

Crowcombe Parish Council
The Orchard, Biscombe, Churchstanton, Taunton TA3 7PZ
Tel: 01823 601495
Clerk: Claire Morrison-Jones

Minutes of the Crowcombe Parish Council Meeting held on Thursday 6th September 2018
at Church House, Crowcombe commencing at 7.30pm.

(in the format to be presented to the next meeting for approval)

Present:

Cllrs T Brooks (Chair), M Smith, A Trollope-Bellew and R Druitt
SCC Cllr C Lawrence
PCSO Matt Legg

Police Report:

The new PCSO for the area, Matt Legg, introduced himself and gave his telephone number as 07889 657629, for anyone who wished to make contact with him
He told councillors that there was nothing major to report. He informed those present that, due to the re-starting of the hunting season and badger culling, the police presence in the area would be increasing and be more visible.

PCSO M Legg left the meeting at this point

98/18 To receive any apologies of absence

Apologies of absence received from Cllr B Druitt

99/18 Public Participation

None

100/18 County and District Councillor Reports

SCC Cllr C Lawrence:

- Reported that she attended a Safer Somerset Partnership meeting earlier- met with police and learnt more about drugs/alcohol and their interaction with domestic abuse.
- SCC are having to instigate significant cuts as it is facing difficult financial times.

The pressure on the budget is enormous from childrens social care and adult services.

100 'small' cuts having to be made to keep budget on track. Eg maybe loss of Taunton park & ride, changes to funding of the CAB, changes to the winter road salting pattern. The proposed cuts will be scrutinised on Tuesday and will go through cabinet the following Wednesday. The budget has to be balanced and SCC can't carry on as things are
Councillors considered that it is a mistake to close the park & ride....where will the displaced vehicles park in Taunton if the park and ride is closed?

WSDC Cllr A Trollope-Bellew:

- New warding proposals - Well done to TB for coming up with a new suggestion. ATB has written to the Boundary Commission to support this revised proposal. The consultation has now closed, and their decision is awaited

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- New council- The Shadow Authority and the Shadow Executive are now in place and are to oversee and ensure a smooth transition period. The Shadow Executive is in place to consider now any decisions that need to be made now that will affect the new council after May 2019
- Unitary bid – ATB considers that there are 7 or 8 options. An outside body will cost them out to see which are viable. Meanwhile, a conversation is going on.
- The Glover report concerning AONBs & National Parks. ATB reported that he is to meet with NP next week. At present there appears to be three apparent options 1) leave the boundaries as they are, 2) extend the boundaries, 3) The Quantocks to become part of the National Park. No decision to be made then, but the meeting will give some direction to the way forward

101/18 Declarations of Interest/Dispensations

ATB – item 105/18 as land owner (personal), item 106/18 as land owner (personal), item 108/18 war memorial (personal), item 116/18 c (prejudicial)
TB- item 116/18 c (personal)

102/18 Minutes, 26th July 2018

The minutes for the PC meeting held on 26th July 2018 were approved by councillors and signed by the Chairman as a true record

103/18 Casual vacancy on the council and the co-option of a new member

The chairman reported that last night he had received the resignation of J Laver from the PC; due to the increasing pressure of work he is no longer able to fulfil his commitments to the PC. This now means that there are two vacancies on the PC

The monitoring officer has been informed of the latest vacancy and the required notices advertising the two vacancies will be displayed by the PC from the 7th September. If there is no call for election during the statutory period, the PC will be free to fill the two vacancies by co-option at the November PC meeting

104/18 Highways

a) Village gateway signs

The clerk reported that the AONB considered that the gateway signs were the responsibility of the villages and therefore the cost of reposting the signs should be met by the PC

ATB – to speak to Simon Date on behalf of PC regarding new legs before the fingerpost volunteers re-paint the back of the sign next year

b) Fingerposts - update and consideration of cost of replacement parts

The volunteers had obtained pricing for replacement parts, but the quote was ‘over quoted’ as more was quoted for than actually needs doing (volunteers are happy to paint the new parts themselves)

The clerk confirmed that Highways have confirmed that any future liabilities connected to any repaired posts will lie with SCC, not CPC

Councillors requested that clerk return to Kelston Forge to ask them to quote for what was actually asked for (ie only the replacement parts needed, primed but not painting)

SCC Cllr CL left meeting at this point

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c) Updates on previously reported issues

Highways have responded that the land where the telephone kiosk was positioned is not recorded on their highway records as being part of the adopted public highway. However, the area highway superintendent has inspected the site and noted that the area had been filled in with soil.

c) Any issues to report

The road is breaking up at the cross roads at Stickle & Leigh, going towards leigh crossing-

d) Any accidents in the parish to report

None

105/18 Footpaths**a) New footpath to school -update**

i) Planning application has yet to be submitted. TB confirmed that he will get submitted to WS within the next couple of weeks

ii) The clerk reported that the PC has to submit an 'end of grant report' one year on from The Hinkley C mitigation grant being awarded. Most of the matters to report are factual that involve the amounts spent however photographs are needed of before, during and after construction of the path. Additionally, the PC also has to provide "one personal 'story of change' to demonstrate how it has made a significant difference to the life of an individual"

b) Any issues with footpaths to report

None

106/18 Play Area**a) Weekly inspection reports****i. update on previously reported issues**

The ramp of the multi-play piece of equipment has been repaired

Weekly inspection rota: ATB – September, MS – October, TB - November

ii. any new issues to report

It was noted that the grass looking a bit tatty round the back of the tennis court

b) Future maintenance issues / purchase of new equipment

The clerk was requested to get quotes for matters listed in July meeting, with the rubber matting & swing purchase needs to be directed towards a professional play company. Rest to considered by a 'handy person type'

Councillors resolved to delegate authority to the clerk and chairman to spend up to £3000 on new swing and rubber matting

c) Any other matters regarding the playground

None

107 /18 Boundary Commission consultation on proposed new ward boundaries

As resolved at the meeting on 26th July, The PC submitted a response to the Boundary Commission stating that it was unhappy with the proposed new warding arrangements.

Subsequently TB spent a significant amount of time perfecting new proposals that, together with other local parish councils, it was felt would represent much more appropriate grouping of parishes to form the new wards. With the support of Crowcombe councillors and many of the surrounding parishes these proposals have been submitted to the BC.

Councillors thanked TB for the considerable time that he had devoted to developing these new proposals

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108/18 War Memorial

Before his resignation from the PC, Cllr JL had prepared a report on the War Memorial (copied below)

“WAR MEMORIAL, 10 METRES SOUTH EAST OF CHURCH HOUSE

- *Grade II*
- *The memorial is protected, and listed on the National Heritage List for England maintained by Historic England.*

To “spruce up” the memorial it would require full Listed Building Consent. It would be an offence to clean, scrub, scrape or in anyway to affect the character of the memorial without consent. Even something as simple as washing with soapy water would introduce damaging sulphates that would dramatically increase the erosion rate of the stone. To affect such consent requires drawings, a heritage statement, scope and schedule of work etc etc etc. The average commercial cost for this is in the region of £1500 + per application dependent on the complexity of the application.

We would need to identify and design a solution to the defects and consult with the War Graves Commission (although they may not own it) but the LBC would be unlikely to go through without this consultation.

I looked at the inscription route and this is a major intervention. Without the costs of consent we would be looking at a minimum of £18.50 per letter (300+ letters = £5k plus) plus the cost of the stone and the fitting, unlikely to be below £650.00 + VAT.

Cost of the application £1500, cost of lettering £5k and fitting £1k. £7.5k + VAT.”

Councillors agreed that it was clear that any intervention to the monument itself would be very costly and beyond the scope of the PC; could donations be requested to assist with an alternative method of listing the names? ATB offered to investigate the costs involved in commissioning a gravestone type memorial stone to be placed next to the memorial and write an article in CAW outlining the situation

109/18 Defibrillator**a) Installation update**

The defibrillator has now been purchased and the PC are awaiting an electrician to install it soon on the wall outside the Village Shop. Councillors expressed thanks to the Village Shop Committee for the grant awarded to cover the cost of purchase.

MS offered to liaise with the electrician and the shop regarding the installation process

b) Registering with SWAS

Once the defibrillator has been installed it needs to be registered with South West Ambulance Service. This will ensure that when an individual calls 999 to report cardiac problems, and is within the required radius from the defibrillator, they will be informed of the location of the unit.

110/18 To Receive Reports of Meetings attended by Members as representatives of the Parish Council.

None

111/18 General Data Protection Regulations**a) Update**

The clerk reported that she had been investigating the most efficient way to

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log data held by the PC that complied with the requirements of GDPR. Microsoft Office 365 offers the Access database programme and 1 TB of secure cloud storage for £59.99 per year for 1 computer and 1 mobile phone.

Councillors resolved to update the PC computer software to Office 365 and also purchase an anti-virus programme

b) Consider privacy policy to be adopted by the Parish Council

The clerk had previously circulated template Privacy Notices, as prepared by NALC.

Councillors agreed that this needs careful consideration and resolved to consider the proposed templates at the November meeting

112/18 Code of Conduct

The clerk reported that a code of conduct complaint had been made against Cllr B Druitt regarding the PC's consideration of planning application 3 /07/17/019.

The complaint has been investigated by Bruce Lang, Monitoring Officer for West Somerset Council.

Mr Lang found that whilst a breach of the Code of Conduct has occurred, it occurred with Cllr Druitt believing that the particular locational relationship of his land ownership and the application site meant that his financial and general well-being was not affected and as such there was no need to declare an interest. This was fully supported by the Members of the Standards Advisory Committee

Mr Lang further advised that the PC might like to revisit its adopted Code of Conduct consider adopting the Code used by West Somerset.

Councillors agreed to defer this to the November meeting. CPC has currently adopted the SALC recommended Code of Conduct. The clerk was requested to consult with SALC regarding the differences between the SALC approved Code and that which is adopted by WS, and request their advice on any action that CPC should take.

113/18 Freshers event at The Crowcombe Hall on Friday 21st September

6.30-8.30pm

Councillors agreed that the PC needed to attend this event, both to highlight the activities of the PC within the parish and to try to fill the two current vacancies

114/18 Employment matters

Clerk's Annual review

i) Clerk's pay scale review

Councillors resolved to increase the clerk's rate of pay to level 23 on the NALC approved salary scale, backdated to 1st July 2018

ii) Clerk's contracted hours of work

Councillors acknowledged that the clerk's workload had significantly increased since employment commenced in 2015. It was resolved to increase the clerk's contracted working hours to 26 hours per month from 1st August 2018, with this to be reviewed in one year's time

115/18 Finances

a) To approve bank reconciliation

The clerk had previously circulated the accounts that showed that the balance total

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held by the council as of 31/7/18 was £29,371.91, with £10,828 of that total amount being held in earmarked reserve funds. The accounts were unanimously approved by the Council and signed by the Chairman

b) Payments to approve

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|---|---------|
| Clerk's Salary & expenses | £569.38 |
| HMRC * to be paid by D/D | £88.20 |
| SALC – GDPR training | £25.00 |
| Primary Care Supplies, underpayment for defibrillator | £0.80 |
| T Brooks, postage reimbursements | £6.50 |
| WSDC -footpath planning application fee*chq issued 2.8.18 | £117.00 |

c) Receipts received

| | |
|---|--------|
| 17.7.18 The Crowcombe Hall, ground rent | £75.00 |
|---|--------|

d) Any other financial matters notified to the clerk prior to the meeting

None

116/18 Planning

a) Updates on previously considered planning applications

Application ABD/07/18/001. Prior approval for proposed change of use of agricultural buildings to 2 No. Dwelling house (Class C3). Green Hayes, Station Road, Crowcombe, Taunton, TA4 4BU

Councillors had previously considered and objected to this application and has since been decided by WS that prior approval is needed for the development

The PC has been advised by the Enforcement Officer that no action can be taken over the erection of the barn due to the time that has elapsed since its construction

b) Consider application 3/07/18/010

Replacement of garage with the erection of 3 No. timber framed clad garages on land adjacent to Flaxpool Garage, Flaxpool Hill, Crowcombe, TA4 4AW

ATB & MS both declared a personal interest in relation to the neighbouring property

Councillors resolved to support the application as the proposal would be an improvement to the area as currently is

c) Any other planning issues brought to the attention of the clerk prior to the meeting

i) The following application was received by the PC on 5th

September:

Application 3/07/18/011. Internal alterations (retention of works already undertaken). Dairy Cottage, Crowcombe Road, Crowcombe, TA4 4AE

ATB left meeting at this point as declared interest

MS declared a personal interest

Councillors resolved to support this application

ATB re-joined meeting

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117/18 Clerk's Report

- i) A new webpage to help residents find out about planned maintenance on Somerset's roads is now available and now you can see all the structural maintenance work Somerset Highways have planned for the next financial year.
<http://www.travelsomerset.co.uk/structural-maintenance>
- ii) Consultation on the proposed main modifications to the Sedgemoor Local Plan (2011-2032) begins on the 28th August 2018 and runs from 28th August to 5pm on the 10th October 2018.
<http://www.sedgemoor.gov.uk/LocalPlan>

118/18 Topics for future meetings

- i) Privacy policy
- ii) Code of conduct
- iii) Feedback from freshers evening

There being no further business, the meeting closed at 22.20