**Minutes of a meeting of the Parish Council held on Tuesday 13th February 2018 at Hadspen Village Hall**

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

**Also present:** PCSO Tim Russell

**Clerk:** Zöe Godden

There were no members of the public present.

**The meeting started at 19:30.**

1. **Apologies:** Councillor Waller
2. **Declarations of Interests:** Councillor Knight declared a disclosable pecuniary interest in item 7 iii) as one of the payments was for him.
3. **Minutes:** The minutes of the Parish Council meeting held on 9th January 2017 were agreed as a correct record and signed by the Chair.
4. **To receive reports from**
5. County Councillor – Not present
6. District Councillor – Not present
7. **PCSO Tim Russell** summarised the statistics from his report and drew members’ attention to a vehicle suspected of being involved in thefts. The occupants of the vehicle were known to target batteries and scrap metal.

**19:36** – PCSO Tim Russell left the meeting.

1. **Matter Arising for report:**
2. Highways and Drains:
3. Update – there were no matters arising.
4. To note a response from County Highways regarding the possible installation of a visibility mirror at Sunny Hill.

**Noted.** The Chairman informed members that County Highways were not in favour of visibility mirrors and confirmed that he had communicated this to the resident who had made the initial enquiry.

1. To note a response from SSDC relating to agricultural development on Pitcombe Hill.

**Noted.** The Planning Officer had visited the site and was of the opinion that any further development would require the landowner to submit a planning application. This information had been shared with the residents who had made the initial enquiry.

1. To note a response from PCSO Tim Russell regarding recent vandalism to the notice board at the junction of Sunny Hill and the A359.

**Noted.** PCSO Tim Russell had confirmed that the notice board area would be included on his patrols.

1. **To review Planning Applications, Road Closures, Foot Path Diversions.**
2. Outcomes of applications considered at previous meetings:
3. **17/04130/S73** – Application to vary planning condition 2 (approved plans) of approval 16/03189/S73 to amend estate access, Hadspen House, Hadspen Estate, Hadspen, Castle Cary, BA7 7NG – **Granted with conditions**
4. **17/01430/FUL** - The erection of a single storey visitor entrance building (North Lodge) and associated landscaping and access (alternative siting and reduced footprint to that approved under 16/03189/S73A), Hadspen House, Hadspen Estate, Hadspen, Castle Cary, BA7 7NG – **Granted with conditions**
5. **17/04814/FUL -** The erection of a side extension to existing energy centre building, Hadspen House, Hadspen Estate, Hadspen, Castle Cary, BA7 7NG – **Granted with conditions**

**Noted.**

1. New Planning Applications: **18/00060/FUL** – Erection of replacement porch to rear of dwelling and timber cladding to existing sections of dwelling to rear. Replacement of uPVC windows with powder coated aluminium windows, Twillbee Cottage, Mill Lane, Pitcombe. BA10 0PE

**RESOLVED: It was proposed and agreed that the Parish Council had no objections to this application.**

**(Action Parish Clerk)**

1. Other Planning matters:

To note receipt of an appeal relating to the following planning application and to decide any comments to make: **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.

It was **agreed** that the Parish Council should reiterate its comments to the original application but also point out that there was no need for additional housing both in terms of the Parish Plan and the fact that Rural Settlements in South Somerset had already provided more than their allocated number of dwellings required by the Local Plan. It was noted that the site’s proximity to the Conservation Area was an issue and that there may be a problem with the visibility splay.

Councillor Donald **agreed** to review the appeal document and share the pertinent points with the Chairman and Clerk in order to form a response.

**(Action Cllrs Donald & Knight & Parish Clerk)**

 Temporary Road Closures:

1. Fosse Way from 500m south west of the junction with Castle Cary Road, south-westwards for a distance of 120 metres from 20th February for 4 nights (21:00 to 06:00)

**Noted.**

1. Strutters Hill from the junction with Pitcombe Rock, southwards for a distance of 530 metres from 26th February for 26 days.

The Clerk was instructed to contact County Highways to request that the diversion should be signed to discourage motorists from using Mill Lane as a bypass, for example by utilising “Access for Residents only” signs. Members said they would be happy to meet Highways representatives at their convenience.

**(Action Parish Clerk)**

1. Path Diversions - None.

The Chairman reported that a resident had given two second hand kissing gates to the Parish Council, one of which would be suitable to replace the gate on footpath WN 22/13. The Chairman agreed to gain the permission of the landowner.

Councillor Wells reported that the replacement gate for footpath WN 22/7 was on order.

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

**Noted.**

1. To approve the cash book and bank reconciliation for December 2017 & January 2018.

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.**

1. To approve payments of:

|  |  |  |
| --- | --- | --- |
| Zöe Godden | Salary and expenses January 2018 | £250.03 |
| Milborne Port Computers | Security software, back up facility & software support | £122.33 |
| Hadspen Village Hall | Hall Hire April 2017 to March 2018 | £195.00 |
| CPRE | Annual membership 2018/19 | £ 36.00 |
| John Knight | Notice board glass & mileage to collect | £ 46.54 |

**20:12** – Councillor Comer took over as Chair due to Councillor Knight’s disclosable pecuniary interest. Councillor Knight took no part in discussions or voting for this item.

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

**20:14** – Councillor Knight took over as Chair for the remainder of the meeting.

1. To consider quotes for internal audit services for 2018/19.

**RESOLVED: It was proposed and agreed to choose Lightatouch to perform internal audit services.**

**(Action Parish Clerk)**

1. **Correspondence/Publications received for report:**
2. Local Government Boundary Commission – To consider proposed changes to ward boundaries and agree any comments to submit.

It was agreed to **defer** this matter until the next meeting. It was futher **agreed** that Councillor Donald would review the relevant information and email a summary to all members.

**(Action Cllr Donald)**

1. Somerset County Council – To consider proposed changes to library services and agree any comments to submit.

It was **agreed** that the Clerk should respond to the consultation, confirming that the Parish Council would prefer library services to continue to be provided at the library buildings in Bruton and Castle Cary.

 **(Action Parish Clerk)**

1. **Any Other Business:** No other business was raised.
2. **Date of the next Parish Council meeting: 13th March 2018 at 7.30pm**

**The meeting ended at 20:31.**

Signed Date