**inutes of a meeting of Pitcombe Parish Council held on Tuesday 11th December 2018**

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

**Also present:** County Councillor Anna Groskop

**Clerk:** Zöe Godden

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

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

1. **Apologies:** Councillor Comer and PCSO Tim Russell.
2. **Declarations of Interests:** There were no declarations of interest.
3. **Minutes:** The minutes of the Parish Council meeting held on 13th November 2018 were agreed as a correct record and signed by the Chair.
4. **To receive reports from**
5. **County Councillor Anna Groskop** had nothing new to report.
6. **District Councillor Mike Beech** was not present.
7. **PCSO Tim Russell** had send his apologies and provided a report, which is attached to these minutes.
8. **Matter Arising for report:**
9. Highways and Drains

The Clerk was instructed to report that both sides of the road were eroding outside Priddles Hill House just beyond the lower end of Lime Kiln Lane and that, as a result, the road was very narrow at this point.

**(Action Parish Clerk)**

It was noted that the badger sett that had been obstructing the road adjacent to Bottom Barn Farm had been removed.

1. **To review Planning Applications, Road Closures, Foot Path Diversions.**
2. Outcomes of applications considered at previous meetings:
   1. **18/01737/FUL**- The erection of an Apiary (bee house) and associated landscape works. Hadspen House, Hadspen Estate, Hadspen, Castle Cary. BA7 7NG – **Granted with conditions.**
   2. **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 – **Granted with conditions.**

**Noted.**

1. Other planning matters –
   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.

**19:36** – The Chairman allowed a public open session.

The Parish Council heard comments from members of the public about activities on the Embankment site.

**19:46** – The Chairman brought the public open session to a close.

On the advice of County Councillor Anna Groskop, the Clerk was instructed to request a progress report from Sam Fox, the Planning Officer dealing with enforcement issues on the Embankment site and to express the parish Council’s disappointment that updates had been received from members of the public rather than from SSDC, despite numerous emails from the Chairman.

**(Action Parish Clerk)**

1. Temporary Road Closures – None.
2. Path Diversions - None.
3. **Reports from Portfolio holders not covered elsewhere on the agenda –** No additional reports were received.

**19:49 –** Three 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 October 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 November 2018 | £226.13 |
| HMRC | Income Tax November 2018 | £47.40 |
| Pitcombe PCC | Grant 2018-19 | £1000.00 |
| Pitcombe News | Grant 2018-19 | £400.00 |

**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 paying an invoice received unexpectedly from Andy Baker in relation to maintenance work to the Telephone Box for the sum of £187.00.

Councillor Knight explained that he had checked with the group of volunteers who had confirmed that the work had taken place and had been carried out to a good standard.

**RESOLVED: It was proposed and agreed to approve the payment and that the Clerk should write to the Mr Baker to explain that any work carried out for the Parish Council needed to be agreed in advance.**

**(Action Parish Clerk)**

It was **agreed** that the Chairman would submit an article to the next edition of Pitcombe News to explain the general procedures for accessing Parish Council funds.

**(Action Cllr Knight)**

1. To note receipt of a request for a grant from Pitcombe News for £400 to be considered for inclusion into the 2019-20 budget.

**Noted.** It was agreed that Councillor Knight would ask for the Parish Council’s grant to Pitcombe News to be acknowledged in the magazine itself.

**(Action Cllr Knight)**

1. **Council Matters:**
2. To note receipt of a request from SCC to categorise footpaths in the Parish and to consider agreeing the suggested categories supplied by Charles Brook.

**RESOLVED: It was proposed and agreed that the Clerk should submit the footpath categories as suggested by Charles Brook.**

**(Action Parish Clerk)**

Members discussed ways to publicise footpaths in the Parish. The Clerk was instructed to email a copy of the SCC footpath map to Councillor Knight, who would have it printed and laminated for display in the telephone box in Pitcombe.

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

1. To note receipt of a report relating to emergency planning and to consider how to take the project forward.

Councillor Currie summarised his report.

**RESOLVED: It was proposed and agreed that Councillor Currie should write an article for the next edition of Pitcombe News to ask residents for their support in the production of an emergency plan and to ask for volunteers to help in the event of an emergency. It was further agreed that Councillor Currie should identify and write to specific individuals to ask for their assistance.**

**(Action Cllr Currie)**

The Chairman thanked Councillor Currie for his report and for taking the lead in this project.

1. **Correspondence/Publications received for report.**
2. Friends of Castle Cary Library – To note receipt of a thank you letter for the recently awarded grant and also an invitation to attend a drop-in session on 14th December to find out more about proposals for a new community library.

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

**(Action Parish Clerk)**

1. SCC – To note that grit bins will now be filled by SCC but that the Parish Council will have to carry out this service itself from 2019-20.

**Noted.** Councillor Currie reported that he had checked the grit bins at Sunnyhill and at the top of Mill Lane and neither needed to be filled. Councillor Brook agreed to check the grit bin at the top of Lime Kiln Lane.

**(Action Cllr Brook)**

Councillor Knight agreed to check the bins at the Village Hall and at Manor Farm.

**(Action Cllr Knight)**

Members discussed the need for an additional grit bin at Pitcombe Rock. The Clerk was instructed to add £600 to the 2019-20 budget to cover the cost of this additional bin and the cost of grit to replenish all grit bins.

**(Action Parish Clerk)**

1. SSDC – To note receipt of an invitation to comment on Castle Cary & Ansford’s Neighbourhood Plan and to consider nominating a member(s) to respond on behalf of the Parish Council.

It was **agreed** that members would review the Neighbourhood Plan information and bring any comments to the January meeting.

**(Action all members)**

The Clerk was instructed to ensure that all relevant information was distributed to members and to add an item to the January agenda to enable the Parish Council to submit comments on the Neighbourhood Plan.

**(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 Currie raised the issue of Internet coverage in the Parish and the Clerk was instructed to look into options, especially for coverage at the Village Hall.

**(Action Parish Clerk)**

County Councillor Anna Groskop suggested that SSDC may be able to offer grants to help with the cost of Internet provision because the Village Hall was used for Parish Council meetings.

Councillor Wells reported that a hedge was encroaching on the pavement close to Bruton School for Girls and that this had caused a near miss between a pedestrian with a buggy and a car. Councillor Currie agreed to visit the site and draft a letter to the school to alert them to the problem. The Clerk was instructed to forward this letter to the school.

**(Action Parish Clerk)**

Councillor Waller raised the issue of the forthcoming Parish Council elections and members discussed methods for encouraging residents to put their names forward. The Clerk was instructed to put together some information about the election process and about the work of the Parish Council so that this could be shared with prospective new members. The Clerk was further instructed to add an item to the next agenda to enable the Parish Council to decide how to proceed.

**(Action Parish Clerk)**

1. **Date of the next Parish Council meeting: 8th January 2019 at 7.30pm**

**The meeting ended at 20:42.**



Zöe Godden

Parish Clerk