

Pitcombe Parish Council

DRAFT Minutes of a meeting of Pitcombe Parish Council held on Tuesday 13th July 2021

Present: Councillors R.Currie, C.Donald, M.Groom, R. Waller, A.Wells
In attendance: K. Sheehan – Locum Clerk
Councillor R. Bastable (SSDC)

Councillor Waller opened the meeting and welcomed Katharine Sheehan as a locum clerk to cover the period of vacancy until a permanent appointment could be made.

1. **Apologies** were received from: County Councillor Anna Groskop.

2. **Declarations of Interest** - There were no declarations of interest.

3. **Minutes of the meetings held on 8th and 29th June**

It was proposed and unanimously agreed that the minutes of the meetings of 8th and 29th June be agreed as a correct record and signed by the Chair.

Proposed: Cllr Wells

Seconded: Cllr Currie

RESOLVED

4. **To receive reports.**

i. County Council – a written report had been circulated prior to the meeting, no questions raised.

ii. District Council – Cllr Bastable reported that:

- The roll out of the new recycling arrangements had begun; Bright Blue Bags (BBB) should have been received, but if not should be reported to the Somerset Waste Partnership (SWP)
- Collections had been affected by the nationwide shortage of HGV drivers and waste handlers; all missed collections should be reported to SWP
- If instances of recycling collections missed where there were no sorting or separation errors, members should notify Cllr Bastable who would be pleased to make enquiries.

iii. PCSO – no report had been received at the time of the meeting but was later circulated. Members felt that in general the reports could be better tailored to parish issues.

5. **Planning applications, footpaths and road closures.**

i. **To consider new planning applications**

Application number	Proposal	Location
a) 21/01894/HOU	Proposed single storey extension and gazebo to side/rear with raised terrace.	Romansleigh, Cole Road, Bruton, BA10 0DD

RESOLVED: No objections were raised to this application.

ii. **Update on Planning applications currently under consideration by Local Planning Authority**

- a) Pitcombe Farm site (21/00238/OUT) – the Clerk had sought an update from the planning officer and reported that the application was currently in abeyance due to ongoing phosphate issues (a district-wide issue affecting planning applications). It was understood that the applicant would likely be submitting a report with details of how the relevant issues would be overcome. Latest information is available at: [21/00238/OUT | Outline application including access, layout and scale for the demolition of agricultural buildings and the erection of 5 No. two storey dwellings with associated car parking, alterations to existing access onto Pitcombe Hill, stop up vehicular access onto Lancombe Lane. | Pitcombe Farm Pitcombe Hill Pitcombe Bruton BA10 0PF \(southsomerset.gov.uk\).](#)
- b) Old railway embankment site (20/02858/FUL) – the Clerk reported that County Highways had recommended refusal and was waiting for clarification from the applicant on a number of outstanding issues. Latest information is available at: [20/02856/FUL | Change of use of land to agricultural, formation of an agricultural access, stationing of a caravan to provide shelter and stationing of a shipping container \(Part retrospective\) | The Old Embankment Mill Lane Pitcombe Bruton Somerset \(southsomerset.gov.uk\).](#)

iii. **Outcome of Planning applications considered at previous meetings:**

- Station House (21/01113/HOU) – approved
- The Newt (21/01229/FUL) – approved
- Pavilion Building, Shatwell (21/01343/FUL) – awaiting decision
- Haybarn, Shatwell Farm (2101344/FUL) – awaiting decision

iv. **Footpaths** - Dog waste bins

It was noted that the Parish Council was still waiting for the District Council to provide details of the planned review of dog waste bins.

v. **Temporary Road Closures** - None at time of publishing agenda

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

None.

7. Finance.

i **To consider renewing the Council's membership of the CPRE**

Noted that the contact details required updating; agreed to rejoin at price of £36 (approved under payments list below)

ii **To consider making grants to:**

- **CAT Bus** – a query was raised over two similar services and which (if either) serves Pitcombe. Clerk was asked to find out whether a donation was budgeted for and made in the previous financial year.
- **St Leonard's Church** – a request for £1000 towards churchyard maintenance was considered. Concerns were raised over the current standard of maintenance and after some discussion it was felt that for the level of donation, the Parish Council would like to see some improvement in the standard of care for the churchyard and would welcome the opportunity to discuss arrangements further with church representatives at the next meeting.

Action: Clerk to invite Mr Wyatt to the September meeting of PPC.

iii **To approve payments and note receipts.**

Patrick Pender-Cudlip	Salary & Expenses (all)	CA003	629	£	739.92
HMRC	PAYE (Patrick) & NICs due	CA004	630	£	210.70
R Currie	Defibrillator battery	CA005	631	£	276.00
Lightatouch	Internal Audit	CA006	632	£	250.00
CPRE	Membership	CA007	633	£	36.00
K Sheehan	Locum Clerk services to 11/7	CA008	634	£	150.30
TOTAL				£	1,995.76

Members noted that the increased audit fee was due to the short notice and weekend working required to complete the internal audit. It was noted that the defibrillator battery had failed before its expected operational period and Cllr Currie reported that he was making efforts to get the manufacturer to refund this under the warranty. Cllr Wells confirmed that as a packet of pads had been opened (although unused) they would no longer be sterile. Cllr Waller thanked Cllr Currie for sorting the defibrillator battery.

Proposed: Cllr Waller

Seconded: Cllr Groom

RESOLVED for payment

iv. **To review Budget vs Spend sheet**

Members considered the circulated budget/spend spreadsheet. Overspend on both insurance and audit was noted and Councillors would endeavour to ensure that both were properly budgeted for in the new financial year.

v. **To approve the cashbook and bank reconciliation for June 2021**

No queries raised.

Proposed: Cllr Currie

Seconded: Cllr Wells

RESOLVED and signed

It was also agreed that bank statements should be sent to Cllr Waller in the short term, until a permanent clerk was in position.

8. Council Matters:

i **To note that the notice of casual vacancy has been published by SSDC**

If no election was called by 15th July, the council could proceed to co-opt to the vacancy.

ii **To agree the process, timescale and advert for recruiting a new Parish Clerk**

Members agreed the circulated documentation and agreed a panel would convene to hold interviews

on Tuesday 7th September.

9. Items for report and for the next agenda

Cllr Currie reported that he had now submitted an application to list Pitcombe Bridge to English Heritage.

10. Date of the next Parish Council meeting: 14th September 2021 at 7.30pm

The meeting closed at 21.10.

DRAFT