**Minutes of a meeting of Pitcombe Parish Council held on Tuesday 13th November 2018**

**Present:** Councillors J. Knight (Chairman), R. Currie, R. Waller and A. Wells.

**Also present:** County Councillor Anna Groskop and Roger Weldon, Friends of Castle Cary Library.

**Clerk:** Zöe Godden

There were four members of the public present at the start of the meeting.

**19:30** – The Chair allowed a public open session

In response to a question from a member of the public, the Chairman confirmed that the Parish Council would like verges to be cut for a second time and had budgeted for this additional work.

In response to an enquiry from a member of the public, the Chairman said that he had written to SSDC’s planning department to request an update on the situation with the stop notice on work at the site of planning application 18/01820/OUT.

**19:31** – Two members of the public entered the meeting.

Members of the public commented on activities at the site of planning application 18/01820/OUT. These comments were noted and the Chairman informed members of the public that this issue would be dealt with under agenda item 6. iii b).

**19:36** – The Chair brought the public open session to a close.

**The meeting started at 19:36.**

1. **Apologies:** Councillors Brook, Comer and Donald.
2. **Declarations of Interest:** There were no declarations of interest.
3. **Minutes:** The minutes of the Parish Council meeting held on 9th October 2018 were agreed as a correct record and signed by the Chair.
4. **To receive reports from**
5. **County Councillor Anna Groskop** reported that Somerset County Council would be refilling grit bins, despite previously announcing that this service would be cut. The County Library consultation was over and Councillor Groskop reported that Bruton and Castle Cary would be looking to establish community libraries as they would no longer be funded by SCC. Volunteers would be needed to run the libraries. Councillor Groskop thanked the Parish Council for the grant it had given to South Somerset Community Accessible Transport. Councillor Groskop said that the Parish Council should continue communicating with SSDC to resolve the issues at the site of planning application 18/01820/OUT. Finally, Councillor Groskop confirmed that County Highways were always asked to comment on planning applications as a consultative body but did not actually give permission.
6. **District Councillor Mike Beech** was not present.
7. **PCSO Tim Russell** had sent his apologies and provided a report, which was noted by members.

**19:45** – County Councillor Anna Groskop left the meeting.

It was **agreed** to take item 8 vii at this point in the meeting.

1. vii To consider a grant request from the Friends of Castle Cary Library for £100 per annum for three years from April 2019.

Roger Weldon from the Friends of Castle Cary Library group summarised information regarding plans for Castle Cary Library, which had been forwarded to members before the meeting. Castle Cary Library would cease to be funded by SCC from 31st March 2019 and plans were in place to start running it as a Community Library from 1st April 2019 with Charitable Incorporated Organisation status. The Library would be fully run by volunteers. Roger summarised the costs involved in running the Library and other sources of funding secured. Footfall at Castle Cary and Bruton Libraries was discussed. It was noted that a member of the public had been interested in seeing footfall data and Councillor Knight agreed to find the contact details of the person concerned so the Clerk could forward footfall details to them.

**(Action Cllr Knight & Parish Clerk)**

**RESOLVED: It was proposed and agreed to give an annual grant of £100 to Castle Cary Library for three years subject to final approval of the 2019-20 budget in January 2019.**

**(Action Parish Clerk)**

**19:48** – Roger Weldon left the meeting.

1. **Matter Arising for report:**
2. Highways and Drains
3. Update.

The Clerk was instructed to write to John Nicholson at County Highways to ask if drain clearance was planned for the whole parish, especially at Pitcombe Rock (the bottom of Pitcombe Rock and the three gullies on the ascent to the A359) and at the centre of Cole near the Pitt Road bridge.

**(Action Parish Clerk)**

1. To note SCC’s changes to highways winter services, including removal of the supply of grit and reduction in precautionary gritting and to agree any action to be taken.

The Clerk was instructed to find out exactly what SCC would be providing in terms of grit. County Councillor Groskop had reported that grit bins would be filled but members wanted to know if SCC would be providing free bags of grit as they had in previous years.

**(Action Parish Clerk)**

Councillor Knight agreed to ask Councillor Comer to check the grit level in the bin near her house.

**(Action Cllr Knight)**

1. **To review Planning Applications, Road Closures, Foot Path Diversions.**
2. Outcomes of applications considered at previous meetings:
	1. **18/01820/OUT**- Outline application for the erection of a dwelling with all matters reserved. The Railway Embankment, Land South of Pitt House, Mill Lane, Strutters Hill, Pitcombe – **Refused.**
	2. **18/02459/FUL -** The formation of a new access road to Shatwell Farm. Land OS 0041 Shatwell Lane, Yarlington – **Granted with conditions.**
	3. **18/03227/HOU & 18/03228/LBC -** The carrying out of internal and external alterations to convert roof space to form bedroom and shower room. Gants Mill Cottage, Gants Mill Lane, Bruton. BA10 0DB – **Granted with conditions.**
	4. **18/02171/FUL -** Erection of Milking Parlour building and construct associated cow paths and tracks. Land East of Ridge Lane, Hadspen, Castle Cary – **Granted with conditions.**
	5. **18/00415/CPO -** Extension for the extraction of Hadspen Stone. Hadspen Quarry, Grove Farm Quarry, Lime Kiln Lane, Hadspen. BA7 7NX- **Granted with conditions.**

**Noted.**

1. New Planning Applications: **18/03123/TPO** - Application to carry out tree works to No. 2 Lime Trees known as T1 & T2 shown within Tree Preservation Order SSDC (Pitcombe No.1 1995 confirmed 13th March 1996). Application to carry out tree works within a conservation area (T3, T4, T5, G1 & G2 as shown on location plan). The Old School, Church Lane, Pitcombe. BA10 0PE

**RESOLVED: It was proposed and agreed that the Parish Council recommends approval of this application.**

**(Action Parish Clerk)**

1. Other planning matters –
	1. To note that the Parish Council decided it was unnecessary to convene a special meeting to consider the following planning applications and made comments as follows: 18/03227/HOU & 18/03228/LBC - The carrying out of internal and external alterations to convert roof space to form bedroom and shower room. Gants Mill Cottage, Gants Mill Lane, Bruton. BA10 0DB. **RESPONSE TO SSDC -** Pitcombe Parish Council has not met to discuss the above applications because of the short timescale given for our response. All Councillors have discussed the application with each other verbally or by email and have reached the following decision: The Parish Council has no objection to the planning application.

**Noted.**

* 1. To hear any new information regarding SSDC’s stop notice on works at The Railway Embankment (planning application 18/01820/OUT) and agree any action to be taken.

The Chairman reported that he had written to SSDC regarding the stop notice at this site to ask what action would be taken once the notice had expired. No response had been received from SSDC.

**19:58** – The Chair allowed a public open session.

The applicant and other members of the public talked about activities at the site.

**20:05** – The Chair brought the public open session to a close.

It was **agreed** that the Chairman would again write to SSDC to ask for clarification on the situation at the site since the stop notice had expired.

**(Action Cllr Knight)**

The Chairman asked the applicants to establish the ownership of the verge across which the vehicular access onto the A359 had been constructed, as it had been confirmed that this verge was not owned by the applicants. The applicants agreed to do this.

* 1. To note receipt of a response to the Clerk’s letter to SCC regarding the delay in dealing with planning applications and to agree any response.

**Noted.**

1. Temporary Road Closures - Since publication of the agenda, a road closure notice had been received as follows: Lusty (A359) from 10m north and 10m south of Lusty Railway Bridge for a total distance of 30 metres, from 29th November for 6 nights (20:00 to 05:00) and from 9th January for 6 nights (20:00 to 05:00).

1. Path Diversions - None.
2. **Reports from Portfolio holders not covered elsewhere on the agenda.**

**20:09 –** Two members of the public left the meeting.

1. **Finance.**
2. To review the Budget vs Spend sheet.

**Noted.**

1. To approve the cash book and bank reconciliation for September 2018.

The cashbook and bank reconciliation were checked by Councillor Waller.

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

1. To approve payments of:

|  |  |  |
| --- | --- | --- |
| Zöe Godden | Salary and expenses October 2018 | £209.98 |
| HMRC | Income Tax October 2018 | £47.40 |
| Viking Direct | Printer inks | £ 29.27 |
| Milborne Port Computers | Website maintenance & domain hosting | £114.00 |

**RESOLVED: It was proposed and agreed to approve the payments as presented and that Councillors Comer and Knight would sign the cheques. Signing of the cheques would take place outside of the meeting as Councillor Knight was the only cheque signatory present.**

**(Action Cllr Knight)**

1. For Councillors Donald and Waller to complete a bank mandate change form to add their names to the mandate and for the form to be authorised by Councillors Comer and Knight.

Councillor Waller took the section of the form relating to his personal details and identification. This section of the form needed to be authorised at a branch of Barclays Bank. The corresponding section for Councillor Donald was taken by Councillor Knight, who would hand this to Councillor Donald for completion and authorisation at a branch of Barclays Bank. Councillor Knight signed the authorisation section and took this to hand to Councillor Comer for counter-signature.

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

1. To note that the Clerk has completed a form from Barclays Bank asking for up to date details and for Councillor Knight to sign the declaration.

Councillor Knight signed the authorisation and took the form so that Councillor Comer could complete her details.

**(Action Cllr Knight)**

1. To consider a grant request from Pitcombe PCC for £1000 as a contribution towards graveyard maintenance in the 2019-20 financial year.

**RESOLVED: It was proposed and agreed to award a grant of £1000 to Pitcombe PCC towards graveyard maintenance for the 2019-20 financial year.**

The Clerk was instructed to contact Charles Brook to remind him that the PCC had not yet applied for the 2018-19 grant.

**(Action Parish Clerk)**

1. To consider a grant request from the Friends of Castle Cary Library for £100 per annum for three years from April 2019.

This matter was dealt with after item 4. iii above.

1. **Council Matters:**
2. To hear a report regarding emergency planning and agree any action to be taken. (RC)

Councillor Currie reported on a recently attended event on emergency planning. The event had been appropriately targeted at local councils and Councillor Currie felt that Pitcombe could benefit from the developments of an emergency plan for the Parish. It was **agreed** that Councillor Currie would begin work on an emergency plan for Pitcombe and that other members would help when required.

**(Action Cllr Currie)**

1. To hear a response from Bruton Town Council regarding library funding and consider any further action to be taken.

**Noted.** No action required.

1. **Correspondence/Publications received for report.**
2. SCC – To note that decisions on the Somerset Libraries Redesign have been published.

**Noted.**

1. South Somerset Community Accessible Transport – To note receipt of an update for Town & Parish Councils.

**Noted.** The Chairman **agreed** to add an item to the next edition of Pitcombe News to promote SSCAT services.

**(Action Cllr Knight)**

1. Somerset Association of Local Councils – To note receipt of an invitation to SALC’s AGM on Tuesday 18th December at 6pm and to agree any member(s) to attend.

 It was **agreed** that the Clerk could attend and report back with any relevant information.

**(Action Parish Clerk)**

1. SSDC – To consider allowing the Clerk to attend a Council Tax Setting workshop on 19th November, mileage to be shared with her other two Parish Councils at £8.70 per Parish.

It was **agreed** that the Clerk could attend this event and that the Parish Council would pay a share of the mileage as requested.

**(Action Parish Clerk)**

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 Wells reported that a Speed Indicator Device had been in operation in Bruton. Councillor Wells also noted that the telephone box was looking good and asked what it was going to be used for. Councillor Knight said that the residents who had repaired and painted the telephone box had taken ownership of it and planned to use it as a magazine exchange in the first instance. Councillor Waller suggested that a map for walkers would be a useful addition to the telephone box.

**20:28** – The Chair allowed a public open session.

Members of the public and Parish Councillors discussed the ownership of a verge adjoining to the site of planning application 18/01820/OUT. Councillor Currie suggested that members of the public could attend a County Council meeting to make representation to the Highways department. Councillor Knight said he would find out about any such meetings at SCC.

**(Action Cllr Knight)**

**20:40** – The Chair brought the public open session to a close.

1. **Date of the next Parish Council meeting: 11thDecember 2018 at 7.30pm**

**The meeting ended at 20:40.**



Zöe Godden

Parish Clerk