

# Pitcombe Parish Council

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Minutes of the meeting of the Parish Council held on Tuesday 11<sup>th</sup> July 2017 at Hadspen Village Hall.

**Present:** Councillors J. Knight (Chair), L. Comer, R. Currie and R Waller

**Also present:** Mr Paul Rawson, Emily Estates.

**Clerk:** Zöe Godden

**The meeting began at 19:32.**

1. **Apologies:** Councillors Brook and Donald, County Councillor Anna Groskop and PCSO Tim Russell.
2. **Declarations of Interests:** None
3. **Minutes:** The minutes of the Parish Council meeting held on 13<sup>th</sup> June 2017 were agreed as a correct record and signed by the Chair.
4. **Reports**
  - i **County Councillor:** Not present
  - ii **District Councillor:** Not present
  - iii **PCSO:** Although PCSO Tim Russell was not able to attend the meeting, he had sent a report to the Clerk, which is attached to these minutes. It was reported that unauthorised vehicles had been witnessed on land belonging to Hadspen House and Hadspen Quarry. The Clerk would report this to PCSO Tim Russell.  
**(Action Parish Clerk)**
5. **Matter Arising for report:**
  - i Highways and Drains: The Clerk was instructed to contact County Highways to find out when verges would be cut in the Parish.  
**(Action Parish Clerk)**
  - ii To agree amendments to the Parish Plan and agree any further action to be taken. (LC)  
Councillor Currie requested that Emergency Planning should be added to the Parish Plan and **agreed** to look into this matter.  
**(Action Cllr Currie)**

Councillor Comer and Knight **agreed** to review the Parish Plan and members were asked to submit any amendments to Councillor Comer in time for the meeting on 12<sup>th</sup> September.  
**(Action All members)**

iii To hear an update on the defibrillator project and to choose from recommended defibrillator suppliers. (RC)  
Councillor Currie summarised his report, which had been sent to members in advance of the meeting. It was noted that the Council's insurance policy covered the replacement or repair of stolen or damaged units and also covered any claims arising from misuse of the units. Any spare parts and servicing required would be funded by the Council and Hadspen Village Hall.

**RESOLVED:** It was proposed and agreed that two Cardiac Science G5 fully automatic defibrillator units with cases would be purchased outright by the Parish Council and that the chosen supplier would be appointed to carry out annual servicing. It was further agreed that the two defibrillator units would be externally mounted at Bruton School for Girls and at Hadspen Village Hall and would be available on a free access basis. Finally, it was agreed that Councillor Currie would both obtain three quotes for the units to be brought to a future Council meeting and would arrange for training sessions to introduce the equipment and to include basic CPR.  
**(Action Cllr Currie)**

- iv To note that the Church pages are now live as part of the shared website.

**Noted.**

6. **To review Planning Applications, Road Closures, Foot Path Diversions.**
  - i Outcomes of applications considered at previous meetings:  
**17/01275/FUL & 17/01276/LBC** – The carrying out of various alterations, extensions to outbuildings and change of use of Shatwell House into hotel to provide 17 No. units of accommodation (Use Class C1) and change of use of associated adjacent buildings into visitor accommodation to include new 'pool barn' to provide ancillary leisure facilities for guests, new 'Granary' building and associated landscape works including new landscaped car park and new private access track linking to Hadspen House – Granted with conditions.

**Noted.**

- ii New Planning Applications:
  - a) **17/02676/COL-** Application for a Certificate of Lawfulness for the existing use of Barn Close in breach of Condition 4 of 82508 dated August 1968. (Occupancy Condition), Barn Close, Hadspen, Castle Cary. BA7 7LW.

**RESOLVED:** It was proposed and agreed that the Council had no problems with the detail included in the application.  
(Action Parish Clerk)

- iii Other Planning matters:
  - a) To consider a request from Paul Rawson of Emily Estate (UK) Limited that the Council writes a letter of support for a revised access and traffic management strategy to simplify access to the Hadspen Estate for visitors.

**19:53 - The meeting was adjourned to allow public comments.**

Mr Paul Rawson informed members that, since the Council's June meeting, Emily Estates had continued to consult with SSDC's Conservation and Landscape Officers regarding the proposed access changes at the Hadspen Estate. Both SSDC and SCC broadly agreed with the strategy. Mr Rawson said that it was important to Emily Estates that local parishes and neighbours were supportive of the proposed changes. Mr Rawson added that the proposed changes were as a result of consultations with local residents and parishes and that Emily Estates wished to address concerns raised.

**19:57 – The meeting was reconvened.**

Members discussed the matter, taking into account the statutory planning procedure for Parish Councils. Members agreed that the new access proposal would minimise the impact on road safety by using the most suitable vehicular entrance to the site and would minimise any increase in traffic on small, rural lanes by diverting traffic away from Welham.

**RESOLVED:** It was proposed and agreed that the Clerk should draft a letter of support, detailing the above advantages of the scheme, but making clear that the Council supported the application of all current and relevant highway policies and that the Council would look again at the proposals as part of the normal Planning consultation process. The Clerk would send a draft of the letter to all members for approval.  
(Action Parish Clerk)

- b) To consider contacting local Parish Councils to request a partnership working approach to address the highways issues at Grove Cross, specifically in light of the developments at Hadspen House.

Councillor Comer noted that other factors would also impact on local highways, including additional housing, business premises and events.

**RESOLVED:** It was proposed and agreed that the Clerk should do the following:

- Contact County Councillor Anna Groskop to advise her that the Council wished to host a meeting to address highways issues, at the junction of the A359 and A371 at Grove Cross and to agree a course of action for improvements.
- Invite Bratton Seymour Parish Meeting, Ansford, North Cadbury and Shepton Montague Parish Councils and Bruton and Castle Cary Town Councils and also District Councillor Mike Beech to attend the meeting.

(Action Parish Clerk)

**20:18 – The meeting was adjourned for public comment.**

Mr Paul Rawson said that Emily Estates would support improvements at Grove Cross and that a staggered priority junction may be more appropriate than a roundabout due to the need for lighting at roundabouts and the potential suburbanisation of the area.

**20:20 - The meeting was reconvened.**

- c) To note that CPRE has written to SSDC to object to planning application 17/02162/OUT for a single storey dwelling in Mill Lane.

**Noted.** It was agreed that, if this application was brought before the Area East Committee, Councillor Knight and one other Councillor would attend to represent the Council.

**20:27 - Mr Paul Rawson left the meeting.**

- iv Temporary Road Closures: Quaperlake Street, Bruton from the junction with Coombe Street, north-eastwards for a distance of 445 metres on 14<sup>th</sup> August for 10 days.
- v Path Diversions - None.

**7. Reports from Portfolio holders not covered elsewhere on the agenda:** No additional reports were presented.

#### **8. Council Matters**

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

**RESOLVED:** It was proposed and agreed to re-adopt the policy without amendment.

- ii To adopt the following new policies and procedures: Complaints Procedure, Data Protection Documents, Equal Opportunities Policy, Freedom of Information Policy and Grants Policy & application form.

Councillor Knight noted that the Equal Opportunities policy had been approved at the previous meeting.

The Clerk was instructed to add a section to the end of the Grant Application form to allow the recording of the reasons why a grant had or had not been given.

**RESOLVED:** It was proposed and agreed to adopt all the policies as presented, with the inclusion of the additional section to the Grants Application form as detailed above.

**9. Finance.**

i To approve payments of:

Zöe Godden	Salary & expenses June 2017	£246.58
HMRC	Income tax April to June 2017	£16.20
Henstridge Parish Council	15% share of Clerk's SLCC membership 2017	£25.05

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

ii To approve the cash book and bank reconciliation for June 2017.

The cash book and bank reconciliation were checked by Councillor Comer.

**RESOLVED:** It was proposed and agreed to approve the cash book and bank reconciliation as presented.

**10. Correspondence/Publications received for report:** A letter had been received from Evercreech Explorer Scouts asking for a grant of £200. The Clerk was instructed to forward the newly adopted grant application form and policy to the group.  
**(Action Parish Clerk)**

**11. Any Other Business:**

*Please note this item can only be used for statements of information and requests for items to be included on the agenda at the next meeting.*

It was noted that a use for the recently acquired telephone box had yet to be agreed and Councillor Knight said he would ask for ideas from the public via Pitcombe News. It was thought that a local resident had an allocated parking space in front of the telephone box and it was agreed that he or she should be consulted on this matter.

**12. Date of the next Parish Council meeting: 8<sup>th</sup> August 2017 at 7.30pm**

**The meeting ended at 20:52**

Signed

Date