

# *Pitcombe Parish Council*

Minutes of a Pitcombe Parish Council Remote Meeting held on Tuesday 13<sup>th</sup> October 2020 via Zoom.

**Present:** Councillors R. Waller (Chair), C. Donald, L. Donahue and M. Groom.

**Locum Clerk:** Zöe Godden

**Also Present:** District Councillor Robin Bastable

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

**19:32 – The Chair allowed a public open session**

The Chair explained that the public would be given a chance to speak about planning applications at the point at which these arose on the agenda.

A member of the public asked about an ongoing planning matter. This matter was on the agenda and the Chair said he would allow the public to speak at that point in the meeting.

**19:33 – The Chair brought the public open session to a close.**

**The meeting started at: 19:33.**

1. **Apologies:** Apologies had been received from Councillor Currie and PCSO Tim Russell.
2. **Declarations of Interest:** There were no declarations of interest.
3. **To approve the minutes of the Parish Council meetings held on 8<sup>th</sup> September and 22<sup>nd</sup> September 2020.**

**RESOLVED:** It was proposed and unanimously agreed to approve both sets of minutes as presented. These would be signed by the Chair at a later date.

4. **To receive reports from**
  - i **County Councillor Anna Groskop** was not present
  - ii **District Councillor Robin Bastable** reported that the Secretary of State for Housing, Communities and Local Government, Robert Jenrick, had written to the County and District Councils in Somerset to ask for a business case for the reorganisation of Local Government in Somerset. A decision should be reached in April/May next year. Councillor Bastable also reported that SSDC's Planning Department was struggling due to a lack of staff.
  - iii **PCSO Tim Russell** had sent his apologies and submitted a report, which is attached to these minutes. It was noted that there had been a spate of thefts from vehicles and that an anvil had been stolen from a property in the Parish.
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) **20/02606/FUL** - Erection of a replacement storage and loose box building at Land Adjacent Nettlecombe Barn Hadspen Castle Cary Somerset BA7 7LW

**19:42 – The Chair allowed a public open session.**

The planning agent dealing with this application informed Councillors that the existing stables behind Nettlecombe Barn were at the end of their useful life. The applicant required storage for a tractor and other equipment needed to maintain the site. The proposed replacement building would have approximately the same floor space but would be slightly taller to accommodate roof tiles rather than a metal roof. No objections had been received from neighbours to date. In response to a question from Councillor Donald, the agent said that the applicant was considering housing a goat in the proposed new building to help manage the grass on the steep slope on the site.

**19:44 – The Chair brought the public open session to a close.**

Councillors discussed the application.

**RESOLVED:** It was proposed and unanimously agreed that the Council has no objections to this application.

**19:46 – One member of the public left the meeting**

- b) **20/02503/FUL & 20/02504/LBC** - Demolition of single storey rear lean-to extension and erection of single storey rear and side extensions; associated internal alterations; associated landscape works, including new access route and parking; use of building as short-stay guest accommodation (revised proposal following approval of 20/01503/HOU and 20/01504/LBC) at Hadspen Lodge Hadspen Estate Hadspen Castle Cary BA7 7NG

Councillors discussed the application.

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

iii. Other planning matters:

- a) To note an email from SSDC reporting that a planning application is expected in relation to Embankment Land.

It was noted that the Clerk had written to SSDC, as instructed at the previous meeting, to ask for sight of the original enforcement notice and for clarification on the intended action in relation to the two unauthorised access points to the site. SSDC had responded and confirmed that planning applications would be required for the two access points and that a response from County Highways had not yet been received. A copy of the enforcement notice would be forwarded. Councillors felt that the best course of action was to wait for receipt of any planning applications in due course but to review the situation at the November meeting.

**Action Parish Clerk**

- b) To note that a Tree Preservation Order has been implemented on a group of six lime trees in the parish and to consider any action to be taken.

Richard Waller reminded Councillors that some trees at this site had been felled before the TPO had been put in place. No further action was required.

iv. Temporary Road Closures:

- a) Mill Lane for approximately 551 metres from 19<sup>th</sup> to 23<sup>rd</sup> October. **Noted.**
- b) Lime Kiln Lane for approximately 255 metres from 14<sup>th</sup> to 16<sup>th</sup> October between 8am and 5pm. **Noted**

v. Path Diversions: None to report.

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

There were no additional reports.

## 7. Finance.

- i. To agree two bank signatories to sign a change of address letter to enable bank statements to be addressed to the new Parish Clerk.

**RESOLVED: It was proposed and agreed that Councillors Groom and Waller would sign the letter.**

**Action Cllrs Groom and Waller**

- ii. To review the Budget vs Spend sheet.

**Noted.**

- iii. To approve the cash book and bank reconciliation for September 2020.

Councillor Donahue had checked the bank reconciliation before the meeting and found it to be accurate.

**RESOLVED: It was proposed and unanimously agreed to approve the cashbook and bank reconciliation as presented. The reconciliation would be signed by the Chair at a later date.**

- iv. To approve payments of:

Hoblake Services	Locum Clerk work to 30 <sup>th</sup> September 2020	£208.00
Hadspen Village Hall	Hall hire for Clerk interviews 15 <sup>th</sup> September 2020	£15.00

**RESOLVED: It was proposed and unanimously agreed to approve the payments as presented. Cheques would be signed at a later date by Councillors Groom and Waller.**

**Action Cllrs Groom and Waller**

## 8. Council Matters:

- i To hear an update from County Highways regarding the Grove Cross junction and to agree any action to be taken.

Councillors discussed the response from County Highways. Councillor Groom noted that there were no recorded road traffic collisions at Grove Cross, so it was difficult to prove a case for improvements to the road layout. It was **agreed** to take no further action at this time but to monitor the situation.

- ii To hear an update on the proposed maintenance work to a finger post in the parish.

It was **agreed** to defer this matter to a future meeting.

- iii To hear an update on a meeting with a County Highways representative in relation to flash flooding and to note action taken by residents during recent bad weather.

The Chairman asked for thanks to be recorded to residents who had worked to keep drains clear during the wet weather over the preceding weekend. A County Highways officer had formulated a plan to improve drainage at Pitcombe Rock and would report back to the Council in due course. In the meantime, Councillors and residents were advised to keep drains clear to prevent flooding. The Chairman agreed to write an article for Pitcombe News to that effect.

**Action Chairman**

The Clerk was instructed to find out if County Highways could supply a temporary flood sign that could be deployed by Councillors or residents in times of heavy rain.

**Action Parish Clerk**

- iv To note that a survey on One Somerset can be completed online until 16<sup>th</sup> October.

**Noted.**

- v To note that NALC strongly advises councils to meet remotely due to the CV-19 crisis.

**Noted.**

- vi To note that the Clerk has re-advertised the vacant Councillor position and asked for expressions of interest to be submitted by 2<sup>nd</sup> November so that a new Councillor can be co-opted at the November Parish Council meeting.

The Clerk was instructed to print out copies of the co-option notice for the four notice boards.

**Action Parish Clerk**

## **9. Exclusion of Press and Public**

To consider exemption of press and public for the 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 relating to the engagement of a Parish Clerk

**RESOLVED:** It was proposed and unanimously agreed to exclude the press and public for the remainder of the meeting.

### **20:32 – Two members of the public and District Councillor Robin Bastable left the meeting**

- i. To consider the Parish Clerk's contract of employment and agree that this can be signed by the Chairman.

The Chairman noted that certain policies mentioned in the contract of employment would need to be adopted at the November meeting. The contract itself was based on the NALC model document.

**RESOLVED:** It was proposed and unanimously agreed to approve the Clerk's contract of employment as presented.

## **10. 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.*

No items for the next agenda presented and no additional statements were received.

## **11. Date of the next Parish Council meeting: 10<sup>th</sup> November 2020 at 7.30pm**

**The meeting ended at 20:41.**

Signed:

Date: