

Pitcombe Parish Council

Minutes of the meeting of the Parish Council held in Hadspen Village Hall on Tuesday 13th June 2017

Present: Councillors J. Knight (Chair), C. Brook, R. Currie (from 19:32), C. Donald, R. Waller (from 19:54) and A. Wells

Clerk: Zöe Godden

Also present: County Councillor Anna Groskop, District Councillor Mike Beech and Mr Paul Rawson from Emily Estate Limited

There were five members of the public present at the start of the meeting

The meeting began at 19:30.

Public Open Session

Mr Paul Rawson explained plans for revisions to the routes for access and exit to and from the Hadspen House site and gave the reasons for these proposed changes. Paul informed members that a planning application would be submitted accordingly and asked the Parish Council to support the proposed revisions. Paul handed a letter and several documents to the Clerk. The Clerk was instructed to include this matter on the July agenda for formal consideration by the Council.

19:43 – One member of the public arrived at the meeting.

19:47: The Public Open Session was brought to a close.

1. Apologies for Absence: Councillor Comer

2. Declarations of Interests: Councillor Knight declared a disclosable pecuniary interest in item 9 ii and agreed to leave the meeting during discussions and voting on this matter. It was **agreed** that Councillor Wells would act as chair for item 9 ii.

3. Minutes: The minutes of the Annual Parish Council meeting held on 9th May 2017 were agreed as a correct record and signed by the Chairman.

4. To receive reports from

i County Councillor.

County Councillor Groskop informed members that the County Council was still working to address its £7m deficit but that this would have no direct effect on Pitcombe. Councillor Groskop advised members to highlight the impact of the Hadspen House development on local highways, especially at Grove Cross, which required a roundabout. Councillor Groskop added that the Council should consider working together with local parishes to address this matter.

ii District Councillor.

District Councillor Mike Beech had nothing to report.

iii PCSO.

PCSO Tim Russel was not present and a report had not been received.

5. Matter Arising for report:

i Highways and Drains: There was no new information to report.

ii To agree amendments to the Parish Plan and agree any further action to be taken. (LC)

It was **agreed** to defer this matter as Councillor Comer was not present.

iii To agree that the Council will take the lead on the defibrillator project and to note that the defibrillator units will be the property of the Council and will be entered onto the Council's asset register accordingly.

Councillor Currie informed members that a final decision on the choice of supplier needed to be made and the Clerk was instructed to add this matter to the July agenda.

(Action Parish Clerk)

RESOLVED: It was proposed and unanimously agreed that the Parish Council will lead the project and, should the defibrillator units be purchased outright, they would be the property of the Parish Council.

- iv To receive information gathered as requested from the Clerk relating to a new Speed Indicator Device to be purchased by Bruton Town Council and its use in Pitcombe.

The Clerk reported that she had spoken with Mike Brownlow, the chair of Bruton Town Council's Transport Committee. The Council would have access to SID results via the Bruton Town Council website, where the results would be published. A schedule would be forwarded to the Council with dates the SID would be present in the Parish. Bruton Town Council would have no problem locating the SID at a different location in the Parish, but the Council would be responsible for arranging to have any new locations assessed by County Highways, which was a requirement of the SID scheme.

6. To review Planning Applications, Road Closures, Foot Path Diversions.

- i Outcomes of applications considered at previous meetings:

17/00796/FUL – Erection of single storey oak framed annexe, 7 Old Station Lane, Pitcombe. BA10 0PT – Granted with conditions.

Noted.

- ii New Planning Applications:

a) **17/02162/OUT** - Outline planning application for one single storey dwelling to include access and landscaping with all other matters (appearance, layout, scale) to be reserved, Land at Mill Lane, Pitcombe.

20:00: The meeting was closed to allow public comments.

20:07: The meeting was reconvened.

Having listened to the public comments, members made their own observations.

RESOLVED: It was proposed and agreed to recommend refusal of this application for the following reasons:

- The application does not represent sustainable development as defined in policy SS2 of the SSDC Local Plan 2006-2028 because access to key services is not available locally and accessing key services would necessitate use of a vehicle due to poor public transport links.
- Policy SS2 of the Local Plan states: "Development will be permitted where it is commensurate with the scale and character of the settlement, provides for one or more of the types of development above, and increases the sustainability of a settlement in general." However, point 7.37 of this application's Planning Statement only refers to the scale and character of the proposed development. The Parish Council does not agree that the character of the proposed dwelling is commensurate with the character of the settlement and notes that the development does not provide for employment opportunities, does not create or enhance facilities and services to serve the settlement and does not meet an identified housing need. As such, the proposed development does not increase sustainability of the settlement at all.
- The design of the proposed dwelling is not in keeping with other dwellings in the vicinity.
- The site acts as a buffer between the hamlets of Cole and Pitcombe, so to allow development here would encourage further development leading to the diminished demarcation between these two distinct settlements.
- The railway cutting close to this site is a Local Wildlife Site and is considered by SSDC to be a Site of Local Conservation Importance. It is known to provide habitats for many protected species, including glow worms. The proposed development would harm the protected species and habitats in this area.
- The Parish Council feels that the conversion of agricultural land to residential is not needed and values retention of agricultural land in the Parish.
- Increase traffic movements at this point in Mill Lane would compromise road safety as the site is located on a 90^e bend.

The Parish Council also requests that, should permission for this development be granted, development rights are removed from the rest of the site to prevent any further construction.

(Action Parish Clerk)

20:20: All six members of the public, Mr Paul Rawson and District Councillor Mike beech left the meeting.

- iii Other Planning matters:

To note that the Council was consulted on a planning application in Shepton Montague Parish, relating to a new museum building and ancillary visitor facilities on the Hadspen House site but on consulting members, it was not felt to be cost effective to hold an additional meeting and no comments were submitted.

Noted.

- iv Temporary Road Closures – None
- v Path Diversions - None.

7. Reports from Portfolio holders not covered elsewhere on the agenda: None

8. Council Matters

- i To adopt the amended Standing Orders as presented.

Members had been provided with a list of changes, some of which were to note and some of which required agreement, as follows:

Standing Order number	Change to note or agree	Council response
1t	Agree time for councillor contributions – 3 minutes	It was agreed to limit the time for councillor contributions to 3 minutes.
3 Meetings Generally	Some sections have been made bold to show they contain statutory requirements.	Noted.
3c	Removed as applies only to committees.	Noted.
9b	Written notice of motions to be included on the agenda to be received by the Clerk 5 clear days before the meeting, instead of 3.	It was agreed that motions should be received by the Clerk 5 clear days before the meeting.
13e	Agree if the council or the proper officer will grant dispensations.	It was agreed that the Council would grant dispensations.
13g	Agree if dispensations should be granted in advance of the meeting if possible, or at the start of the meeting.	It was agreed that dispensations would be granted at the start of the meeting.
15b	Formatting and numbering corrected. Some sections have been made bold to show they contain statutory requirements.	Noted.
17c	Accounting statements now in section 2 of annual return, not section 1.	Noted.
18	Amended as per legal topic note 87.	Noted.
25b	Agree number of councillors required to give written notice of wish to vary, suspend or change standing orders.	It was agreed that 2 councillors would be required to give notice of a wish to vary, suspend or change standing orders.
26	This SO duplicates points in SO 15 b) xv.	It was agreed to remove this SO.

RESOLVED: It was proposed and agreed to readopt the Standing Orders, including the above detailed changes.

(Action Parish Clerk)

- ii To re-adopt Recording of Council Meetings policy without amendment.

It was **agreed** to defer this matter to the next meeting.

- iii To adopt the following new policies and procedures: Annual Leave Policy, Capability Procedure, Complaints Procedure, Data Protection Documents, Equal Opportunities Policy, Freedom of Information Policy, Grants Policy & application form, Grievance Policy and Sick Absence Policy.

It was **agreed** to defer the following policies and procedures to the next meeting: Complaints Procedure, Data Protection Document, Freedom of Information Policy and Grants Policy & application form.

20:50: Councillor Currie left the meeting.

RESOLVED: It was proposed and agreed to adopt the following policies and procedures: Annual Leave Policy, Capability Procedure, Equal Opportunities Policy, Grievance Policy and Sick Absence Policy.

20:56: County Councillor Anna Groskop left the meeting.

9. Finance.

- i To approve payments of:

Zöe Godden	Salary & expenses May 2017	£243.55
Came & Company	Parish Council insurance	£168.00
Philip J Smith	Internal Audit work 2016/17	£61.20
Bruton Town Council	SID contribution	£100.00

RESOLVED: It was proposed and agreed to approve the payments as presented and that Councillors Knight and Brook would sign the cheques.

ii To consider a request from Pitcombe News for a grant of £500 towards magazine production. Councillor Knight had declared a disclosable pecuniary interest in this item and left the meeting. Councillor Wells took over as Chair.

It was confirmed that the sum of £500 had been accounted for in the 2017/18 budget setting activities.

RESOLVED: It was proposed and agreed to award a grant of £500 as requested.

Councillor Knight returned and chaired the remainder of the meeting.

iii To note receipt of a VAT repayment from HMRC of £130.96 for the period to 30th April 2017.
Noted.

iv To approve the cash book and bank reconciliation for May 2017.

RESOLVED: The Cash Book and Bank Reconciliation for May 2017 was approved and signed by the Chair.

v To agree that the Chairman should sign a letter to Payman.co.uk informing them that the Clerk will carry out payroll functions from April 2018, as agreed at the meeting on 10th May 2016.
It was **agreed** that the Chairman should sign the letter accordingly.

vi To approve Section 1 of the 2016/17 Annual Return (Annual Governance Statements)

RESOLVED: It was proposed and agreed to answer “Yes” to all of the statements apart from number 9, which was answered with “N/A” because the Council does not hold any trust funds.

vii To approve Section 2 of the 2016/17 Annual Return (Accounting Statements)

RESOLVED: It was proposed and agreed to approve the figures in section 2 of the Annual Return as presented.

viii To note the Internal Auditor’s report.
Noted.

ix To approve the earmarked reserves as presented.

RESOLVED: It was proposed and agreed to approve the earmarked reserves as presented.

x To approve the Financial Risk Assessment as presented.

RESOLVED: It was proposed and agreed to approve the Financial Risk Assessment as presented.

xi To re-adopt the Financial Regulations without amendment.

RESOLVED: It was proposed and agreed to re-adopt the Financial Regulations without amendment.

10. Correspondence/Publications received for report.

i To note receipt of a thank you letter from St Margaret’s Hospice for the recent grant.
Noted.

ii To agree any members to attend Community Led Housing events organised by SSDC. The Clerk informed members that she would be attending one of these events on behalf of another Parish Council and would report back at the next available meeting.

11. Any Other Business: No other matters were raised.

12. Date of the next Parish Council meeting: 11th July 2017 at 7.30pm

The meeting ended at 21:06.

Signed

Date