**Minutes of the meeting of the Parish Council held on Tuesday 14th November 2017 at Hadspen Village Hall.**

**Present:** Councillors J. Knight (Chair), C. Brook, R. Currie, C. Donald, R. Waller and A. Wells

**Clerk**: Zöe Godden

There was one member of the public present at the start of the meeting.

**The Public Open Session began at 19:33**

Members heard from a member of the public about works to fields on his farm. Councillor Knight thanked the member of public for attending and explaining the nature of the work to date.

**The Public Open Session closed at 19:43**

**The meeting started at 19:46**

1. **Apologies:** PCSO Tim Russell
2. **Declarations of Interest:** None
3. **Minutes:** The minutes of the Parish Council meeting held on 10th October 2017 were agreed as a correct record and signed by the Chair.
4. **Reports:**
5. **County Councillor Anna Groskop** was not present.
6. **District Councillor Mike Beech** was not present
7. **PCSO Tim Russel** had sent apologies and supplied a report, which is attached to these minutes.
8. **Matter Arising for report:**
9. **Highways and Drains**: Councillor Currie noted that he had not received an update from County Highways on the problem of flooding at Pitcombe Rock.

Councillor Knight agreed to find out about when the badger sett would be dealt with on the road between Nettlecombe Hill and Lime Kiln Lane.

**(Action Cllr Knight)**

1. **Defibrillator project:** Councillor Currie reported that a training session on the use of the defibrillators had been held on 13th November and that another session was scheduled for 15th November. The session on 13th November had been well attended by approximately 20 people.

Councillor Currie asked members to agree to the idea of providing emergency first aid training to the community. Members **agreed** in principle to the idea. Councillor Currie said he would assess demand for such training and research appropriate providers with information to be brought to a future meeting.

**(Action Cllr Currie)**

Councillor Currie also asked members to agree to purchase signs to indicate the locations of the two defibrillator units. Members **agreed** in principle to this request. Councillor Currie agreed to forward the specification for the required signs to the Clerk.

**(Action Cllr Currie)**

The Clerk was instructed to obtain three prices for the required signs.

**(Action Parish Clerk)**

1. To hear an update on the recent meeting with other town and parish councils and other stakeholders to discuss a solution to the highways problems at Grove Cross and agree next steps. (JK)

Councillor Knight summarised the outcomes from the initial meeting held on 19th October. The feeling was that some funding would have to be raised locally in order to realise a timely solution. County Highways representatives had indicated that there would be at least a five year wait without the input of local funding. Councillor Knight noted that a community group would be able to fund raise more effectively than the Parish Councils, so the inception of a community fundraising group would be preferred. Councillor Knight said that the next step was to organise a follow-up meeting to establish a working group to drive forward improvements at Grove Cross. It was **agreed** to hold the follow-up meeting on Thursday 30th November at 10.30am. The Clerk was instructed to invite the following: one representative from each Parish and Town Councils that had attended the first meeting; representatives from Emily Estates, Haynes Motor Museum, Hazlegrove School and Avon and Somerset Police; County Councillors Anna Groskop and Mike Lewis; County Highways; Neighbourhood Development Office James Divall.

**(Action Parish Clerk)**

It was **agreed** that Councillors Knight and Wells would attend the meeting on behalf of Pitcombe Parish Council.

**(Action Cllrs Knight & Wells)**

Members went on to discuss an appropriate sum to earmark to support the Grove Cross improvements and **agreed** the set-aside £500.

**(Action Parish Clerk)**

The Clerk was instructed to collate all responses from attendees to the initial meeting and forward these to Anna Groskop, along with information about the follow-up meeting and the sum set aside by the Parish Council to support the project.

**(Action Parish Clerk)**

1. To receive information from the Clerk relating to the possible purchase of white gates.

The Clerk shared the two prices she had received for white gates at Henstridge Parish Council and members **agreed** that these would be too expensive for Pitcombe.

1. **To review Planning Applications, Road Closures, Foot Path Diversions.**
2. Outcomes of applications considered at previous meetings:
3. **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), Mrs R Hobhouse, Barn Close, Hadspen, Castle Cary. BA7 7LW – Certificate granted.
4. **17/03582/FUL** - Erection of a carport to replace existing barn. Formation of access to highway, Mr Mark & Mrs Alison Tilley, Bottom Barn Farm, Hadspen, Castle Cary. BA7 7LW – Granted with conditions.
5. **17/03619/FUL** - Erection of side and rear extension, erection of front porch canopy and internal and external alterations to include replacement windows and new door opening. Erection of detached garage building and side entrance alterations, Mr & Mrs D Kellaway, Ludwell Rise, Cole Road, Bruton. BA10 0DD – Granted with conditions.
6. **17/03653/FUL** - Formation of two new internal vehicle route (private ways) to the Estate, Mr Paul Rawson, Hadspen House, Hadspen, Castle Cary, BA7 7NG – Granted with conditions.
7. **17/03971/COU** - Change of use of land and formation of parking area, Hadspen Village Hall Committee, Hadspen Village Hall, Hadspen, Castle Cary. BA7 7LX – Granted with conditions.

**Noted.**

1. New Planning Applications:
2. **17/04130/S73A** - Application to vary planning condition 2 (approved plans) of approval 16/03189/S73 to amend estate access, Mr Paul Rawson, Hadspen House, Hadspen, Castle Cary, BA7 7NG.

**RESOLVED: It was proposed and agreed to support the application.**

**(Action Parish Clerk)**

1. **17/04360/S73A** - Application to remove condition 4 of planning permission 82508 (agricultural occupancy condition), Mrs R Hobhouse, Barn Close, Hadspen, Castle Cary. BA7 7LW.

**RESOLVED: It was proposed and agreed to support the application.**

**(Action Parish Clerk)**

1. Other Planning matters: SSDC – Notification of a review of the Local Plan (2006 – 2028) – to agree members to attend drop-in sessions and consider how to respond to the consultation.

It was **agreed** that Councillor Knight would attend the drop-in session on 22nd November.

**(Action Cllr Knight)**

Councillor Knight reported that he had received an email from Bruton Town Council asking for an informal meeting to discuss possible responses to the Local Plan review consultation. Councillor Knight noted that one of the sites proposed for development in Bruton was in Cole Road, very close to the boundary with Pitcombe Parish. It was **agreed** that Councillors Knight and Wells would attend the informal meeting and report back to the next Parish Council meeting.

**(Action Cllrs Knight & Wells)**

1. **Temporary Road Closures:** Councillor Donald reported that a temporary road closure was in place at Plox, Bruton until 16th November due to the collapse of a roof to a residential property.
2. **Path Diversions:** Councillor Wells reported that the installation of a new Bristol gate at footpath WN22/7 would require the gate post to be lowered. Councillor Wells said he would speak with the landowner to arrange this and report back to the next meeting.

**(Action Cllr Wells)**

Councillor Brook reported that footpath WN22/15 still needed to be cleared by Somerset County Council and that a local resident would take this up with County.

1. **Reports from Portfolio holders not covered elsewhere on the agenda:** None
2. **Finance.**
3. To review the Budget vs Spend sheet to date.

Councillor Currie noted that the Clerk had made an error on the agenda relating to the amount of the VAT reclaim at item 8. vii). The figure on the agenda did not agree with the amount of VAT applicable to the purchase of the defibrillators and associated accessories. The Clerk apologised for her error and explained that the amount of VAT reclaimed related to the defibrillators and an invoice from Milborne Port Computers for the design and set-up of the Parish Council website.

No further issues were raised.

1. To approve the cash book and bank reconciliation for October 2017.

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

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

1. To consider a grant request from Pitcombe PCC for graveyard maintenance and sign a cheque as required.

The Clerk reported that Pitcombe PCC had requested a grant of £1000, an increase of £300 from last year. The Clerk was instructed to contact the PCC to ask for why the request was so much higher than last year. As a result, it was **agreed** to defer this matter until the next meeting.

**(Action Parish Clerk)**

1. To approve payments of:

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| --- | --- | --- |
| Zöe Godden | Salary and expenses September 2017 | £257.46 |
| SALC | Affiliation fees 2017/18 | £103.17 |

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

1. To consider a request from Nick Weeks, Chair of Area East, for a three-year rolling contribution towards the South Somerset Community Accessible Transport Scheme.

Members **agreed** their support for the service but felt that its availability was not widely known. It was suggested that it could be advertised in the Parish Magazine. The Clerk reported that, since publication of the agenda, a meeting had been arranged for Parish Councils to hear more information including the sums required to keep the service running. The Clerk would attend the meeting on 17th November and it was **agreed** that she had permission to convey the Parish Council’s support for the continuation of the SSCAT service. It was further **agreed** that the Council would be willing to make a worthwhile financial contribution once more information had been received and that the Clerk had permission to relay this undertaking at the meeting on 17th November.

**(Action Parish Clerk)**

1. To consider the second draft budget for 2018-19 and agree any amendments.

Councillor Knight reported that the sum required by Pitcombe News may reduce and that he would report back to the next meeting.

**(Action Cllr Knight)**

It was **agreed** to defer a decision on the 2018-19 budget until information from Pitcombe PCC and Pitcombe News had been received.

1. To note receipt of a VAT refund relating to the purchase of defibrillators for the sum of £617.20.

**Noted.**

1. To note that the Parish Council has received an additional invoice from BOC (defibrillator supplier) in error and that this matter has been resolved by the Clerk.

**Noted.**

1. To agree that the Clerk’s December salary cheque can be signed outside of a Parish Council meeting should there be no need to hold a meeting in December.

It was noted that a meeting would be held in December so there was no need to take a decision on this item.

1. **Correspondence/Publications received for report:**
2. Somerset County Council – Offer of free grit bags and request to check the Parish Council’s grit bins.

Councillor Knight said he would ask Mr Comer to collect the bags of grit on 25th November between 9am and 1pm.

**(Action Cllr Knight)**

It was **agreed** that the grit bins would be checked by the following members:

Sunnyhill (two bins) – Councillor Currie; Village Hall – Councillor Donald; Lime Kiln Lane – Councillor Comer; Cole Farm – Councillor Knight.

**(Action Cllrs Currie, Donald, Comer & Knight)**

1. South Somerset District Council – To consider an offer of a free Christmas Tree recycling service.

A similar service was available in Bruton, so members did not wish to take up this offer.

1. Devon and Somerset Fire and Rescue Service – Invitation to comment on a Draft Integrated Risk Management Plan.

Members **agreed** that they had no observations to make.

1. **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.*

Councillor Waller asked if maps were available to help locate the various issues discussed at meetings. The Clerk was instructed to source appropriate maps.

**(Action Parish Clerk)**

1. **Date of the next Parish Council meeting: 12th December 2017 at 7.30pm**

**The meeting ended at 21:18**

Signed Date