

Pitcombe Parish Council

Minutes of a meeting of Pitcombe Parish Council held on Tuesday 9th April 2019

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

Also present: County Councillor Anna Groskop

Clerk: Zöe Godden

There were no members of the public present at the start of the meeting.

The meeting started at 19:32.

1. **Apologies:** PCSO Tim Russell
2. **Declarations of Interest:** Councillor Knight declared a disclosable pecuniary interest in item 7 iii in relation to the grant to Pitcombe Events because he was the Treasurer for this organisation.
3. **Minutes:** The minutes of the Parish Council meeting held on 12th March 2019 were agreed as a correct record and signed by the Chair.
4. **To receive reports from**
 - i **County Councillor Anna Groskop** thanked members for all they had done for their communities over the preceding four-year term. Anna said that she was not standing in the District Council elections but she would remain a County Councillor for the next two years. Finally, Anna reported that Frome Community Library had opened on Saturday.
 - ii **District Councillor Mike Beech** was not present
 - iii **PCSO Tim Russell** had sent his apologies and supplied a report.
5. **To review Planning Applications, Road Closures, Foot Path Diversions.**
 - i Outcomes of applications considered at previous meetings: **None**
 - ii New Planning Applications: **19/00275/LBC** - Removal of old corrugated sheet bathroom roof and replacement with natural slates with insertion of 2 no. roof lights - Greysaw, Mill Lane, Pitcombe. BA10 0PE

RESOLVED: It was proposed and agreed that the Parish Council recommends approval of this application.
(Action Parish Clerk)

- iii To note that the Chairman attended a recent Area East meeting to express concerns about planning enforcement in the Parish and consider any further action to be taken.

The Chairman reported that he had expressed the concerns of the Parish Council and wider community in relation to continuing activity on the embankment site where planning permission had recently been refused (18/01820/OUT). A representative from Sutton Montis Parish Council had made similar representations relating to a different planning application. The Area East Committee agreed to write to the Planning Department to ask for immediate remedial action. However, it was reported that activity on the embankment site was ongoing. County Councillor Anna Groskop said she would take this matter up with the Area East Committee again on 10th April.

(Action County Councillor Groskop)

- iv Temporary Road Closures – Bratton Seymour to Cary Hill (A371). From 13th to 18th April and 23rd April to 3rd May.
Noted.

- v Path Diversions – **None.**

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

The chairman advised the meeting that the re-instatement of the Bridleway Access under the Colestile Farm railway overbridge was in hand by Wyke Cheese who were co-operating with the farm owners. The farm owners have agreed to lay scalplings under the bridge to alleviate the muddy conditions.

Councillor Currie reported that, following a request in Pitcombe News, nobody had come forward to offer to help to produce an Emergency Plan for the Parish. It was **agreed** to refer this to the new Parish Council so that they could pursue it if they wished.

Councillor Brook said that, although she was standing down from the Parish Council, she would be happy to continue to monitor footpaths and to report any issues to the Clerk.

7. Finance.

- i To review the Budget vs Spend sheet.

Noted.

ii To approve the cash book and bank reconciliation for February 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 March 2019	£227.22
HMRC	Income Tax March 2019	£47.60
Pitcombe Events	Grant 2019-20	£400.00
Friends of Castle Cary Library	Grant 2019-20	£100.00
Somerset County Council	Grant 2019-20 - Somerset Wood	£125.00
Milborne Port Computers	Councillor email addresses x 7	£42.00

The Chairman took no part in discussions or voting for this item, having declared a disclosable pecuniary interest.

It was **agreed** that Councillor Donald would act as Chair for this item.

RESOLVED: It was proposed and agreed to approve the payments as presented and that Councillors Brook and Knight would sign the cheques, except for the cheque for Pitcombe News, which would be signed by Councillors Brook and Comer.

Councillor Knight took the Chair for the remainder of the meeting.

iv To consider a grant application from Yeovil Shopmobility.

**RESOLVED: It was proposed and agreed to give a grant of £100 to Yeovil Shopmobility.
(Action Parish Clerk)**

v To approve the asset register for 2019-20.

It was noted that the two new grit bins had not been added to the asset register and the Clerk was instructed to include these.

**RESOLVED: It was proposed and agreed that, with the inclusion of the two additional grit bins, the Parish Council approved the asset register.
(Action Parish Clerk)**

vi To approve the risk management document for 2019-20.

RESOLVED: It was proposed and agreed to approve the risk management document as presented.

8. Council Matters:

i To note that Somerset County Council has given consent for the use of a public right of way in the Parish for a motoring event organised by the MG Car Club on 13th April 2019.

Noted.

ii To note that the Friends of Castle Cary Library are holding an event on 23rd April to celebrate the first month of the new Community Library and to consider if any members will attend.

Members were not able to attend this event.

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

It was **agreed** to defer this to the next Parish Council meeting.

(Action Parish Clerk)

iv To note that the Clerk has handed in her notice and will cease working for the Parish Council on 28th June 2019; to agree the process of recruiting a new Clerk.

Noted. It was **agreed** that the vacancy would be advertised via the SALC website, SSDC, Pitcombe News, the Parish Council website and The Dove. It was further **agreed** that the Chairman was authorised to spend up to £25 for the advert in The Dove. The Clerk was instructed to draft an advert and forward this to the Chairman for approval.

(Action Parish Clerk)

It was **agreed** that the shortlist and interview panel would be agreed at the next meeting.

(Action Parish Clerk)

9. 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 Waller noted that Sunny Lane was still closed. Councillor Currie agreed to check to see if the fallen tree had been removed.

(Action Cllr Currie)

The Chairman agreed to contact County Highways if the tree had not been removed to ask them to expedite works to enable the road to re-open.

(Action Cllr Knight)

The Clerk asked if members had any items they wanted to add to the agenda for the Annual Parish Meeting, taking place on 14th May. The Clerk was instructed to add an item asking for co-optees for the Parish Council.

(Action Parish Clerk)

It was agreed that Councillor Currie would speak about the proposed Emergency Plan at the Annual Parish Meeting, in an effort to find volunteers.

(Action Cllr Currie)

The Clerk was instructed to add an item to the agenda for the May meeting for the Parish Council to review the Parish Plan.

(Action Parish Clerk)

The Clerk was instructed to add an item to the next agenda to enable Councillors Brook and Knight to continue as bank signatories until new members were signed up.

(Action Parish Clerk)

The Clerk was instructed to send Co-option Eligibility forms to Councillors Waller and Wells.

(Action Parish Clerk)

20:36 – County Councillor Anna Groskop left the meeting.

10. Date of the Annual Parish Meeting: 14th May 2019 at 7.00pm. Date of the Annual Parish Council meeting: 14th May 2019 at 7.30pm

11. Exclusion of Press and Public: To consider exemption of press and public for remainder of meeting under Public Bodies Admissions To Meetings Act 1960, Section 1 (2) on the grounds that discussion of the following business is likely to disclose confidential information.

RESOLVED: It was proposed and agreed to exclude the press and public.

12. To note the issue of new pay scales for 2019-2020 and to agree to adopt these in line with the Clerk's contract of employment.

RESOLVED: It was proposed and agreed to adopt the new pay scales as presented.

The meeting ended at 20:37.

Signed

Date