

Pitcombe Parish Council

Minutes of a Pitcombe Parish Council Meeting held on Tuesday 12th May 2020 via Zoom.

Present: Councillors R. Waller, M. Groom, L. Donahue and C. Donald

Clerk: Holly Callow

Also Present: none

The meeting opened at: 19:34

1. **Apologies:** Councillors A. Wells and A. Groskop.
2. **To receive Declarations of any Interest:** None declared
3. **To approve the minutes of the Parish Council meeting held on 14th April 2020.**

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

4. **To receive reports from**
 - i County Councillor Anna Groskop had sent her apologies.
 - ii District Councillor Robin Bastable was not present.
 - iii PCSO Tim Russell was not present.
5. **To review Planning Applications, Road Closures, Foot Path Diversions.**
 - i Outcomes of applications considered at previous meetings: None to report
 - ii. New Planning Applications:
 - a) **20/01156/S73A** - Variation of condition 2 of planning permission 18/02384/FUL to enable minor material amendments to the proposed buildings and landscape; variation of the wording of conditions 3 (Materials), 4 (Archaeology), and 9 (Construction Management Plan) to reflect the approval of the required details and secure compliance at Land West of Cattle Hill Welham Castle Cary Somerset.

Councillor Groom reported that the work that has already taken place on the site has been of a very high standard. The council had no objections to this variation.

RESOLVED: It was proposed and unanimously agreed that the council had no objections to this application.

- iii. Other planning matters: None to report
 - iv. Temporary Road Closures: None to report.
 - v. Path Diversions: None to report.
6. **Reports from Portfolio holders not covered elsewhere on the agenda:** None to report
 7. **Finance.**
 - i. To review the Budget vs Spend sheet.
Noted.
 - ii. To approve the cash book and bank reconciliation for March 2020.

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

- iii. To approve payments of:

Holly Callow	Salary April 2020	£199.13
Holly Callow	Expenses April 2020	£11.24
HMRC	Income Tax RE H Callow April 2020	£21.00
Lightatouch	Internal Audit fee 2019-20	£95.00
Jimmy Flynn	Web support and website maintenance	£100.00
Heidi Doughty	Pitcombe News mid-month edition grant	£21.00
Robin Currie	Defibrillation Pads	£92.70
Pitcombe Events	Pitcombe News Grant	£118.00

RESOLVED: It was proposed and unanimously agreed to approve the payments as presented and that

Pitcombe Parish Council

Councillors Waller and Groom would sign the cheques.

- iv. 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 would be signed by the Chairman and the Clerk/RFO accordingly.

- v. To receive the Internal Auditor's report for 2019-20.

Noted. No recommendations had been made.

- vi. To approve section 1 of the Annual Governance and Accountability Return

RESOLVED: It was proposed and agreed to approve section 1 of the Annual Governance and Accountability Return as presented.

- vii. To approve section 2 of the Annual Governance and Accountability Return

RESOLVED: It was proposed and agreed to approve section 1 of the Annual Governance and Accountability Return as presented.

viii. To consider providing further financial support to Pitcombe News to help with increased printing costs. The Clerk had provided Pitcombe News with alternative printing quotes which were lower than their previous expenditure. Pitcombe News were thankful for these quotes and did not believe that they would require further financial assistance from the council in the immediate future.

Councillor R. Currie joined the meeting at 20:00

8. Council Matters:

- i. To approve Pitcombe Parish Council's Virtual Meeting Protocol

The councillors discussed the documents and agreed that they were sufficient; it was highlighted that they should be working documents as virtual meetings are a new process and the protocol may evolve.

RESOLVED: It was proposed and agreed to adopt the protocol as a working document.

Councillor Currie expressed concerns regarding the security of Zoom meetings with particular reference to hacking. It was **agreed** that rather than publishing the password on the meeting invitation for the public, the Clerk should note on the zoom invitation that the public should contact the Clerk in order to obtain the password prior to the meeting.

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.

- i. Councillor Donald reported that a member of the public had reported the felling of several local trees to the Tree Officer at SSDC who planned to visit the site and decide whether it was appropriate to introduce a Tree Preservation Order on the remaining trees. Robin Currie had also reported the matter to the Forestry Commission who also planned to visit the site. The Clerk was asked to add a report on the matter to the next agenda.
- ii. To also add to the next agenda a discussion regarding tree preservation orders throughout the parish.
- iii. To discuss the undoing of the footpath diversion at Cole Manor.

10. Date of the next Parish Council meeting: 9th June 2020 at 7.30pm

The meeting ended at 20:21

Singed:

Date: