

# WITHYCOMBE PARISH COUNCIL

Minutes of the Withycombe Parish Council meeting held at the Memorial Hall on Monday 24th May 2021 at 7.00pm

**These Minutes are DRAFT until approved at the next Full Council meeting**

## **PRESENT**

Councillors: David Tilley (Chairman), Chris Thomas, Stephen Crossman, Richard Barnham, Silvie Kluzova, Steven Hansford

In attendance: S Rawle (Clerk), Christine Lawrence (SCC)

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

**David Tilley(Chairman) DT, Chris Thomas CT, Stephen Crossman SC, Richard Barnham RB, Silvia Kluzova SK, Steven Hansford SH, Marcus Karvis (SWAT) MK, Christine Lawrence (Somerset County Council) CL, Sam Rawle (Clerk) SR.**

**The Meeting was digitally recorded**

## **2005 ELECTION OF CHAIRMAN**

DT was proposed by SC seconded by CT and elected as Chairman for the 2021-22 municipal year by unanimous decision. An acceptance of office form was duly signed and dated.

## **2006 APOLOGIES FOR ABSENCE**

None

## **2007 ELECTION OF VICE CHAIRMAN**

CT was proposed by DT seconded by SC and elected as Vice Chairmana by unanimous decision.

## **2008 DECLARATION OF INTERESTS**

None

## **2009 RESIGNATION OF CLLR A GARDINER**

The Clerk reported that Amanda Gardiner had tendered her resignation from the Parish Council due to her increased work commitments. Mrs Gardiner's resignation was accepted and the Clerk was instructed to carry out the necessary process to advertise a casual vacancy.

## **2010 TO APPROVE MINUTES OF THE FOLLOWING MEETINGS**

Parish Council Meeting and Public Open Session held on 9<sup>th</sup> December 2020. Proposed by SH seconded by DT. Minutes were unanimously agreed.

## **2011 MATTERS ARISING FROM THE MINUTES**

There were not matters arising from the minutes.

## **2012 REPORTS FROM COUNTY AND DISTRICT CLLRS**

There was no report from District Cllrs.

From SCC CL reported that a lot of work was going on in the Highways Division. New speed signs had been put up at Bilbrook. The crossing at Bircham Rd, outside the College was progressing. There will be more changes to the Carhampton Rd in the Autumn in response to the flooding (Orchard Close run off).

DT asked for progress on the badly needed repairs to the wall along Lower Street. CL will chase this one up but understood it was scheduled work due to commence.

DT asked for progress on the flooding issue at Park Cottages, Rodhuish. CL reported that a site inspection had been carried out but there were concerns with the amount of run off. CT advised that it was a large catchment area with a spring that rises in the area. The owners of Fernbank had opened their leat which crosses the field to divert the water, but this was not a permanent solution.

CL advised in order to progress this that a letter from the Parish Council should be sent to the Highways Superintendent copying her in and that the issue also be reported online. The online mapping system was new technology at SCC and ensures that any issues are logged centrally and are followed up.

CT reported that Greenlands Lane was grown over. This had been hedgetrimmed in the past but now nobody seems to be taking responsibility and the issue is bounced between ENP and SCC.

### **2013 PUBLIC PARTICIPATION**

There were no members of the public present.

The Clerk reported that she had received an email from Mrs Wheeler that afternoon asking what was being done about the 'eyesore across the road'. DT said he would respond to Mrs Wheeler accordingly.

### **2014 PLANNING**

#### **Applications:**

Parkedge, Higher Rodhuish Rd, Withycombe – variation of condition no.2 (approved plans) of application 3/41/18/003

There were no objections.

**Decisions:** None received

### **2015 PRESENTATION OF FINANCES**

2015.1 **Budget Monitoring Report:** The Clerk circulated a budget monitoring report for the period 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021. The Clerk explained that because of the COVID 19 pandemic the last 12 months had seen less in year activity than had been budgeted for. The in year budget for Titholes had remained unspent as the project was only just nearing completion. The final underspend for the 2020-21 year was£. This amount would go into the general reserves account. The end of year reserves position was as follows:-

General Reserves - £19,271

Titholes Earmarked Reserves – £11,330

The delays had been due to the protracted negotiations between Savills(acting for The Crown) and MHPF and agreement on the production of the final lease document.

2015.2 **Bank Reconciliation Statement:** The Clerk presented the bank reconciliation up to 31<sup>st</sup> March 2021. The bank reconciliation statement agreed with bank statements and was signed by the Chairman, as an accurate record. Bank balances were:

➤ Account 95304622	£1,862.21
➤ Account 44356501	£28,790.48
Total	£30,652.69

2015.3 **The following payments that had already been made were ratified:**

1. P Storey – Planting of 3 Beech trees and supply of protective boxes - £486.00
2. JPC Design – Accessibility Audit & Report for website - £50.00

2015.3 **The following payments were approved for payment:**

- |  |            |
|--|------------|
| 1. S Rawle (Clerk) salary/expenses (Jan-June 2021) | - £1262.38 |
| 2. Zurich Insurance                                | - £370.89  |

**Clerk's Salary and Expenses:**

The Clerk advised that the amount shown included re-imbusement of payment to SALC for the Councillor Essentials training for SH and the website hosting fee to IS OK Designs.

**2016 TITHOLES ORCHARD UPDATE**

The Parish Council were awaiting the for the final signed lease document from MHPF solicitors. Once the final signed copy had been received this would need to be registered with Land Registry.

DT updated that he had received a phonecall from Mr Kelly the Estate Manager for MHPF. Mr Kelley had advised that the Parish Council would need to acquire signage to ensure that people did not park in the car park overnight and that it was strictly only for users of the Memorial Hall, Play Area and the Amenity Area. It would be the Parish Councils responsibility to enforce this. SH asked why the overnight parking restriction was stipulated. RB responded that in consultation with the community this had been the agreement when the original lease was produced.

DT advised that the Parish Council were not leasing the access road but they would be responsible for a proportion of the upkeep. In response to a question from SH it was confirmed that the access road is not adopted by Highways.

SH said that he had noticed that dog fouling was occurring in the car park already and could a dog bin be considered. A debate was held about how and who would empty the bin. Clerk advised she would contact Id Verde (SW&T contractor), for a price for a weekly empty.

7.45pm The meeting was adjourned for a site visit to the carpark.

8.03pm The meeting re-commenced

DT would speak to Chris Adams regarding a planting scheme for the Amenity Area and also make enquiries about weed spraying the car park and strimming the perimeter areas.

SK raised the issue concerning the barbed wire fence on the far side of the childrens play area.

Clerk was instructed to look into the necessary signage for the area and to make enquiries with play equipment providers.

**2017 DEFIBRILLATOR**

The Clerk reported that she had been in contact with the British Heart Foundation who had provided costings for a defibrillator and cabinet. The cost of the defibrillator unit would be £1170 with the unlocked cabinet at a cost of £574.99. The Clerk advised that there was £1000.00 in the current year budget towards the project and the remaining £745 would need to be agreed to be transferred from general reserves.

It was proposed by DT seconded by RB and unanimously agreed that the Clerk be instructed with organising the purchase of the defibrillator from BHF.

**2018 CAGES FOR MILLENIUM TREES**

DT reported that Chris Adams had offered to install new cages and stakes for the Millenium Trees. Mr Adams had asked if the Parish Council would consider covering the cost of the stakes which would cost in the region of £60.00. Mr Adams had offered to undertake the work for free. It was unanimously agreed that the Parish Council would cover the cost of the

stakes. Clerk advised if Mr Adams could send the Parish Council an invoice through the Clerk a payment could be raised.

**2019 WEBSITE UPGRADE/REFRESH**

The Clerk reported that she had received a quote for £180 from IS OK Designs, to upgrade the website to ensure compliancy with current accessibility legislation.

It was proposed by DT seconded by SC and unanimously agreed to accept the quote and instruct IS OK Design to proceed with the upgrade.

Withycombe FaceBook page – SH updated Cllrs on the idea of a FB page for Withycombe. He suggested that it would be a good community information hub and would provide a communication channel beyond the parish council website which mainly carried parish council business. Cllrs thought that it was a good idea providing that the appropriate administration controls were in place. The Clerk advised that it would be better if it was a community FB page and not seen as a Parish Council FB page. There could be a link however, between the two platforms. SH to look into carrying the project forward.

**2020 ITEMS FOR FUTURE MEETINGS**

SH reported that a spate of breakins had occurred in the village and enquired whether representatives from the local Policing team could be invited to a future meeting as well as a representative from CrimeStoppers. The pros and cons of Neighbourhood Watch Schemes were discussed. Clerk to invite Police and CrimeStoppers to a future meeting.

The Clerk advised that another meeting would be needed before the 30<sup>th</sup> June 2021 in order to sign off the Annual Governance Statement and Certificate of Exemption for the External Auditor. It was agreed to schedule a meeting for the 28<sup>th</sup> June, 2021 to allow this to happen.

**2021 DATES OF NEXT MEETINGS**

28<sup>th</sup> June 2021, 6<sup>th</sup> September 2021, 6<sup>th</sup> December 2021, 7<sup>th</sup> March 2022

The meeting closed at 8.40 pm.

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

Date \_\_\_\_\_