

Pitcombe Parish Council

Minutes of a meeting of Pitcombe Parish Council held at the conclusion of the Annual Parish Meeting on Tuesday 14th May 2019

Present: Councillors J. Knight (Chair), R. Currie, C. Donald and M Groom

Clerk: Zöe Godden

Also present: District Councillor Robin Bastable

There were eight members of the public present at the start of the meeting

The meeting started at 20:44

1. To elect a Chairman and receive a declaration of acceptance of office.

Councillor Knight opened the meeting and asked for nominations for the position of Chairman. Councillor Donald was nominated and seconded. No other member of the council was nominated.

RESOLVED: It was proposed and unanimously agreed that Councillor Donald be elected as Chairman and the declaration of office was signed accordingly. Councillor Donald took the Chair for the remainder of the meeting.

20:45 – J. Knight and three members of the public left the meeting.

2. To agree that any outstanding declarations of acceptance of office may be received at the next meeting.

RESOLVED: It was proposed and agreed that any outstanding declarations of acceptance of office could be received at a future meeting, although all elected members were present.

3. Apologies: PCSO Tim Russell

4. Declarations of Interest: There were no declarations of interest.

5. To consider candidates for co-option to the four vacant Parish Councillor positions.

There had been two applicants for the vacant positions on the Parish Council and statements of eligibility statement had been received by the Clerk before the meeting.

Councillor Donald nominated Alan Wells and Councillor Currie seconded this nomination. Councillor Donald nominated Richard Waller and Councillor Groom seconded this nomination. **Members voted unanimously to co-opt Alan Wells and Richard Waller to the Parish Council.** Both new members signed declaration of acceptance of office forms, which were witnessed by the Clerk, and Councillors Waller and Wells took seats with the Parish Council.

6. Minutes: The minutes of the Parish Council meeting held on 9th April 2019 were agreed as a correct record and signed by the Chair.

7. To receive reports from

- i **County Councillor Anna Groskop** was not present
- ii **District Councillor Robin Bastable** introduced himself as the new District Councillor for Tower Ward. Councillor Bastable said he was very busy but that he wanted to represent residents from the Ward and was happy for people to contact him with any problems or queries. Councillor Bastable reported that he had spoken with Planning Officer Stephen Bainbridge in relation to an outstanding planning application for two mobile homes on land east of Ridge Lane (18/03731/FUL) and asked the Parish Council if they would reconsider their decision to recommend refusal of the application if the applicant committed to maintaining the historic path at Green Lane. As this was new information that had not been received prior to the meeting, it was explained that the Parish Council could not make any new decisions at this time but that, should any amended plans be received from SSDC, these would be considered in the usual way.

21:01 – District Councillor Bastable left the meeting.

- iii PCSO Tim Russell had sent his apologies and provided a report, showing that no crimes had been reported in the Hadspen Area during April.

21:04 – District Councillor Bastable returned to the meeting.

8. To review Planning Applications, Road Closures, Foot Path Diversions.

- i Outcomes of applications considered at previous meetings:
 - a. **19/00315/HOU & 19/00316/LBC** - The Old School, Church Lane, Pitcombe. BA10 0PE - It was proposed and agreed that the Parish Council raises no objection to the concept of a more serviceable replacement for the existing extension but has reservations about the finish and the use of an industrial style external staircase. **Granted with conditions**

Noted.

ZG – Approved minutes 14/05/19

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- ii New Planning Applications: **None**
- iii Temporary Road Closures: **None**
- iv Path Diversions: **None**.

9. Reports from Portfolio holders not covered elsewhere on the agenda.

There were no additional reports.

10. Finance.

- i To review the Budget vs Spend sheet.

Noted.

- ii To approve the cash book and bank reconciliation for March 2019.

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

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

- iii To approve payments of:

Zöe Godden	Salary and expenses April 2019	£215.46
HMRC	Income Tax April 2019	£48.60
Yeovil Shopmobility	Grant 2019-20	£100.00
SALC	Affiliation fee 2019-20	£99.74

RESOLVED: It was proposed and agreed to approve the payments as presented and that ex-Councillors Brook and Knight would sign the cheques. Councillor Waller agreed to take the cheque book to ex-Councillors Brook and Knight for signature.

- iv To note receipt of the precept (£7192)

Noted.

- v To consider quotes for Parish Council insurance and sign a cheque accordingly.

**RESOLVED: It was proposed and agreed to accept the quote from Inspire of £218.00.
(Action Parish Clerk)**

- vi To consider exempting the Parish Council from the need for an external audit and to sign the exemption certificate accordingly.

RESOLVED: It was proposed and agreed that the Parish Council met the criteria for exemption from external audit and the exemption certificate was signed by the Chairman and the Clerk/RFO accordingly.

- vii To agree that outgoing councillors Catherine Brook and John Knight will continue to act as bank signatories until the mandate can be updated.

RESOLVED: It was proposed and agreed that ex-Councillors Brook and Knight could continue to act as cheque signatories until the bank mandate had been updated.

11. Council Matters:

- i To note receipt of a date for a Fingerpost Workshop and to agree any members to attend.

21:17 – The Chairman allowed a public open session.

Paul Rawson from Emily Estates kindly offered to arrange for the finger posts in the Parish to be restored by a Contractor.

21:20 – The Chairman brought the public open session to a close.

Members thanked Paul very much for his generous offer of help and the Clerk was instructed to contact him to take this forward.

(Action Parish Clerk)

- ii To note receipt of a thank you letter from Cheddon Fitzpaine Parish Council relating to the grant given towards the cost of Somerset Wood.

Noted.

- iii To note dates for Councillor Essentials and Managing Employees training, delivered by SALC, and to agree members to attend.

It was **agreed** that Councillors Waller and Wells would attend Councillor Essentials training on 5th June and Councillor Groom would attend on 27th June.

(Action Parish Clerk)

iv To agree members to sit on the recruitment panel, dealing with the short listing and interviewing of candidates for the Clerk's post; to note that no applications have been received for the post and to agree any action to be taken. The Clerk was instructed take up the offer from Castle Cary Town Council to advertise the Clerk's vacancy on their website. The Clerk was further instructed to advertise the vacancy with SALC, SSDC, Pitcombe News and The Dove. The Clerk was also instructed to advertise for a Locum Clerk, in case a replacement could not be found.

RESOLVED: It was proposed and unanimously agreed that Councillors Waller and Currie would sit on the recruitment panel.

v To approve meeting dates for 2020.

RESOLVED: It was proposed and unanimously agreed to approve the meeting dates as presented.

vi To consider reviewing the Parish Plan and to agree any action to be taken.

Councillor Currie noted that a working party of approximately seven people had originally put together the Parish Plan. It was **agreed** to defer this matter until more members had been co-opted.

12. Items for report and for the next agenda

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 Donald reported that she had witnessed speeding and aggressive driving on the road between Bottom Barn Farm and Hadspen. Councillor Donald had reported this and the Clerk was instructed to add this matter to the next agenda.

(Action Parish Clerk)

Councillor Currie reported that another defibrillator training session had been planned and the Clerk was instructed to add an item to the next agenda for the Parish Council to consider paying the £80 fee for this training.

(Action Parish Clerk)

13. Date of the next Parish Council meeting: 11th June 2019 at 7.30pm

The meeting ended at 21:42.

Signed

Date