

# Combe Florey Parish Council

Minutes of Meeting held at Combe Florey Village Hall

On Wednesday 15<sup>th</sup> March 2017 at 7.00pm

(in the format to be submitted to the next meeting for approval as a correct record)

**Present:** Cllr Peter Watson, Cllr Jane Warmington, Cllr Peter Taylor, Cllr L Boulton.  
C Morrison-Jones (clerk)  
Six members of the public

## 1. Placement of District Councillors onto the Parish Council

The clerk explained that two District Councillors, J Warmington and P Watson, had been placed onto the parish council by Taunton Deane to ensure that the parish council was quorate and therefore to enable council business to be transacted. Both councillors had signed a 'Declaration of Acceptance of Office' form before the start to the meeting and completed a 'Register of Members Interests' form.

## 2. To Elect a Chairman for the remainder of the Municipal Year 2016/17

P Watson proposed J Warmington, seconded by L Boulton.

**RESOLVED:** J Warmington was unanimously elected Chairman for the remainder of the 2016/17 municipal year and duly signed the acceptance of office form

## 3. To Receive any Apologies of Absence

None

## 4. Declarations of Interest / Dispensations

J Warmington - item 10, Police report as she sits on the Avon & Somerset Crime Panel

P Watson – items 14 a & b as is a Member of TD planning committee

## 5. Minutes from 9<sup>th</sup> January to approve and sign

The minutes were amended on page 1, line 7 of the County Councillor report from A258 to A358

**RESOLVED:** The minutes of the meeting held on 9<sup>th</sup> January were approved as a correct record and signed by the Chairman

## 6. Casual Vacancies on the Parish Council

The clerk reported that since the last parish council meeting there had been two further resignations, resulting in three casual vacancies on the parish council that could be filled by co-option, and invited any interested parishioners, or those living or working within 3 miles of the parish boundaries, to contact the clerk or any of the existing councillors.

The chair explained that the role of parish councillor was much less onerous than previously as there was now a clerk in place who carried out the clerical and administrative work for the council. What was needed was local input and views and this could be achieved, in the main, by attending the four meetings a year.

The value of the clerk was questioned from the floor but the chair explained that the clerk was a professional whose experience and knowledge was an asset to the council and should be utilised to enable the council to be more pro-active.

## 7. Public Participation

Signed as a true record:  
Chairman

Date

Will the 58% increase (for a Band D property) in precept for 17/18 be the pattern for future years, with similarly large percentage increases anticipated?

P Watson explained that as the parish council had not had a clerk for several years the precept had been low when compared to other parishes in the region. The increase was to enable the parish council to 'catch up' with regards to its finances and, unless the parish council decided in the future to become more pro-active, such a large percentage increase should not be necessary again. Clerk's costs were high for this first year as she was entering a system with no clerk in place so there was much work to do.

It was stressed that the parish council is here to serve Combe Florey and must focus on what parishioners want and what it can do for the village. There are many areas in which a parish council has added weight and benefit over individuals: influence over planning, representation with Taunton Deane access to grants and CiL money, ability to reclaim VAT on purchases for the parish, to name but a few.

**RESOLVED:** to invite a representative from Ash Priors to the Annual Village Meeting to discuss the merits of a parish meeting vs a parish council in order to give parishioners information regarding the alternative if the parish council is no longer in place.

### **8. County Councillor's Report**

None was received from M Rigby but J Warmington reported that the roundabout works on the A358 were approx. 1 week behind schedule, due to finish at the end of April

### **9. District Councillor's Report**

P Watson reported that the Post Office in Bishops Lydeard had re-opened but the refurbishment was not yet fully complete.

Somerset Waste Partnership – from September 2017 rubbish (non-recyclable) collections were moving to every 3 weeks but there will be more items that can be recycled so there should be an overall drop in the amount going to landfill. Garden waste will still be fortnightly, recycling weekly (with an additional receptacle being provided for additional plastics).

The consultation process regarding the creation of a new council from Taunton Deane and West Somerset is still ongoing

### **10. Police Report**

The clerk highlighted items from the submitted police report – significantly that there had been an increase in theft of motor vehicles and of shed / out building break ins.

It was agreed that the police reports would be posted on the parish council website ([www.combefloreyparishcouncil.org](http://www.combefloreyparishcouncil.org)) and on the parish noticeboard

### **11. Matters arising from the minutes**

None

### **12. Highways – any issues to report**

- a) By the Farmer's Arms exit onto the A358, on the left hand side of the railway bridge there is a considerable amount of ivy which is obstructing the sight line of vehicles exiting
- b) On the road side of the gate by the cemetery there is a large amount of soil left by contractors after works were carried out. This soil is blocking the gullies and therefore causing water drainage issues
- c) Edge of the road is collapsing through the village, particularly opposite the church (Lock Cottage)
- d) The causeway by the Farmers Arms has sunk on the inside, making it dangerous to use

Signed as a true record:  
Chairman

Date

- e) Large amounts of muck on the road in Nethercott Lane and large machinery / vehicles are destroying the verges

**RESOLVED:** Clerk to report the above issues to Highways

### 13. Finances

#### a) Payments to approve / receipts received

**RESOLVED:** that the following payments be made

Clerk's salary (Jan & Feb '17)	£422.92
HMRC, Clerk's PAYE	£105.60
Clerk's expenses and reimbursements (Dec 16, Jan & Feb 17)	£106.10

No receipts received

#### b) Expenditure to Date

Reconciled as to 28<sup>th</sup> February 2017:

B/F balance	£5,891.44
Total receipts	£3,361.69
Total payments	£2,610.44
Balance held	£6,642.69

**RESOLVED:** That the presented bank reconciliation, as of 28.2.17, be accepted as true and correct record of finances

#### c) Review Asset Register

The clerk had previously circulated a list of parish council assets:

Strimmer x 1, Grit Bins x 4, Noticeboard x1, Diamond Jubilee book x 1, Waste bin x1

The following additional items were added:

Combe Florey Village Garden, Bench x 2, Village garden sign x 1

**RESOLVED:** That the amended asset list was a correct and full list of parish council assets

#### d) Consider appointment of Internal Auditor

**RESOLVED:** That the clerk approach Sue Greenway to request that she carry out the internal audit for the parish council, as in previous years

#### e) Any other financial matters notified to the clerk in advance of the meeting

None

*P Watson took no part in items 14 a & b due to previously declared interests*

### 14. Planning Matters

#### a) Consider application 11/17/0003. Erection of single storey extension to the side of Combe Florey Village Hall

It was pointed out by representatives of the Village Hall that an objection had been received from a neighbour regarding the size and positioning of the window. Cllrs noted that the same level of interior lighting could be achieved with a higher, narrower window which would maintain neighbouring properties privacy.

**RESOLVED:** To support this application, but request that consideration be given to a different window placement / design

#### b) Consider application 11/17/0006. Replacement of agricultural building with the erection of a single unit of self-catering holiday accommodation for disabled visitors at The Old Poultry House, Trebles Holford (resubmission of 11/16/0010)

Cllrs were advised that this application was being resubmitted due to an administrative error at Taunton Deane.

**RESOLVED:** Clerk to write to Taunton Deane to reiterate the support given by the parish council to the original application

### 15. Village Upkeep

Signed as a true record:  
Chairman

Date

It was reported that the lengths man was working in the village the previous day. P Taylor confirmed that the lengths man had same maintenance schedule each year

**RESOLVED:** P Taylor to become the agreed point of contact between the parish council and lengths man.

The PPLO (R Cleverly) reported that the footpath sign at the bottom of the valley was broken – he would report to Taunton Deane

## **16. Procedural Matters**

### **a) Parish Council Email Account**

Prior to the appointment of a clerk, the parish council email account was accessed by all councillors. The chair felt that this was now a security risk and all correspondence should solely pass through the clerk. Members unanimously agreed

**RESOLVED:** Requested that the clerk amend the account log in details accordingly

### **b) Consider Parish Council Meeting dates for the 2017/18 municipal year**

**RESOLVED:** Meeting dates set as Wednesdays, 3<sup>rd</sup> May (Annual Parish Council Meeting) and 6<sup>th</sup> September 2017, 3<sup>rd</sup> January and 21<sup>st</sup> March 2018

### **c) Consider date for Annual Parish Meeting**

**RESOLVED:** To hold the APM on Wednesday 3<sup>rd</sup> May 2017 at 7pm, prior to the Annual Parish Council Meeting. A member of the public offered to deliver leaflets within the parish publicising the event

## **17. Clerk's Report**

January 11<sup>th</sup>, at 3.30pm, there was a significant fire at the Farmers Arms. It involved 12 fire engines and the pub will be closed for some time whilst renovations take place

The parish council website is now live. [www.combefloreyparishcouncil.org](http://www.combefloreyparishcouncil.org)

If parishioners sign up on the subscription form on the last page of the website, they will receive email updates on matters concerning the parish

Combe Florey Parish Council has been invited to contribute a short article after each parish council meeting to the 'Fiveways' magazine that covers the 5 villages of Bishops Lydeard

## **18. Topics for Future Meetings**

The chair reminded members of the public that if they wanted a particular topic to be discussed at a meeting it would have to appear on the agenda (which is finalised a week before the meeting date). Please contact the clerk in good time if there is a topic that you wish councillors to cover.

The chair thanked the members of the public present for attending - please do attend again – and reminded them that there are three casual vacancies to be filled on the parish council.

Due to the confidential nature of the business to be transacted, the chair explained that the last agenda item was to be conducted in confidential session and requested that the public leave at this point

## **19. Consider Complaint made to Parish Council**

Councillors considered the correspondence, both received and sent, and advice received regarding the above matter

There being no further business, the meeting closed at 9.15pm

**The next meeting will be on Wednesday 3<sup>rd</sup> May 2017, to take place immediately after the Annual Parish Meeting which will commence at 7pm at the Village Hall**

Signed as a true record:  
Chairman

Date