

DRAFT MINUTES**Combe Florey Parish Council**

Date of Meeting: Wednesday 08th March 2023 7:00 pm At Combe Florey Village Hall	Written by: Gemma Coombes (Parish Clerk)
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Parish Council Meeting Minutes**Councillors Present**

Cllr Robin Cleverly (Chair)
Cllr Simon Hawes (RFO)
Cllr John Passingham
Cllr Jacquy Newton
Cllr Adriana Truby

In attendance

Gemma Coombes – Parish Clerk
Parishioners x 4

2023/17) Welcome by Chairman

The Chairman opened the meeting and welcomed everyone.

2023/18) Apologies for absence

Cllr Mike Rigby – Somerset county councillor and District Councillor (apologies not tendered)
Cllr Andy Sully - Somerset county councillor (apologies not tendered)

2023/19) Declarations of Interest

None declared.

2023/20) Approval of last meetings minutes

The minutes from the 10th January 2023 were taken as read.
Acceptance proposed by Cllr Hawes and seconded by Cllr Newton
Cllr John Passingham abstained from the vote as he did not have the minutes sent to him. All others in favour to adopt the minutes. Signed by Chairman.

2023/21) Co-option of new council member

Following notice of a casual vacancy, Adriana Truby was co-opted as a member of the parish council. She agreed to become the representative on planning matters.
Proposed by Cllr Cleverly, seconded Cllr Hawes. All in favour.

2023/22) Public participation

Nothing raised.

2023/23) Matters Arising**I. Request for Parish Council to provide funding of £2050.00 for 4 year rental for 2 defibrillators**

Jean Phillips gave an overview of the defibrillator project. The Combe Florey Defibrillator Group (CFDG) has been set up to manage this. There seems to be general approval across the Parish for the need for a defibrillator, and the plan is to instal one in the village hall and one in Trebles Holford. The preferred acquisition option is to rent two machines from the SW Ambulance Service Foundation Trust (SWASFT) who will be responsible for all maintenance, provision of disposables, and training. The costs are based on a four-yearly rental of £1800 + VAT for the first one, and £1000 + VAT for the second, plus initial electrical installation costs (£700 per year).

The CFDG are planning fund-raising activities and have been offered donations (including from the village hall) to cover initial costs, and also to generate the funds for the next rental cycle.

The PC does have some funds available, and also probably access to ca £5,000 of Community Infrastructure Levy (CIL) funds. The PC is also in a position to reclaim the VAT (£560) but only if the rental agreement is in the name of the council.

The RFO Cllr Hawes is reluctant to involve the Council in a four-year commitment without more assurance that the ongoing funding and project management can be guaranteed. Once there is

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Signed: [Chairman]

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a clearer understanding of the amount being asked from us now and possible future commitments and liabilities the PC can give a formal answer. He will find out more about access to, and use of, the CIL money.

The CFDG will continue with the funding initiatives (including a sold-out quiz night in March), and to discuss the project at the annual parish meeting in May, possibly with an representative of SWASFT (or equivalent expert) to answer questions.

II. Proposal for Parish Council to purchase and reclaim VAT

Covered above.

III. Somerset Prepared Scheme - Parish council to consider

Somerset Prepared (SP) is a multi-agency partnership working closely with communities to deliver advice, support and training to help enhance local resilience to emergencies. SP will provide funding of up to 50% cost for 2 defibrillators if it is part of a wider flood, emergency or resilience plan. The funding is conditional on the parish having an emergency response plan.

It was agreed that this is a good approach to take. Cllr Truby offered to put together a draft emergency plan in conjunction with the CFDG and village hall so this can be submitted to SP as part of an application for defibrillator funding support.

2023/24) Best practice for production of Minutes

Cllr Cleverly proposed the Clerk drafts the minutes to be sent to the chairman then circulated to the council members with the word 'Draft' on it within two weeks of the meeting. The current Standing Orders (dated 2016) will be reviewed. Proposed by Cllr Newton and agreed by all.

2023/25) Proposal to schedule monthly meetings and possible dates.

After some discussion Cllr John Passingham proposed bi-monthly meetings. This will take the Council from 4 standard meetings per year to 6. This change will take place from May after the annual parish council meeting when dates will be decided for the coming year. Proposed by Cllr Passingham and agreed by all.

2023/26) Somerset County councillor's report (Cllr Rigby / Cllr Sully)

None submitted

2023/27) Taunton Deane district report (Cllr Rigby)

None submitted

2023/28) Policing Report

Nothing relevant to Combe Florey.

2023/29) Planning**1. Current planning applications**

One is still outstanding (Chesil House).

A Planning in Principle application has been received after the agenda was set. An extraordinary meeting will be held on 30th March to consider this and other planning applications.

2. Other planning matters

Nothing raised.

2023/30) Finance**1. Account balances**

I. Current account - £8500.00 this is before the current payments are taken out.

2. CIL - options for spending accumulated funds

The CIL from SWT are holding £4858 of funds and we are looking at ways to spend this.

3. Bank Reconciliation and Cash Days Books

Payment schedule is circulated and signed by chairperson, daybook and cashbook also signed.

4. Remittances

I. None

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5. Invoices for payment

Cllr Simon Hawes (RFO) read out the invoices for payment. The below are items that were known of at the time of the agenda.

- a. Parish Clerk wages and expenses (February - March inclusive) £239.80 (before deductions) 193.20
- Proposed by Cllr John Passingham, seconded by Cllr Jacquey Newton. All in favour.
- b. HMRC (Clerks PAYE) - £46.60
- Proposed by Cllr John Passingham, seconded by Cllr Jacquey Newton. All in favour.
- c. John Passingham - £26.86 from Wee Tree Nurseries
- Proposed by Cllr John Passingham, seconded by Cllr Jacquey Newton. All in favour.
- d. John Passingham - £189.60 from wee Tree Nurseries
- Proposed by Cllr John Passingham, seconded by Cllr Jacquey Newton. All in favour.
- e. Robin Cleverly - £200 from Royal British Legionaries (previously approved in November 2022)

6. Budget discussions for 2023/2024

Income and expenditure are much the same each year. RFO Cllr Hawes wished to defer discussion to the next meeting to get a better idea of the garden and defibrillator projects that could be major items.

7. Any other invoices submitted after agenda set for consideration by Council

None

2023/31) Highways and Footpaths**1. Condition of roads in Parish.**

Crossing herds of deer have caused mudslides along Honeyball Lane. The landowners are ultimately responsible. Deterring the deer from crossing, or moving the crossing point, is a major task and ultimately very expensive and impractical.
No actions.

2023/32) Village Maintenance / Garden**1. Surveyors report and options for the wall**

The surveyor's report on the village garden wall said that, although the wall was not in good condition, there was no immediate risk to garden users. Given this and the uncertainty over ownership and responsibility for the wall the council are happy to leave it at that.

2. Plans for next phase of garden project.**I. Planting requirements**

Mark Lewis will advise of what he wants and when he wants them. Last year the Squirrels (young Scouts) came and planted some small bulbs and they would like to come next Tuesday (March 14th) to do this again.

II. Landscaping works

More work should be carried out later this week.

3. Advice required and use of contract gardeners.

Mark Lewis is busy and has not managed to spend as much time on the garden as the PC had hoped. Cllr Hawes will have a discussion with Mark to see if he can offer any commitment. The Village Hall have a new gardener at £15 per hour that might be an alternative.

2023/33) Coronation Party

On Sunday 7th of May there will be an event held to celebrate the coronation of the king; this is likely to be a tea party rather than a BBQ. Nobody at present has agreed to organise it.

The Annual Parish Meeting is two days after this event for which the PC does a leaflet drop around the parish and we could circulate the coronation party information at the same time. At the beginning of April there will be an informal discussion of who will do what to get this organised.

[Post meeting note: Irene Cleverly has agreed to be the main point of contact.]

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2023/34) Village Hall - Status report

The village hall has several improvement projects planned.
Please send any ideas and suggestions to the Village Hall Committee.

2023/35) Topics for future meetings

Parish emergency plan
[Post meeting note: to be considered at the extraordinary meeting on 30th March].

2023/36) Correspondence

None that has not been discussed.

2023/37) NEXT MEETING:

- I. Annual Parish Meeting: 09th May 2023 at 7.00pm Held at Combe Florey Village Hall
 - II. Annual Parish Council Meeting: 23rd May 2023 at 7.00pm Held at Combe Florey Village Hall
- Meeting closed at 21.10