

# WITHYCOMBE PARISH COUNCIL

Minutes of the Withycombe Parish Council meeting held at the Memorial Hall on Monday 4th September 2017 at 7.00pm

## **PRESENT**

Councillors: Emma Wright (Chairman), Chris Thomas, Richard Barnham, Amanda Gardiner, Susan Gill.

In attendance: S Rawle (Clerk)

Also present: Brenda Maitland-Walker (WSC), Christine Lawrence (SCC)

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

## 1779 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from DT

## 1780 **TO RECEIVE DECLARATIONS OF INTEREST FROM CLLRS**

None.

## 1781 **TO APPROVE THE MINUTES OF THE FOLLOWING MEETINGS:**

Parish Council Meeting and Public Open Session held on 22nd May 2017.

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

## 1782 **MATTERS ARISING FROM THE MINUTES:**

1782.1 - Review of Standing Orders, Financial Regulations and Code of Conduct – Deferred to December Meeting

1782.2 – Valuation of Council owned Assets – Deferred to December Meeting

## 1783 **PLANNING**

### **Applications:**

1783.1 Application 3/41/17/002 – Demolition of part store and erection of a single storey timber conservatory and glass canopy @ Sandhill Racing Stables, Sandhill Lane  
No objections were expressed.

### **Decisions:**

1783.2 Application 6/41/17/102 – Conversion of barn to form a single unit of holiday accommodation @ Bowden Cottage, Oak Lane, Withycombe  
The Clerk reported that consent had been granted.

## 1784 **FINANCES**

1784.1 **Budget Monitoring Report:** The Clerk circulated a budget monitoring report for the period 1<sup>st</sup> April 2017 to 31<sup>st</sup> August 2017. The Clerk explained the Parish Councils current

reserves position (Titholes Orchard £10,330 and Active Living £358.61). After taking this into account the Parish Council had 'available funds' standing at £8,883.

1784.2 **Bank Reconciliation Statement:** The Clerk presented the bank reconciliation up to 31st August 2017. The bank reconciliation statement agreed with bank statements and was signed by the Chairman, as an accurate record. Bank balances were:

➤ Account 95304622	£3,596.31
➤ Account 44356501	£15,975.77
Total	£19,572.08

1784.3 **The following payments were approved:**

1. S Rawle (Clerk) salary / expenses (Jul 2017– Sept 2017)	£772.32
2. A Rivett (Newsletter)	£ 57.60

1784.4 **Active Living Account:** The Clerk circulated a statement detailing transactions on the Active Living account. The balance being held by the Parish Council at 31st August 2017 amounted to £358.61.

The matter of the Active Living Groups reducing funding had been raised in the Public Open Session that preceded this meeting. The Chairman proposed that the Parish Council should consider funding the hire of the hall for the group. The Clerk advised that there was sufficient monies in the current budget. There was consensus that the group was a great benefit to the village. RB advised that the Parish Council had made contributions to local charities in the past. There was a general discussion on how the Parish Council could operate a grants/donations policy. BMW advised that other parish/town councils operated an application process and that groups/charities applied for one off grants annually.

It was proposed by RB and seconded by CT to make a one off contribution of £300.00 to the Active Living Group. This was unanimously agreed.

## **1785 CLERKS CONTRACT OF EMPLOYMENT**

The Clerk circulated the Clerks Contract of Employment and explained that it was based on the NALC model template. The contract and job description were unanimously agreed. The contract was signed by the Chairman. Clerk was issued with a Contract of Employment and Job Description.

## **1786 DEFIBRILLATOR**

All agreed that the presentation from South West Ambulance Trust (SWAT) was informative and it was positive to see so many members of the public attending to find out more. The general feeling was that the local community were on board with situating a defibrillator in the village. CT enquired whether other companies had been looked at as comparison to the package supplied by SWAT. The Chairman explained that she and Cllr Gill had looked at the British Heart Foundation package but this would not include the heated cabinet, replacement of consumables and also the training was not as comprehensive. In addition the grant that was available from CRISP (Community Resilience in Somerset Project) was only linked with the SWAT package and not other providers.

It was unanimously agreed to progress with the package offered by SWAT. The Clerk was instructed to look into the grant application process.

**1787 BT PHONEBOX, WEST ST**

The matter had been raised in the Public Open Session by Withycombe resident, Roger Hurst.

The Chairman explained that the Parish Council had made an application to BT to adopt the phone box. BT required proof of ownership from the land owner to allow its adoption. The Clerk was instructed to write to Mrs Carol Wright requesting proof of ownership of the land and explaining that once BT had disconnected the telephone that the box would be removed from the property at the Parish Councils expense.

**1788 HIGHWAYS**

Nothing to report.

**1789 RIGHTS OF WAY**

<sup>1789.1</sup> PPLO Update: The Chairman read out the update from the PPLO, Paul Bryon. There were a number of issues regarding access points and signage. Clerk will make sure that the Paul has escalated the issues to Glen Martin, ROW Team, SCC.

**1790 TITHOLES ORCHARD UPDATE**

Clerk had written to Lucy Back (Savills) for an update concerning the construction specification for the car park/play area. Lucy Back had advised that the Project Manager would provide details when they were back from holiday. Clerk to chase up.

The Chairman reported that she had met with Wickesteed Playgrounds to undertake a quote for the provision of play equipment. CL reported that the play area at Bicknoller was a good local example.

**1791 PARISH PRIORITIES**

The Clerk reported that West Somerset Council had sought confirmation that the parish priorities (circulated prior to the meeting) remained current and up to date.

It was agreed to amend the '*provision of safe car parking*' to the '*provision of safe community car parking*'. That under the details for this priority the wording '*Also lighting to be installed in the car park*', to be deleted.

The Clerk instructed to inform West Somerset Council accordingly.

**1792 MEETING DATES**

The Clerk reported that she had provisionally booked the Memorial Hall for meetings on the following dates: Monday 5<sup>th</sup> March, Monday 21<sup>st</sup> May, Monday 3<sup>rd</sup> September, Monday 3<sup>rd</sup> December. She also advised that the Annual Parish Assembly had been provisionally booked for Wednesday 18<sup>th</sup> April.

These dates were unanimously agreed. Clerk to email CL and BMW with dates.

**1793 COUNTY COUNCILLOR and DISTRICT COUNCILLOR REPORTS**

<sup>1775.1</sup> The Somerset County Councillor (CL) presented her report in the Public Open Session which preceded this meeting. There were no matters arising from the Somerset County Councillors report that required further action by the Parish Council.

<sup>1775.2</sup> 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.

**1776 CORRESPONDENCE RECEIVED**

1776.1 Strategic Housing Framework – Housing Market Profiles for WS – The correspondence was noted.

**1777 AOB**

None

**1778 ITEMS FOR NEXT MEETING**

It was agreed that the following items will be included on the agenda for the next meeting which will be held in December:-

- Review of Standing Orders, Financial Regulations & Code of Conduct
- Review of valuation of Council owned Assets

The meeting closed at 9.07 pm.

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

Date \_\_\_\_\_