**1759 TITHOLES ORCHARD**

Western Power are currently undertaking work to relocate power cables and transformer. No further information to report.

**1760 ANNUAL PARISH ASSEMBLY**

The Clerk advised that the Annual Parish Assembly had been booked for Wednesday 19<sup>th</sup> April. A list of organisations invited to attend and the draft agenda was reviewed and the Clerk instructed to send out invitations accordingly. SG agreed to coordinate the arrangements for refreshments.

**1761 COUNTY COUNCILLOR and DISTRICT COUNCILLOR REPORTS**

1761.1 The Somerset County Councillor (CL) had tendered her apologies.

1761.2 The District Councillor (BMW) presented her report in the Public Open Session which preceded this meeting. There were no matters arising from the report that required further action by the Parish Council.

**1762 CORRESPONDENCE RECEIVED**

1762.1 Avon and Somerset Police and Crime Plan – Priorities for the police, community safety and criminal justice services for the next four years. The correspondence was noted.

1762.2 Correspondence received from Somerset Coast Advice Partnership concerning a bid to the Hinkley Community Impact Mitigation fund. The correspondence was noted.

1762.3 Correspondence received from Engage West Somerset concerning the Volunteer of the Year Nominations. The correspondence was noted.

The meeting closed at 9.20 pm.

Signed \_\_\_\_\_  
CHAIRMAN

Date \_\_\_\_\_