

## EAST CHINNOCK PARISH COUNCIL JANUARY 2014 MEETING AGENDA

The Parish Council Meeting of East Chinnock Parish Council will take place on Monday 6th January 2014, starting at 7.30pm in the Village Hall.

**Public Question Time;** 15 minutes open discussion on matters of concern with an opportunity to ask questions on the proposed plans for the development of East Chinnock Farm House. The architect has kindly agreed to attend the meeting.

### AGENDA

1. Apologies for absence.
2. Declarations of interest and to receive any written requests for DPI dispensations.
3. To agree and sign as a correct record the minutes of the last meeting held on 2 December 2013 (circulated to Councillors).
4. Matters arising from the minutes; i) update on allotments including Health & Well Being Fund application.  
ii) update on grant applications for WWI Centenary commemoration.
5. District Council report.
6. County Council report.
7. Planning applications (circulated); i) to agree response for 13/04809/FUL East Chinnock Farm House for erection of one detached house in the garden of the farmhouse.  
ii) to note 13/04064/FUL Rick Barton revised/retrospective application was approved by SSDC.
8. Clerk's report and correspondence; to consider a request for funding for Victim Support.
9. Finance; to approve the 2014/15 budget (circulated) and set the Precept.
10. Payments to approve; i) D C Langford (expenses) £8.00.  
ii) East Chinnock Village Hall (Jan-March PO outreach rent) £97.50  
and iii) to approve a grant for South Somerset CAB.
11. Entertainments Committee report.
12. Community Speed Watch report.
13. Parish Ranger report.
14. Potholes & General Maintenance report.
15. Play Area report.
16. Rights of Way report.
17. Items of report
18. To agree date of next meeting.

*Christine Langford*  
*Clerk to East Chinnock Parish Council - signed on original*

# EAST CHINNOCK PARISH COUNCIL

---

## **Minutes of the East Chinnock Parish Council meeting**

**held on Monday 6 January 2014 starting at 7.30pm in the Village Hall.**

**Present;** Chairman Cllr M Slater  
Councillors B Murdoch, A Sinclair, I Stephen, N Weber, Mrs R Carter & Mrs M Merchant  
Officer Ms C Langford  
County Councillor Mr M Fysh (part of meeting)

Two Parishioners present and Mr D Severs (architect for East Chinnock Farm House development).

### **Public Question Time:**

- i) There was discussion on the East Chinnock Farm House development. SSDC favours one large house whereas the Council believe there is a need for the courtyard option with 6 smaller properties/flats. It was noted that neighbours to the site prefer the one house option.
- ii) Council was informed of blocked drains at the bus stop and in Forge Lane. Cllr Mrs Carter has reported the bus stop drain and will report the Forge Lane drain to SCC.
- iii) There was a complaint about vehicles parking on pavements and forcing pedestrians to walk around in the A30. The Clerk will report offending vehicles to the police (again).
- iv) It was confirmed that Councillors had responded individually to the Dept of Transport consultation on increasing the speed & weight limits for agricultural vehicles.

### **141/13 Apologies for absence;**

Mr R Pallister (SSDC).

### **142/13 Declarations of Interest and to receive any written requests for DPI dispensations;**

None.

### **143/13 Minutes of the last meeting;**

The minutes, that had previously been circulated to all Councillors, were signed by the Chairman as a true record of the December meeting.

### **144/13 Matters arising from the minutes;**

- i) The Clerk had taken advice from SALC & SLCC regarding the Councils statutory duty in providing allotments and this was presented in summary in the Clerks report. The Clerk will liaise with Mr A Lowes and Mr Fysh to submit a bid to the SCC Health & Well Being Fund to support site preparation work for allotments (the fund closes in February).
- ii) An expression of interest has been submitted to the Heritage Lottery Fund for servicing and provision of auto-wind for the World War I memorial clock. The Church has confirmed that they plan to commemorate the WW1 Centenary.

### **145/13 District Councillor's report;**

None received.

### **146/13 County Councillor's report;**

- SCC is chasing the contractor for a date for the traffic calming scheme.
- Mr Fysh asked for any weather related issues arising in the village; he will confirm how often the A30 drains are cleared.
- It was noted that large potholes in West Coker have been reported by their Parish Council.

### **147/13 Planning applications and decisions;**

i) 13/04809/FUL East Chinnock Farm House;

a) It was agreed that the Council response to the application is "that two smaller properties would be more beneficial to the community, however, if it has to be one large property then the Council has no objections to the application".

b) Council accepted Mr Severs offer to look at submitting a second application for two smaller properties.

ii) It was noted that SSDC has approved 13/04064/FUL Rick Barton revised/retrospective application.

### **148/13 Clerk's report and correspondence;**

- A request for a donation had been received from Victim Support Somerset and it was agreed to decline this.
- The Clerk will be attending a Data Protection session at SSDC in March.
- The South Somerset CAB annual review & SCC parking services consultation had been circulated.

### **149/13 Finance;**

Council approved the 2014/15 budget. The Precept was set at £6700 (including the £175 Government grant) and the paperwork signed.

### **150/13 Payments;**

The following payments were presented and approved;

- i) D C Langford (expenses) £8.00
- ii) East Chinnock Village Hall (PO outreach rent) £97.50
- iii) it was agreed to donate £50 to South Somerset CAB.
- iv) it was noted that £20 had been received for Chimes ads.

**151/13 Entertainments Committee Report;** nothing to report.

### **152/13 Community Speed Watch report;**

- Only 7 hours of CSW were run in December due to the stormy weather.
- It was noted that SIDs would be installed on Fordhay & High Street weeks commencing 10 March & 5 May respectively and that SCC is "currently investigating how this service will be taken forward in the new financial year 2014/15.
- Cllr Stephen had attended a meeting with the PCC. The lack of police support for CSW was raised; the PCC saw support as a more effective database to target repeat offenders and the mobile camera van attending the A30 in East Chinnock.
- The police will be targeting safety aspects of farm vehicles in 2014.

### **153/13 Parish Ranger Report;**

- A report was received on the tasks undertaken in the December session, mainly drainage & litter issues. The next session will be in February.
- Council agreed that a self-help working party was required to clear up after the storms and this will be looked at when the current stormy cycle has moved on.

### **154/13 Potholes & General Maintenance Report;**

- SCC dealt very promptly with a landslip in The Hollow. Several potholes have been reported and it was noted that a crater is forming again on the A30, above the Church.
- Cllr Mrs Carter to clarify that the drains on the main road would be dealt with by SCC Highways and to ask for advice about how the village can clear those not on the main road as there may be a specialised tool that can be obtained.

### **155/13 Play Area Report;**

Nothing to report.

### **156/3 Rights of Way Report;**

- Cllr Murdoch has repaired the airfield steps.
- SCC has cleared all reported fallen trees very quickly.

### **157/13 Items of Report;**

Cllr Weber is printing off 265 copies of the Parish Plan questionnaire, to be distributed with The Chimes on 15 January. It was proposed and agreed that the SSDC printer be used should Cllr Weber's printer be unable to cope. It was agreed that Councillors would collect completed questionnaires at the beginning of February - Clerk to provide 7 areas from electoral roll.

**158/13 Next Meeting;** the next meeting will be on Monday 3rd February 2014.

There being no further business the Chairman closed the meeting at 9.00pm.

Copies of these minutes can be found on the village website at <http://EastChinnock.com>

**EAST CHINNOCK PARISH COUNCIL**  
**FEBRUARY 2014 MEETING AGENDA**

To: All Councillors of East Chinnock Parish Council

**You are required to attend the Parish Council Meeting of East Chinnock Parish Council that will take place on Monday 3rd February 2014, starting at 7.30pm in the Village Hall.**

***Public Question Time;*** 15 minutes open discussion to ask questions or raise matters of concern.

**AGENDA**

1. Apologies for absence.
2. Declarations of interest and to receive any written requests for DPI dispensations.
3. To agree and sign as a correct record the minutes of the last meeting held on 6 January 2014 (circulated to Councillors).
4. Matters arising from the minutes; update on WWI Centenary commemoration.
5. District Council report.
6. County Council report; update on traffic calming.
7. Planning applications (circulated); to note Councillors decision re East Chinnock Farm House proposal for two cottages.
8. Parish Plan. To agree next stages; collation and presenting results to the village.
9. Clerk's report and correspondence; i) to note ownership changes at The Portman Arms.  
ii) update on allotments.
10. Finance; to agree process for adoption of Financial Regulations.
11. Payments to approve; D C Langford (expenses) £19.00.  
ii) to note £19.79 re Chimes and £36.97 re Parish Plan printing paid to SSDC.  
iii) to consider a request for funding from Yeovil Shopmobility.  
and to note £40 received for adverts in The Chimes.
12. Community Speed Watch report.
13. Parish Ranger report.
14. Potholes & General Maintenance report.
15. Play Area report.
16. Rights of Way report.
17. Items of report
18. To agree date of next meeting.

*Christine Langford*

*Clerk to East Chinnock Parish Council - signed on original*

# EAST CHINNOCK PARISH COUNCIL

---

## Minutes of the East Chinnock Parish Council meeting

held on Monday 3 February 2014 starting at 7.30pm in the Village Hall.

**Present;** Chairman Cllr M Slater  
Councillors B Murdoch, A Sinclair, I Stephen, N Weber, Mrs R Carter & Mrs M Merchant  
Officer Ms C Langford  
County Councillor Mr M Fysh (part of meeting)

Two Parishioners present.

**159/13 Apologies for absence;** Mr R Pallister (SSDC).

**160/13 Declarations of Interest and to receive any written requests for DPI dispensations;** none.

**161/13 Minutes of the last meeting;**

The minutes, that had previously been circulated to all Councillors, were signed by the Chairman as a true record of the January meeting.

**162/13 Matters arising from the minutes;**

- Council was informed that The Heritage Lottery Fund will not support the clock project in its current form as 'people' outcomes required. Cllr Stephen to look into how this could be achieved.
- Council noted that cars still blocking pavements. Clerk to continue to report offending vehicles.

**163/13 District Councillor's report;** none received.

**164/13 County Councillor's report;**

- i) SCC has allocated £1M towards the £4M required to dredge The Levels this summer. The Prime Minister has 'committed' to dredging taking place.
- ii) The roads programme has been delayed by flood damage. Mr Fysh is chasing a realistic timescale for the East Chinnock scheme to be implemented and assured Council that the scheme will not be dropped. Clerk to write to Michelle Cusack, Strategic Director to ask that the scheme is not dropped, after several years of hard work by the Council. Council noted SCC policy that funding is available for 'important' drains i.e. keeping major routes open such as the A30. Safety issues are also to be addressed on the A356 towards the A303.
- iii) SCC is looking at more savings in their Budget, with Children and Adult Care a priority.

**165/13 Planning applications and decisions;**

The proposal for two semi-detached dwellings at East Chinnock Farm House has been approved by Council as the preferred option. Council noted that the final decision would rest with SSDC and which option is more financially viable for the developer.

### **166/13 Parish Plan.**

The questionnaire was printed by SSDC and distributed with The Chimes. Councillors had collected a significant number but some still to be handed in. It was proposed that Cllr Sinclair collate the questionnaires and this was agreed. Council will assess the data before an Open Meeting, around the end of May, to present the results to residents. Date to be agreed at March meeting and publicised in The Chimes with a thank you to those who completed the questionnaire. The Jewells were thanked for promoting the questionnaire on the website and round robin emails.

### **167/13 Clerk's report and correspondence;**

- i) Council noted that The Portman Arms management has changed. It was agreed that the Parish Plan would inform any decisions to preserve village facilities.
- ii) Allotments. An application has been made to the SCC Health & Well Being Fund for fencing and water supply costs. Clerk to ask Mr Lowes, who is leading on this initiative, to attend the next Council meeting to clarify the plan to establish a site, with a written budget and site layout and list of those interested.
- iii) SS CAB thanked Council for the £50 donation and it was noted that they now have an email advice service available on their website [www.southsomcab.org.uk](http://www.southsomcab.org.uk) Link to be put on village website.
- iv) Somerset Minerals Plan 2014-2030; Councillors will attend consultation on 27 March at the Octagon to see how proposals may affect the village.
- v) SALC training courses and Avon & Somerset Constabulary Safe Places scheme for vulnerable adults when out in the community were noted.
- vi) Cllr Weber was thanked for installing a No Parking sign on the Play Area gate. It was agreed to invite drivers who choose to ignore the sign to join the team of volunteers who maintain the play area and require access.

### **168/13 Finance;**

A working group was agreed (Cllrs Slater, Weber and Murdoch) to present Financial Regulations to the Council for approval.

### **169/13 Payments;**

The following payments were presented and approved;

- i) D C Langford (expenses) £19.00 & payments noted to SSDC for printing The Chimes £19.79 & Parish Plan questionnaire £36.97.
- ii) it was agreed to decline the request for funding from Yeovil Shopmobility.
- iii) it was noted that £40 had been received for Chimes ads. Council expressed their appreciation of Alix's management of The Chimes in terms of content and making it self-financing.

### **170/13 Community Speed Watch report;**

The poor weather has affected the number of sessions. Council congratulated CSW on achieving 4 years of operation this month.

### **171/13 Parish Ranger Report;**

A list of tasks was agreed for the February visit;

- clear Westways ditch, check trap by The Rookery, check Cleaves track, trim back bank between Yew Tree Farm and Dawes Farm House, clear tree debris along A30 leading up to Church, trim hedge on corner of The Hollow and clear moss on Weston Close pavements.
- Cllr Mrs Carter and the Clerk had done a walk around to check for storm damage in January. It was noted that large tractors are pushing the edging stones into the ditch on Westways so blocking it, along with hedge clippings. Cllr Weber to have a word with the landowner. It was noted that Westways would not be a priority for Highways to repair should large vehicles continue to erode the surface.
- SSDC has been asked to return the bus stop large bin liner.

### **172/13 Potholes & General Maintenance Report;**

- Circulated. SCC had attended to reported potholes, blocked gulleys and fallen trees. It was noted that the budget for the Ranger was significantly less than for the Lengthsman so more time could be bought if required.
- It was noted that voluntary work done by Councillors and a few residents had avoided flooding issues and Council would encourage self-help in these days of much reduced Local Authority resources.

### **173/13 Play Area Report;** nothing to report.

### **174/3 Rights of Way Report;**

It was noted that there are lots of trees down in the sunken lanes and this is opening up the area to more damage.

### **175/13 Items of Report;**

- i) as Dr Cox has retired Feoffees asked Councillors to inform them of any illness in the village (i.e. 2+ night hospital stay) so they can allocate Christmas hampers.
- ii) It was noted that there is no bus stop signage outside The Portman Arms. Clerk to ask for a sign.
- iii) The Parish Plan exercise had highlighted the short comings of the Electoral Roll as a tool. Cllr Murdoch to put in a logical walking order.
- iv) Clerk to include gas cylinders theft in the next Chimes copy to raise awareness that thieves active in the village.

### **176/13 Next Meeting;** the next meeting will be on Monday 3rd March 2014.

There being no further business the Chairman closed the meeting at 9.15pm.

Copies of these minutes can be found on the village website at <http://EastChinnock.com>



# **EAST CHINNOCK PARISH COUNCIL**

## **MARCH 2014 MEETING AGENDA**

To: All Councillors of East Chinnock Parish Council

**You are required to attend the Parish Council Meeting of East Chinnock Parish Council that will take place on Monday 3rd March 2014, starting at 7.30pm in the Village Hall.**

**Public Question Time;** 15 minutes open discussion for villagers to ask questions or raise matters of concern.

### **AGENDA**

1. Apologies for absence; Cllr N Weber and Cllr I Stephen.
2. Declarations of interest and to receive any written requests for DPI dispensations.
3. To agree and sign as a correct record the minutes of the last meeting held on 3 February 2014 (circulated to Councillors).
4. Matters arising from the minutes; i) bus stop sign  
ii) update on traffic calming - should have started today!  
iii) update on WWI Centenary commemorations.
5. District Council report.
6. County Council report.
7. Planning applications (circulated); to note SSDC approved 13/04809/FUL East Chinnock Farm House erection of dwelling house.
8. Allotments; to receive an update and detailed budget.
9. Parish Plan; to receive feedback on the questionnaire data (circulated) and agree a date for a public meeting.
10. Clerk's report and correspondence;  
i) to agree any response to the Local Audit Accountability Act consultation (circulated).  
ii) to agree any lobbying re lack of a Local Plan and the effect on planning (circulated).  
iii) Somerset Play Forum Lottery application - does Council wish to register an interest?
11. Finance; to consider a request for support for the Royal Bath & West Somerset Levels Relief Fund.
12. Payments to approve; i) D C Langford (quarterly salary/expenses) £642.98 & HMRC £1.20.  
ii) Cox & Co increase in quarterly payroll charge from £15 to £20.  
Council to note £20 received for a Chimes advert.
13. Community Speed Watch report.
14. Parish Ranger report.
15. Potholes & General Maintenance report including Forge Lane.
16. Play Area report.
17. Rights of Way report.
18. Items of report and to agree any items for The Chimes.
19. To agree date of next meeting.

*Christine Langford*

*Clerk to East Chinnock Parish Council - signed on original*

# EAST CHINNOCK PARISH COUNCIL

---

## Minutes of the East Chinnock Parish Council meeting

held on Monday 3 March 2014 starting at 7.30pm in the Village Hall.

**Present;** Chairman Cllr M Slater  
Councillors B Murdoch, A Sinclair & Mrs M Merchant  
Officer Ms C Langford  
County Councillor Mr M Fysh (part of meeting)  
Three Parishioners present.

**Public Question Time;** there were no questions.

### **177/13 Apologies for absence;**

Cllr Weber, Cllr Stephen, Cllr Mrs Carter and Mr R Pallister (SSDC).

### **178/13 Declarations of Interest and to receive any written requests for DPI dispensations;**

Cllr Sinclair expressed an interest in Item 8 Allotments.

### **179/13 Minutes of the last meeting;**

The minutes, that had previously been circulated to all Councillors, were signed by the Chairman as a true record of the February meeting.

### **180/13 Matters arising from the minutes;**

- i) Bus Stop sign; SCC is looking at what can be done at this location (by the Portman Arms).
- ii) Traffic Calming; flooding works have delayed the contractors so the start date is now "by 17th March".
- iii) WWI Centenary commemorations; Council noted that servicing the Clock is not eligible for funding and so it was agreed not to pursue WW1 funding at this stage. The Church is holding a Commemorative Service.
- iv) Cllr Murdoch has rearranged the electoral roll into a logical walking order so that it is a more useful tool. Names have been removed. Clerk to ask SSDC if this order could be adopted on future rolls.

### **181/13 District Councillor's report;**

A report had been submitted detailing the works done by SSDC to support those affected by the flooding and also the Budget had been set at £17.5M. The budget included some internal savings, £100k for flood relief and no rise in Council Tax.

### **182/13 County Councillor's report;**

- SCC has set their Budget with savings in administration and building costs and an increase in businesses paying rates. Council Tax is frozen.
- The application to the Health & Well Being Fund to support the allotments has been submitted and Mr Fysh hopes that £500 will be awarded.

### **183/13 Planning applications and decisions;**

Council noted that SSDC has approved 13/04809/FUL East Chinnock Farm House erection of a dwelling house.

### **184/13 Allotments;**

Council received a short presentation from Mr Lowes summarising the site location and layout, budget requirements and potential funding for the proposed allotments. Nine residents have expressed an interest.

The site needs clearing and an initial outlay of around £1200 to install water pipes and tanks and fencing. Annual Rent would be around £30 per person to cover site rental, insurance and water charges.

Council agreed that the best option was for an Allotment Association to be formed. Council noted that Parish Council support is required for funding streams. It was proposed and agreed that the Council is, in principle, in support of an Allotment Association. Council asked the Clerk to write to Mr Lowes to officially confirm Council support.

### **185/13 Parish Plan.**

Cllr Sinclair was thanked for his work in collating the questionnaires. The results were presented with the lessons learnt on effective questionnaire presentation. There was an excellent return of just under 50%.

It was agreed to ask SSDC to attend the April meeting to advise on the next stage with a view to an Open Meeting in June to present the results and get more feedback from residents.

### **186/13 Clerk's report and correspondence;**

- i) Council noted the Local Audit Accountability Act consultation and the lobbying re lack of a Local Plan and the effect on planning (both circulated).
- ii) Council would like to be kept updated on the Somerset Play Forum Lottery application to support play in rural areas.
- iii) Council noted that the main notice board has not been waterproof during this wet winter. Cllr Sinclair has drilled holes to allow drainage and will assess whether a 'storm porch' could be installed to give more protection.
- iv) The Clerks pay review is due in April and a job appraisal will be scheduled before this.
- v) Council agreed that the Annual Parish Meeting should be used to raise awareness of the Parish Council elections in May 2015 and the need for electors to put themselves forward as candidates. This will be promoted in The Chimes and on the website.
- vi) Council did not wish to become a member of CPRE.

### **187/13 Finance;**

- Council agreed not to support the Royal Bath & West Somerset Levels Relief Fund.
- Council noted that Government has confirmed no precept cap this year.
- Council noted that NALC is drawing up revised Financial Regulations to allow for online banking.

### **188/13 Payments;**

The following payments were presented and approved;

- i) D C Langford (quarterly salary/expenses) £642.98 & HMRC £1.20.
- ii) Cox & Co increase in quarterly payroll charge from £15 to £20.
- iii) It was proposed and agreed that the Standing Orders be suspended to allow the SSDC invoice re Parish Ranger £640.56, that was received after the agenda had been circulated, to be approved. It was then proposed and agreed to reinstate the Standing Orders.
- iv) it was noted that £20 had been received for a Chimes ad.

### **189/13 Community Speed Watch report;**

The poor weather was still affecting the number of sessions. 1.2% of passing traffic recorded is still speeding and this is above the county average.

### **190/13 Parish Ranger Report;**

- A report had been circulated on the Ranger activities over the past year.
- It was noted that overhanging trees and hedge are creating a problem on the Weston Close pavement. Cllr Stephen to be asked to speak with the householder.
- Clearing the pavement of moss is on the list for the Ranger in April however the Ranger will be asked to prioritise clearing ditches/drains along Broad Lane (around Cott Farm area) on his next visit.

### **191/13 Potholes & General Maintenance Report;**

- A report had been circulated.
- SCC will repair Westways Bridge and shore up the brook bank along Westways later in the year as resources are currently prioritising flooding works.
- SCC clarified that they are not responsible for the drain by 460 Forge Lane.

### **192/13 Play Area Report;**

- Cllr Mrs Merchant will compile the grass cutting roster and display on the main notice board.
- Cllr Slater to ask the pre school to assist in keeping the gateway clear of parked vehicles.
- Clerk to investigate Wicksteed re annual inspections and report back.

### **193/3 Rights of Way Report;**

More trees are down in the sunken lanes. Cllr Murdoch to report to SCC for clearance when possible.

**194/13 Items of Report and for The Chimes;**

SSDC is offering activities for the over 50s and the village hall may be offering some tasters.

**195/13 Next Meeting;**

The next meeting will be on Monday 7th April 2014, after the Annual Parish Meeting.

There being no further business the Chairman closed the meeting at 9.30pm.

Copies of these minutes can be found on the village website at <http://EastChinnock.com>

# **EAST CHINNOCK PARISH COUNCIL**

## **APRIL 2014 MEETING AGENDA**

To: All Councillors of East Chinnock Parish Council

**You are required to attend the Parish Council Meeting of East Chinnock Parish Council that will take place on Monday 7th April 2014, starting after the Annual Parish Meeting in the Village Hall.**

### **AGENDA**

1. Apologies for absence.
2. Declarations of interest and to receive any written requests for DPI dispensations.
3. To agree and sign as a correct record the minutes of the last meeting held on 3 March 2014 (circulated to Councillors).
4. Matters arising from the minutes; update on traffic calming.
5. District Council report.
6. County Council report.
7. Planning;
  - i) to note East Chinnock Farmhouse 13/04809/FUL proposal for two semi-detached houses has not been submitted due to SSDC policy (circulated) and
  - ii) to consider Solidans offer to produce a feasibility study and report for a Neighbourhood Plan.
  - iii) Application 14/01395/FUL Mr & Mrs Humby, Green Gables, Barrows Hill, East Chinnock to convert garage to living accommodation & erect a single storey extension & double garage.
8. Parish Plan; to agree a date for a public meeting and action required before this.
9. Clerk's report and correspondence;
  - i) to agree Council response to consultation on a draft transparency code (circulated).
  - ii) to consider the Pre School request to use the play area on Sat 14 June for their Summer Fair.
  - iii) to consider supporting Glastonbury Town Council in opposing the proposed Hinckley C project.
10. Finance; to review and agree the Council's asset register (circulated).
11. Payments to approve;
  - i) D C Langford (expenses) £8.00.
  - ii) East Chinnock Village Hall (Post Office rent April-June) £97.50.
  - iii) Information Commissioners Office re Data Protection registration £35.00.
  - iv) Council to note SSDC paid £19.91 re printing The Chimes.
  - v) to consider donating to NSPCC to develop the ChildLine Schools Service.
12. Entertainments Committee report.
13. Community Speed Watch report.
14. Parish Ranger report.
15. Potholes & General Maintenance report and to agree any action to address the deterioration of The Hollow.
16. Play Area report.
17. Rights of Way report
18. Annual Review of Clerk's salary (confidential item).
19. Items of report.
20. To agree date of next meeting.

*Christine Langford*

*Clerk to East Chinnock Parish Council - signed on original*

# EAST CHINNOCK PARISH COUNCIL

---

## Minutes of the East Chinnock Parish Council meeting

held on Monday 7 April 2014 starting at 7.40pm in the Village Hall

**Present;** Chairman Cllr M Slater  
Councillors B Murdoch, I Stephen, Mrs M Merchant & Mrs R Carter  
Officer Ms C Langford  
District Councillor Mr R Pallister (part of meeting)  
Two Parishioners present.

**Public Question Time;** there were no questions.

**1/14 Apologies for absence;** Cllr Weber & Cllr Sinclair.

**2/14 Declarations of Interest / to receive any written requests for DPI dispensations;** none.

### **3/14 Minutes of the last meeting;**

The minutes, that had previously been circulated to all Councillors, were signed by the Chairman as a true record of the March meeting.

### **4/14 Matters arising from the minutes;**

- i) Rearranged electoral roll to be circulated to Councillors to approve the layout.
- ii) Clerk to ask for an update re allotments for the May meeting.
- iii) Traffic Calming; the four new islands are in place. Clerk to check with SCC what white lining will be provided. The Ranger to be asked to clean the original bollards by The Portman.

### **5/14 District Councillor's report;**

Council received a report on flooding issues and noted there is a big hole in the funding. Council will need to ensure that the village silt traps continue to be maintained by the Local Authorities.

**6/14 County Councillor's report;** none received.

### **7/14 Planning applications and decisions;**

- i) Council had been informed by the agent that East Chinnock Farmhouse 13/04809/FUL proposal for two semi-detached houses has not been submitted due to Local Authority planning policy and advice making the scheme less financially viable.
- ii) Council agreed not to pursue Solidans offer to produce a feasibility study and report for a Neighbourhood Plan at this stage in the Parish Plan process.
- iii) Application 14/01395/FUL Mr & Mrs Humby, Green Gables, Barrows Hill to convert garage to living accommodation & erect a single storey extension & double garage was approved.

### **8/14 Parish Plan;**

Mr Pallister informed Council that they would get the same support as surrounding parishes from SSDC. Resources such as map of the village, poster size printing re information and photographs, display boards could be provided by SSDC. Council to meet with SSDC officers end of April to discuss next stages. Each Councillor to encourage a resident to join the proposed Parish Plan Steering Group. It was noted that the Summer Event could be used for further consultation, with display boards enabling residents to sign up for or suggest projects.

### **9/14 Clerk's report and correspondence;**

- i) Clerk to submit Council response to consultation on a draft transparency code and to include if possible the statement that as a small Parish Council we already have a completely open and transparent financial and democratic process.
- ii) Council agreed that the Pre School may use the play area on 14 June for their Summer Fair, with the usual proviso that they provide evidence of insurance cover. It was noted that the Pre School has been asked not to obstruct the play area gate with parked vehicles.
- iii) Council agreed not to support Glastonbury Town Council in opposing the proposed Hinckley C project.
- iv) Cllr Stephen to attend South Somerset Together Meet the Skills Needs of Industry event on 30 April.
- v) Council noted South Somerset Local Plan 2006-28 proposed main modifications are available to view at SSDC offices, with the final Hearing Sessions starting on 10 June 2014.
- vi) Rural Sounding Board opinion panels; Clerk to find out if this is for Council or personal opinions.

### **10/14 Finance;**

- Council reviewed and approved the asset register.
- Council noted the report from the SALC area meeting regarding financial regulations and the Local Accountability Act.

### **11/14 Payments;**

The following payments were presented and approved;

- i) D C Langford (expenses) £8.00
- ii) East Chinnock Village Hall (Post Office rent April-June) £97.50.
- iii) Information Commissioners Office re Data Protection registration £35.00.
- iv) SALC 2014/15 membership fee £127.73 and v) Mr Pallister re mower fuel £45.05.
- vii) Council noted SSDC payment of £19.91 re printing The Chimes.
- viii) Council agreed not to donate to the NSPCC ChildLine Schools Service.

### **12/14 Entertainments Committee report;**

- The Committee met on 6 March. They are looking into the cost of a new marquee. They are considering hiring a BBQ for future events (at a cost of £50) rather than buy a new BBQ.
- The Committee has agreed to run a Summer Family Fun Day on Sat 12 July. Council agreed that this can be held on the Play Area. The event will have games and activities during the afternoon running into a BBQ and Band in the evening. It was noted that Bouncy Castles cannot be covered under Council insurance and must be insured by the provider.

### **13/14 Community Speed Watch report;**

- Council received a summary of the past three years of CSW data. Council would like Cllr Sinclair to present a recommendation for the future of CSW. Council agreed that they would like to see CSW continue but at a much reduced frequency, say once a week.
- It was noted that a resident had emailed to highlight the issue of tractor drivers using their mobile phones whilst driving. It was agreed to speak with local farmers on this issue.



#### **14/14 Parish Ranger Report;**

The Ranger will be asked to replace the sleeper diverter on Cleaves track, clear silt from drains from The Park up to The Rookery and sweep the pavement along the A30 (Carters Lane exit towards The Portman Arms).

#### **15/14 Potholes & General Maintenance Report;**

- A report had been circulated. It was noted that the bus stop drain is to be jetted and the drain by the play area.
- In Westways the brook bank is to be shored up and the Westways Bridge has been repaired.
- The Hollow; it was agreed to ask Cllr Weber to speak with the two landowners either side of The Hollow to discuss action and urge them to take expert advice to maintain The Hollow banks in a safe condition, with reference to the Councils letter to the landowners in February 2013. Clerk to provide an updated covering letter.

#### **16/14 Play Area Report;**

- The grass cutting roster has been completed and is on the hall notice board.
- It was agreed that the Croquet Club may continue to use the Play Area.
- It was noted that Wicksteed did not offer better value for money than the existing annual inspection provider.

#### **17/14 Rights of Way Report;**

Cllr Murdoch is liaising with SCC re fallen trees.

#### **18/14 Annual Review of Clerk's salary;**

This is a confidential item and the Clerk left the room. Council received a report from the Clerks Annual Review. It was proposed and agreed that the Clerk progress to SCP 24 from 1st April 2014.

#### **19/14 Items of Report;**

- Council noted a report on the Somerset Minerals Development Plan.
- It was noted that the Sixty Plus drivers day, held recently in the Hall, was a huge success.

**20/14 Next Meeting;** will be the Annual Parish Council Meeting on Monday 12th May

There being no further business the Chairman closed the meeting at 10.05pm.

Copies of these minutes can be found on the village website at <http://EastChinnock.com>

**EAST CHINNOCK PARISH COUNCIL**  
**ANNUAL PARISH COUNCIL MEETING AGENDA MAY 2014**

**The Annual Parish Council Meeting of East Chinnock Parish Council will take place on  
Monday 12th May 2014, starting at 7.30pm in the Village Hall.**

**Public Question Time;** 15 minutes for parishioners to ask questions or raise matters of concern.

**AGENDA**

1. Apologies for absence.
2. Election of Parish Council Chairman and signing of Acceptance of Office.
3. Election of Parish Council Vice Chairman.
4. Declarations of interest and to receive any written requests for DPI dispensations.
5. To sign as a correct record the minutes of the last meeting held on 7 April 2014.
6. Matters arising from the minutes; to agree walking format electoral roll (circulated).
7. District Councillor's report.
8. County Council report.
9. Traffic calming; i) is more white lining required? and ii) to agreed feedback requested by SCC.
10. Parish Plan; to agree action.
11. Clerk's report and correspondence; to agree SSDC Levels & Moors Action Plan consultation feedback (circulated).
12. Finance; i) to note the 2014/15 precept of £6700 (inc £175 Govnt grant) has been received.  
ii) to approve and sign Sections 1 and 2 of the Annual Return (circulated).  
iii) to note the financial summary and bank reconciliation for 2013/14 (circulated).
13. Payments to approve;  
i) D C Langford May expenses £8.00  
ii) St Margaret's Hospice in Yeovil re Internal Auditor £50  
iii) Came & Co Insurance £370.18  
Payments received; £10 re Chimes ad.
14. Community Speed Watch; i) report and ii) appointment of representative and iii) to consider taking ownership of the SID service (circulated).
15. Parish Ranger; i) report and ii) appointment of representative.
16. Potholes & General Maintenance; i) report and ii) appointment of representative.
17. Play Area; i) agree any action arising from the inspection reports and ii) appointment of representative.
18. Rights of Way; i) report and ii) appointment of representative.
19. Entertainments Committee i) report and ii) appointment of two representatives.
20. To appoint a Parish Council trustee for Feoffees.
21. Items of report.
22. To note meeting dates for the coming year; 2 June, 7 July, 1 Sept, 6 Oct, 3 Nov, 1 Dec 2014, 5 Jan, 2 Feb, 2 March, 6 April, 11 May 2015.

*Christine Langford*  
*Clerk to East Chinnock Parish Council - signed on original*

# EAST CHINNOCK PARISH COUNCIL

---

## **Minutes of the East Chinnock Parish Council meeting held on Monday 12 May 2014 starting at 7.30pm in the Village Hall.**

**Present;** Chairman Cllr M Slater  
Councillors B Murdoch, I Stephen, A Sinclair, N Weber, Mrs M Merchant & Mrs R Carter  
Officer Ms C Langford  
District Councillor Mr R Pallister (part of meeting)  
One Parishioner present.

### **Public Question Time;**

- i) The problem of Himalayan Balsam blocking the ditch along Westways was raised. It was noted that there are plans to clear this in June, as advised by SCC.
- ii) A resident said that in spite of the new traffic calming vehicles are still speeding and suggested 30mph signs painted on the road and solar powered 30mph vehicle activated signs at either end of the village. It was also noted that the 30mph sign at the Yeovil end is obscured by the hedge.

**21/14 Apologies for absence;** none received.

**22/14 Election of Parish Council Chairman;**

Cllr Slater was proposed and seconded and all in favour. Cllr Slater signed the Acceptance of Office.

**23/14 Election of Parish Council Vice Chairman;**

Cllr Mrs Merchant was proposed and seconded and all in favour.

**24/14 Declarations of Interest and to receive any written requests for DPI dispensations;** none.

**25/14 Minutes of the last meeting;**

The minutes, that had previously been circulated to all Councillors, were signed by the Chairman as a true record of the April meeting.

**26/14 Matters arising from the minutes;**

- i) Council approved the logical electoral roll (that had been circulated) and this will be sent to SSDC with a request to adopt this.
- ii) Council noted that planning application 14/01395/FUL Green Gables, Barrows Hill to convert garage to living accommodation & erect single storey extension & double garage was granted by SSDC.

It was agreed to take items 7 and 8 if and when SSDC or SCC councillors arrived.

### **27/14 Traffic calming;**

- i) It was agreed that SCC unlikely to provide more lining.
- ii) Clerk to thank SCC and provide feedback as requested; it is much safer to cross the road, it fits into the street scene well and is a reminder to most drivers that they are in a 30mph zone and to slow down, also the red paint is very effective at marking the start of the traffic calming at the Crewkerne end and would be good to have this at Yeovil end as well.

However; vehicles are still speeding (especially at night), there appear to be more HGVs and some vehicles are over taking around the islands. Residents are asked to report vehicle numbers of those driving on the wrong side of the islands.

### **28/14 Parish Plan;**

- Cllrs are meeting with SSDC (Zoe Harris) on 28 May to look at the next stages.
- Volunteers are starting to come forward to get involved with the process.
- It was agreed to have a stand at the 12 July Fun Day event to present the questionnaire results and raise awareness of the process to get more residents actively involved.

### **29/14 Clerk's report and correspondence;**

- i) Council agreed a response to SSDC Levels & Moors Action Plan consultation.
- ii) Pre School Insurance cover has been confirmed re their Summer Fair.
- iii) Clerks & Councils Direct was available to view and the Avon & Somerset PCC and Came & Co insurance newsletters had been circulated.

Mr Pallister arrived.

### **30/14 Finance;**

- i) Council noted the 2014/15 precept of £6700 (inc £175 Govnt grant) has been received.
- ii) Sections 1 & 2 of the Annual Return (that had been circulated) were approved and signed by the Chairman.
- iii) Council noted the financial summary and bank reconciliation for 2013/14 (that had been circulated).

It was proposed, seconded and all agreed that £2000 be transferred from the Finance a/c into the Tent a/c reserve in consideration of a replacement mower.

### **31/14 District Councillor's report;**

Mr Pallister will circulate the Haselbury Plucknett Parish Plan for Cllrs information.

### **32/14 County Councillor's report;** none received.

### **33/14 Payments;**

The following payments were presented and approved;

- i) D C Langford (expenses) £8.00
- ii) St Margaret's Hospice (Yeovil) re Internal Audit £50
- iii) Came & Co Insurance £370.18

Council noted £10 has been received re a Chimes ad.

### **34/14 Community Speed Watch report;**

- i) CSW activity has restarted at a reduced rate of 2 sessions/week and targeting times of high traffic. CSW will monitor any traffic calming effect.
- ii) Cllr Sinclair was re-elected as CSW rep.
- iii) Council agreed to decline the offer of managing of the SID service in the parish due to the work and cost involved.

### **35/14 Parish Ranger Report;**

- i) The Ranger has sprayed weeds and cleaned pavements and the bollards on the original refuge. Tasks were agreed for the next session.
- ii) Cllr Stephen was re-elected as Parish Ranger rep.

### **36/14 Potholes & General Maintenance Report;**

- i) A report had been circulated.
  - a. SCC will be asked to dig out the drain by the bus stop as this is still flooding.
  - b. The faulty street light and abandoned bin in the Carters Lane area of A30 have both been reported.
  - c. A team of volunteers is to clear the Westways ditch of Himalayan Balsam in June.
  - d. Council noted that a householder in Forge Lane is proposing to wall off the drain by his property to avoid further flooding issues.
- ii) Cllr Mrs Carter was re-elected as Potholes & Maintenance rep.

### **37/14 Play Area Report;**

- i) Nothing to report.
- ii) Cllr Weber was re-elected as Play Area rep.

### **38/14 Rights of Way Report;**

- i) The two fallen trees in Green Lane have been removed.
- ii) Cllr Murdoch was re-elected as Rights of Way rep.

### **39/14 Entertainments Committee report;**

- i) the Committee met on 1 May and minutes have been circulated.

The Family Fun Day on Sat 12 July on the Play Area will have an afternoon and an evening session, with entry by donation. 2-5pm will be a Family Fun Day with games & activities, village stalls and the pre school will do teas. This will run into an evening session 7-11pm with a BBQ and Live Music.
- ii) Cllr Mrs Merchant was re-elected as Entertainments Chairman and Cllr Sinclair as Treasurer.

### **40/14 Parish Council trustee for Feoffees;**

Cllr Murdoch was re-elected as Parish Council trustee.

**41/14 Items of Report;**

- i) Feoffees is having work done to rectify damp issues in the School House.
- ii) Taster sports sessions for 'older' residents will take place in the Village Hall on Fridays throughout June.
- iii) The Tree for Life area has looked neglected but as some work is currently being done Cllrs to monitor and agree any action required in June.
- iv) Articles on WW1 events will be in the next few Chimes.
- v) The Hollow; Cllr Weber will speak with the landowners either side of The Hollow and ask them to take advice from the SCC arborist. It was noted that Council wrote to the landowners early last year raising the issue that SCC would clear debris off the road but any liability would lie with the landowners.
- vi) In response to requests, Clerk to liaise regarding providing First Aid courses in the village hall.
- vii) Cllr Sinclair and the Clerk to submit copy to the Chimes re the Family Fun Day with a Council stand presenting the Parish Plan questionnaire results.

**42/14 Next Meeting;** will be on Monday 2 June.

There being no further business the Chairman closed the meeting at 9.25pm.

Copies of these minutes can be found on the village website at <http://EastChinnock.com>

# **EAST CHINNOCK PARISH COUNCIL**

## **JUNE 2014 MEETING AGENDA**

To: All Councillors of East Chinnock Parish Council

**You are required to attend the meeting of East Chinnock Parish Council that will take place on Monday 2nd June 2014, starting at 7.30pm in the Village Hall.**

***Public Question Time***; 15 minutes for parishioners to ask questions or raise matters of concern.

### **AGENDA**

1. Apologies for absence; Cllr Weber.
2. Declarations of interest and to receive any written requests for DPI dispensations.
3. To sign as a correct record the minutes of the last meeting held on 12th May 2014.
4. Matters arising from the minutes.
5. District Councillor's report.
6. County Councillor's report.
7. Parish Plan; to receive a report on SSDC meeting (28 May) and agree action for Fun Day display.
8. Clerk's report & correspondence; letter of thanks from St Margaret's Hospice re audit donation.
9. Finance; to receive a report from the Financial Regulations working group and agree any action.
10. Payments to approve; i) D C Langford (quarterly salary/expenses) £809.56 & PAYE (HMRC).  
ii) Somerset Playing Fields Association subs £10.00  
iii) Mr R Gardner (mower fuel) £24.01  
Payments received; £10 due from West Coker re Skittles hire.
11. Community Speed Watch report
12. Parish Ranger report.
13. Potholes & General Maintenance report.
14. Play Area; to agree any action arising from the inspection reports.
15. Rights of Way report.
16. Entertainments Committee report.
17. Items of report.
18. To agree date of next meeting.

*Christine Langford*

*Clerk to East Chinnock Parish Council - signed on original*

# EAST CHINNOCK PARISH COUNCIL

---

## Minutes of the East Chinnock Parish Council meeting

held on Monday 2 June 2014 starting at 7.30pm in the Village Hall.

**Present;** Chairman Cllr M Slater  
Councillors B Murdoch, I Stephen, Mrs M Merchant & Mrs R Carter  
Officer Ms C Langford  
District Councillor Mr R Pallister (part of meeting)  
County Councillor Mr Marcus Fysh (part of meeting)  
One Parishioner present.

### **Public Question Time;**

There was a query about who is responsible for clearing rubbish washed down onto permissive pathways after last weeks deluge. Mr Pallister to check if the highway goes up to Cleaves and to get SSDC and SCC Highways to liaise on who clears up.

**43/14 Apologies for absence;** Cllr Sinclair & Cllr Weber.

**44/14 Declarations of Interest and to receive any written requests for DPI dispensations;** none.

**45/14 Minutes of the last meeting;**

The minutes, that had previously been circulated to all Councillors, were signed by the Chairman as a true record of the May Annual Council meeting.

**46/14 Matters arising from the minutes;**

- i) It was reported that SSDC is looking into possible action to address the flooding issue in Forge Lane.
- ii) The decision not to administer the SIDs is noted by SCC and so SCC will continue to provide the SIDs as per existing arrangements at no cost to the Parish Council
- iii) It was reported that SCC has offered to dig out the blockage above the silt trap (near The Rookery) and Council agreed that this offer should be accepted.

**47/14 District Councillor's report;**

- The Secretary of State Owen Patterson is visiting SSDC to see how much funding is required each year to maintain a flood defence system. SSDC states that it will not be acceptable for this to go on the Council Tax but must be raised as a separate levy.
- SSDC continues to look for increased efficiency, savings and income generation eg horticultural services in Yeovil.



#### **48/14 County Councillor's report;**

- The new CEO is Mr Patrick Flaherty, an internal appointment. It was clarified that this change had been less expensive than the previous couple of changes.
- West Somerset Railway; SCC wishes to sell this and are helping to work up a partnership bid with interested parties. SCC is looking at more savings but has huge interest and debt to service.
- Mr Fysh presented a £500 cheque from the Health & Well Being Fund towards the setting up of allotments in the village. The Council expressed their thanks.

#### **49/14 Parish Plan;**

- Cllrs have met with SSDC (Zoe Harris). SSDC will provide maps, display boards and will print up display material for use at the Fun Day stand on 12 July. Cllr Weber has offered a tent.
- Mr Pallister to provide a detailed map of the village (with house names on).
- A working group was agreed and will meet on 17 June to work up display material and agree arrangements for the Fun Day. It was agreed that there will be a small expenditure for post-its etc.

#### **50/14 Clerk's report and correspondence;**

- i) A letter of thanks was received from St Margaret's Hospice re the audit donation
- ii) A residential property on Fordhay suspected of being used commercially has been reported to SSDC.
- iii) SCC Highways confirms that no action can be taken to prevent the A30 lay bye near Barrows Hill being used as a staff car park.
- iv) Avon & Somerset Police newsletter and 2014-17 Plan were available to view.
- v) **Planning;** 14/02115/FUL 409 High Street for first floor extension (circulated). There were no objections, however, the Parish Council asks that an historic carved date (AD1538) stone believed to be in the west wall of this property be retained for historical interest.
- vi) Invitation received to South Somerset Together AGM on 10 July. Cllr Stephen to attend.

#### **51/14 Finance;**

- i) The 2013/14 Annual Return was submitted for audit today.
- ii) A report was received (circulated) from the Financial Regulations working group. It was proposed and agreed that the NALC Financial Regulations be adopted with the attached East Chinnock Parish Council Alterations, Amendments & Notes for specific issues.

#### **52/14 Payments;**

- a) The following payments were presented and approved;
  - i) D C Langford (quarterly salary/holiday pay/expenses) £809.56 & PAYE (HMRC).
  - ii) Somerset Playing Fields Association subs £10.00 &
  - iii) Mr R Gardener (mower fuel) £24.01
- b) Payments received; it was noted that £20 is due from West Coker re Skittles hire.
- c) A request has been received from Somerset Wildlife Trust for £100 donation to support their Barn Owl boxes project. Council agreed to decline this request. It was noted that there is a box in the parish that is monitored by volunteers.

**53/14 Community Speed Watch report;**

There are two new volunteers and training is being arranged.

**54/14 Parish Ranger Report;**

- Tasks were agreed for the next session.
- Clerk to write to two householders requesting that they clear their trees/vegetation from the public footpaths.

**55/14 Potholes & General Maintenance Report;**

- i) A report had been circulated. Volunteers are starting to clear Himalayan Balsam along Westways this week. Landowners have been informed and one is helping with disposal.
- ii) The Hollow; it was noted that SCC has advised in writing that "ultimately the responsibility of these trees rests with the landowners and, if they can be identified, it might be prudent to remind them of their duty of care". This statement will support Council discussions with the landowners.

**56/14 Play Area Report;** nothing to report.

**57/14 Rights of Way Report;**

The missing handrail on the bridge on Y8/12 has been reported to SCC.

**58/14 Entertainments Committee report;**

There is a planning meeting next week for the Fun Day. Council asked for a budget for the July Council meeting and also a Risk Assessment should be done for the event.

**59/14 Items of Report;**

- i) Cllr Mrs Merchant has planted up the parish flower tubs and the tub by Bridge Farm has been strimmed around.
- ii) A report was received on the South Somerset Together event on skills and the local economy.
- iii) Clerk to report the faulty light at the bottom of Orchardleigh.

**60/14 Next Meeting;** will be on Monday 7 July.

There being no further business the Chairman closed the meeting at 9.30pm.

Copies of these minutes can be found on the village website at <http://EastChinnock.com>

# EAST CHINNOCK PARISH COUNCIL

## JULY 2014 MEETING AGENDA

To: All Councillors of East Chinnock Parish Council

**You are required to attend the meeting of East Chinnock Parish Council that will take place on Monday 7th July 2014, starting at 7.30pm in the Village Hall.**

**Public Question Time;** 15 minutes for parishioners to ask questions or raise matters of concern.

### AGENDA

1. Apologies for absence;
2. Casual Vacancy; to note that Cllr Sinclair has resigned and that the Clerk has taken appropriate action to advertise the vacancy and that the Council is quorate.
3. Declarations of interest and to receive any written requests for DPI dispensations.
4. To sign as a correct record the minutes of the last meeting held on 2 June 2014.
5. Matters arising from the minutes; i) to note action taken re The Hollow safety issues.  
ii) to note update on allotments.
6. District Councillor's report.
7. County Councillor's report.
8. Planning; 14/02540/FUL East Chinnock Farm House, Weston Street for alterations including erection of single storey front extension. To agree submission to SSDC.
9. Parish Plan; to receive a report from the Fun Day display working group and agree final arrangements.
10. Clerk's report & correspondence;  
i) to note letter received re vegetation in Weston Close and agree action.  
ii) to note David Laws MP village advice session on 29 July.  
iii) Perrys Recycling, Gold Star Awards and road closures in Odcombe and West Chinnock noted.
11. Finance; i) to note the Annual Return has been signed off by the External Auditor with no areas of concern. Council to note that there is no charge in the new scale of audit fees for small bodies.  
ii) to approve Council Risk Assessment (draft circulated).  
iii) to note Local Audit consultation (circulated).
12. Payments to approve; i) D C Langford (expenses) £8.73.  
ii) East Chinnock Village Hall (PO rental payment under S137) £97.50.  
iii) East Chinnock Village Hall (hall hire) £110.00  
iv) Mr N Weber (mower parts) £54.03  
v) SLCC membership £38.70.  
vi) to note SSDC (Chimes printing) £24.45 has been paid.  
To note payments received; £10 re Skittles hire and £40 re Chimes advert.
13. Community Speed Watch report
14. Parish Ranger report.
15. Potholes & General Maintenance report.
16. Play Area; to agree any action arising from the inspection reports.
17. Rights of Way report.
18. Entertainments Committee report; to appoint a replacement representative.
19. Items of report and to agree items for The Chimes.
20. Clerk Vacancy; i) Council to note that a letter of resignation has been received from the Clerk.  
ii) Council to agree action on filling the vacancy.
21. To agree date of next meeting.

*Christine Langford*

*Clerk to East Chinnock Parish Council - signed on original*

# EAST CHINNOCK PARISH COUNCIL

---

## Minutes of the East Chinnock Parish Council meeting

held on Monday 7 July 2014 starting at 7.30pm in the Village Hall.

**Present;** Chairman Cllr M Slater  
Councillors B Murdoch, Mrs M Merchant & Mrs R Carter. Cllr I Stephen (part of meeting)  
Officer Ms C Langford  
District Councillor Mr R Pallister (part of meeting)  
One Parishioner present.

### **Public Question Time;**

A resident raised again the issue of speeding traffic at Barrows Hill crashing through their hedge (about 6 vehicles in past 6 weeks). As there are now cattle in the field this is potentially a big safety issue.

The resident was asked to report all incidents to the Police. Cllr Mrs Carter to ask SCC to trim back the hedge to improve visibility. Clerk to contact Police and copy in Mr Fysh.

**61/14 Apologies for absence;** none.

### **62/14 Casual Vacancy;**

It was noted that Cllr Sinclair has resigned and that the Clerk has taken appropriate action to advertise the vacancy. The Council meeting is quorate

**63/14 Declarations of Interest and to receive any written requests for DPI dispensations;** none.

### **64/14 Minutes of the last meeting;**

The minutes, that had previously been circulated to all Councillors, were signed by the Chairman as a true record of the June Council meeting.

### **65/14 Matters arising from the minutes;**

- i) Council noted that the landowners either side of The Hollow have been reminded of their duty of care regarding falling trees and debris with follow-up letters sent to confirm this.
- ii) Council noted that the lead resident on the allotments project has stood down. The Clerk is trying to get a list of villagers expressing an interest and has also updated the landowner. Council agreed to try to find another leader during the Parish Plan process and for the Clerk to liaise with SCC regarding their grant. Cllr Stephen arrived.

### **66/14 District Councillor's report;**

- £270M extra Government funding is coming to Devon and Somerset, some of which will be used on flood alleviation works.
- SSDC is focusing on Economic Development and has introduced a 9-month internship scheme that is also being promoted to local businesses.

**67/14 County Councillor's report;** none.

### **68/14 Planning;**

- i) 14/02540/FUL East Chinnock Farm House, Weston Street; Council agreed that there were no objections to this application however the development should be sympathetic with the surroundings.
- ii) 14/02115/FUL 409 High Street for first floor extension has been granted by SSDC but there was no mention of the date stone being preserved as requested by Council.

### **69/14 Parish Plan;**

- Action was agreed regarding the stall at the Fun Day. Cllrs Weber and Murdoch to erect the tent. The stall will be staffed by Cllrs Slater, Murdoch, Mrs Carter and the Clerk. Council thanked SSDC for printing the display materials.
- The Questionnaire results will be put on the website and the Clerk will provide an introduction page.

### **70/14 Clerk's report and correspondence;**

- i) Council noted a letter received re vegetation in Weston Close. It was agreed that the Clerk write asking for the vegetation to be cut back from the footpath and grass strip as a matter of urgency, with the bigger trees cut back at some stage. Mr Pallister to seek advice from the SSDC arborist. It was noted that vegetation by Yews Farm has been cut back as requested.
- ii) Council noted David Laws MP village advice session on 29 July at 1pm by Village Hall.
- iii) Perry's Recycling, Gold Star Awards, road closures in Odcombe and West Chinnock, Clerks & Councils Direct, St Margaret's fundraisers all noted.

### **71/14 Finance;**

- i) Council noted the Annual Return has been signed off by the External Auditor with no areas of concern. Council noted that there is no charge in the new scale of audit fees for small bodies.
- ii) Council approved the Risk Assessment, that had been circulated.
- iii) Council noted the Local Audit consultation (that had been circulated).

### **72/14 Payments;**

The following payments were presented and approved;

- i) D C Langford (expenses) £25.07. This includes materials for the Parish Plan stall.
- ii) East Chinnock Village Hall PO rental payment (under S137) £97.50
- iii) 2014/15 hall hire £110.00
- iv) Mr N Weber (mower parts) £54.03
- v) SLCC membership fee £38.70.
- vi) It was noted that SSDC has been paid £24.45 for printing The Chimes.

Council noted payments received; £10 re Skittles hire and £40 re Chimes advert.

### **73/14 Community Speed Watch report;**

There have been 18.7 hours of CSW since 1st May with 1.3% of passing traffic recorded as speeding so no change since traffic calming installed.

It was also noted that SCC has installed red surfacing at the Yeovil end of the village as well.

#### **74/14 Parish Ranger Report;**

A report had been circulated on tasks done, including making the 30mph signs visible.

Tasks were agreed for the next session in August; strimming to maintain visibility on roads, strimming back hedge on footpath in Springfields.

Cllr Stephen to liaise with Cllr Weber to replace the sleeper diverter on the Cleaves track.

The silt trap does not appear to have been cleared; Cllr Mrs Carter to chase action with SSDC and SCC.

#### **75/14 Potholes & General Maintenance Report;**

A report had been circulated. The blocked pipe on Westways is on the schedule for jetting and it was noted that SCC is currently undertaking drainage works along Westways.

Council thanked the 3 volunteers who had started to clear Himalayan Balsam along Westways. It was noted that an earlier attack with a few more volunteers over the next couple of years should solve the issue here. The problem has been spotted around the Parish on privately owned land.

The damaged footpath by Carters Lane exit has been reported to SCC.

#### **76/14 Play Area Report;** no report.

#### **77/14 Rights of Way Report;**

A further task for the Ranger was noted; to strim the initial 50m of footpath from the Lookout towards Eastfield Farm.

#### **78/14 Entertainments Committee report;**

An expenditure budget was presented for the Fun Day. It was noted that payments would be made by cheque for most items and a cash float of £300 was approved.

The skittles alley is a source of income and this is to be repaired.

It was proposed and all agreed that Cllr Slater be the second Council Entertainments representative.

#### **79/14 Items of Report;**

It was noted that the Sport 50+ events had been a success and the Village Hall has been given kit to continue with two of the more popular activities.

#### **80/14 Clerk Vacancy;**

- i) Council noted that a letter of resignation has been received from the Clerk.
- ii) Council agreed to advertise the vacancy in The Chimes, notice board, SSDC and SALC. The advert, application process and an interview panel were agreed. Council noted that there would be a handover period.

#### **81/14 Next Meeting;** will be on Monday 1 September 2014.

There being no further business the Chairman closed the meeting at 10.10pm.

Copies of these minutes can be found on the village website at <http://EastChinnock.com>

# **EAST CHINNOCK PARISH COUNCIL** **SEPTEMBER 2014 MEETING AGENDA**

To: All Councillors of East Chinnock Parish Council

**You are required to attend the meeting of East Chinnock Parish Council that will take place on Monday 1st September 2014, starting at 7.30pm in the Village Hall.**

***Public Question Time***; 15 minutes for parishioners to ask questions or raise matters of concern.

## **AGENDA**

1. Apologies for absence.
2. Declarations of interest and to receive any written requests for DPI dispensations.
3. To sign as a correct record the minutes of the last meeting held on 7 July 2014.
4. Matters arising from the minutes; i) to receive an update on allotments.  
ii) to note no applications have been received regarding the co-option of a new Councillor.
5. Clerk Vacancy; to receive an update and agree the budget for a laptop and the handover process.
6. District Councillor's report.
7. County Councillor's report.
8. Planning; to note 14/02540/FUL East Chinnock Farm House, Weston Street re erection front extension has been granted by SSDC.
9. Parish Plan; to agree action to establish a Steering Group.
10. Clerk's report & correspondence;  
i) to agree response to mobile shop offer (details circulated).  
ii) to note police response to speeding traffic causing damage at Barrows Hill (circulated).  
iii) to note the Openness of Local Government Bodies regulations are in force.
11. Finance; to note SSDC printing costs for The Chimes has increased from 1 August.
12. Payments to approve; i) D C Langford (salary/expenses) £727.47  
ii) The Play Inspection Company £71.94  
iii) to note SSDC (Chimes printing) £19.78 has been paid.  
To note payments received; £200 re marquee hire and £20 re Chimes advert.
13. Community Speed Watch report; to note SIDs to be installed weeks of 8 September and 8 December.
14. Parish Ranger report.
15. Potholes & General Maintenance report; to note SCC Flood Mitigation bid for £255 was successful and to note grant requirements.
16. Play Area; i) to agree any action arising from the annual inspection and Council reports and ii) whether to stay with The Play Inspection Co for next year.
17. Rights of Way report.
18. Entertainments Committee report; to receive a report on the Fun Day.
19. Items of report and to agree items for The Chimes.
20. To agree date of next meeting.

*Christine Langford*

*Clerk to East Chinnock Parish Council - signed on original*

# EAST CHINNOCK PARISH COUNCIL

---

## Minutes of the East Chinnock Parish Council meeting

held on Monday 1 September 2014 starting at 7.30pm in the Village Hall.

**Present;** Chairman Cllr M Slater  
Councillors B Murdoch, I Stephen, N Weber, Mrs M Merchant.  
Officer Ms C Langford  
District Councillor Mr R Pallister (part of meeting)

Six Parishioners present and the incoming Clerk Mrs M Randell.

### **Public Question Time**

i) A resident raised again the issue of his drain taking water from public roads and flooding. Agreed that would raise with SCC and SSDC again and also ask SCC to remove the street light from his property in Forge Lane.

ii) Residents of College informed Council that parked cars are restricting access. Their rubbish has not been collected on several occasions as the lorry cannot get through and there is also concern about emergency vehicles gaining access. Some of the cars do not belong to residents of College. The residents suggested no parking lines on either side of the entrance to College. It was agreed that the Clerk contact SCC to ask for an on site meeting to look at possible solutions and Mr Pallister will liaise with SSDC to send small recycling vehicles.

**82/14 Apologies for absence;** Mrs R Carter, Mr M Fysh.

**83/14 Declarations of Interest and to receive any written requests for DPI dispensations;** none.

- The Clerk advised Council that Standing Order 1m should be suspended for the meeting due to the Openness of Local Government Bodies Regulations 2014 coming into force on 6 August. The Regulations give the public rights to film and report council meetings. This was agreed.
- Council noted that two amendments to the Standing Orders should be approved at the next meeting; 1m recording of meetings and 3b(i) emailing agendas.

**84/14 Minutes of the last meeting;**

The minutes, that had previously been circulated to all Councillors, were signed by the Chairman as a true record of the July Council meeting.

**85/14 Matters arising from the minutes;**

- No volunteers had been found to take over leading on the establishment of allotments in the village. We are awaiting a response from Mr Fysh as to whether the Health & Well Being grant can be transferred to another suitable project.
- Council noted that no applications have been received to fill the casual vacancy on the Council.



### **86/14 Clerk Vacancy;**

Mrs Maureen Randell was introduced as the incoming Clerk.

There had been six applicants and five were interviewed. It was agreed that Mrs Randell will take over in October. It was agreed that the Clerk book Mrs Randell on the SALC Essential Clerk course at a cost of £55.

Council noted that there will be a handover period and that the Clerk will have payment for additional hours and holiday entitlement outstanding at the end of this quarter (ie September). Council will provide a laptop and a budget up to £550 was proposed and agreed.

### **87/14 District Councillor's report;**

- i) There are problems with the funding to create the new Rivers Board and ongoing maintenance to prevent further flooding.
- ii) SCC is leasing a floor of Brympton Way providing some £200k income for SSDC.

### **88/14 County Councillor's report;**

A new round of Health & Well Being grants is available. Equipment for the Croquet Club and a new table tennis table were suggested as possible applications.

### **89/14 Planning;**

14/02540/FUL East Chinnock Farm House, Weston Street erection of front extension has been granted by SSDC.

### **90/14 Parish Plan;**

It was agreed to hold an open Parish Plan meeting on Weds 15th October in the village hall, starting at 7pm. The Chairman confirmed the hall booking during the meeting. The aim of this meeting will be to form a Steering Group to continue the Parish Plan process.

### **91/14 Clerk's report and correspondence;**

- i) The Council has been contacted by a local businessman planning to start a mobile convenience store in South Somerset. Council was happy for him to include East Chinnock on his round. Clerk to reply and inform him that potential parking sites would be Weston Street and bottom of Orchardleigh (where the mobile library stops) and also to give him contact details to promote his service in The Chimes.
- ii) The PCSO response to cars crashing through a hedge at Barrows Hill was noted, putting the onus on SCC Highways for markings and signs. Cllr Murdoch to feed the comments back to the resident and advise them to contact David Laws MP.
- iii) It was agreed to take up the SSDC offer of 2000 bulbs and to plant them by the A30, just passed Broad Lane.

PCC newsletter noted.

### **92/14 Finance;**

Council noted SSDC printing costs for The Chimes has increased (from 1 August) to £55 but, although this has doubled, it is still the cheapest of three quotes. It was agreed to stay with SSDC.

### **93/14 Payments;**

The following payments were presented and approved;

- i) D C Langford (salary/expenses) £730.65
- ii) The Play Inspection Company £71.94
- iii) It was noted that SSDC has been paid £19.78 for printing The Chimes.

Council noted payments received; £200 re marquee hire and £20 re Chimes advert.

### **94/14 Community Speed Watch report;**

A report was received on the percentage of speeders recorded by CSW. There was no CSW in August.

There is a CSW Speed Awareness for Everyone day on 11 September, with CSW operating from 6.30am to 7.30pm.

A new co-ordinator is needed for CSW as Mr Sinclair would like to stand down, after over 4 years.

### **95/14 Parish Ranger Report;**

A report had been circulated on tasks done, with the regular litter picking and cutting back of vegetation.

It was agreed to prioritise strimming at the top of Orchardleigh and clearing the silt trap before the winter weather.

£30 was proposed and all agreed to buy a sleeper to be installed on Cleaves track to reinstate the diverter for surface water.

### **96/14 Potholes & General Maintenance Report;**

A report had been circulated. £255 has been received from the SCC Flood Mitigation Fund to pay for two days of Ranger time to clear ditches on Westways.

The raised road surface in Forge Lane has been reported to Highways, caused by heavy vehicles.

After complaints from residents, the Carters Lane sign is to be moved so that it is visible from the A30.

### **97/14 Play Area Report;**

i) The Annual Play Inspection report has been received and the issues raised (details circulated) will be addressed. It was agreed not to install a sign for emergencies as 999 would be used. Council noted the action taken, for safety reasons, to fence off a gap in one corner of the field caused by works in a neighbouring property.

ii) It was agreed to stay with the Play Inspection Company for 2015.

**98/14 Rights of Way Report;** all rights of way are in order.

### **99/14 Entertainments Committee report;**

The Council congratulated the Entertainments Committee on an enjoyable Fun Day. The event made a profit of around £170.

Council asked for a budget and fireworks quotes to be presented to the October meeting.

**100/14 Items of Report;**

- i) It was noted that the mobile library now stops in Weston Street and also the bottom of Orchardleigh..
- ii) A replacement seat is needed on Westways, by the bridge. One of the loose grids in The Hollow is to be replaced.
- iii) It was agreed that the Chimes copy include the change of Clerk with the new Clerks contact details and also the Parish Plan open meeting

The Clerk was thanked for all her hard work.

**101/14 Next Meeting;** will be on Monday 6 October 2014.

There being no further business the Chairman closed the meeting at 9.55pm.

Copies of these minutes can be found on the village website at <http://EastChinnock.com>

# **EAST CHINNOCK PARISH COUNCIL**

## **OCTOBER 2014 MEETING AGENDA**

To: All Councillors of East Chinnock Parish Council

**You are required to attend the meeting of East Chinnock Parish Council that will take place on Monday 6<sup>th</sup> October 2014, starting at 7.30pm in the Village Hall.**

***Public Question Time***; 15 minutes for parishioners to ask questions or raise matters of concern.

### **AGENDA**

1. Apologies for absence.
2. Declarations of interest and to receive any written requests for DPI dispensations.
3. To sign as a correct record the minutes of the last meeting held on 1<sup>st</sup> September, 2014.
4. Matters arising from the minutes:
  - i) to approve amendments to the Standing Orders as follows: 1m recording of meetings and 3b(i) emailing of agendas.
  - ii) to receive update on College parking issue.
  - iii) to receive update on Forge Lane light and drain.
5. District Councillor's report.
6. County Councillor's report.
7. Entertainments Committee: i) to receive a report on bonfire night arrangements and approve budget and payments for fireworks and float.  
ii) to arrange a date for a meeting with the committee.
8. Planning: nothing to report.
9. Parish Plan: to agree arrangements for open meeting on 15<sup>th</sup> October, 2014
10. Clerk's report & correspondence:
  - i) to agree application for Health & Well Being grant.
11. Finance: i) to receive 6 months Financial Report.  
ii) to confirm that the new clerk commenced employment on 1<sup>st</sup> October, 2014 on Scale LC1 SCP18
12. Payments to approve; i) East Chinnock Village Hall for Post Office rental £97.50  
ii) Greenslade Taylor Hunt for Play Area rent £30.00  
iii) SSDC for Parish Ranger half year charge £489.60  
iv) SALC for new clerk's courses £55.00  
v) SLCC membership £81.00  
To note payments received: - £20.00 for Chimes advertisement.
13. Community Speed Watch report.
14. Parish Ranger report.
15. Potholes & General Maintenance report
16. Play Area report: to agree any action arising from the inspection reports.
17. Rights of Way report.
18. Items of report and to agree any items for December/January issue of The Chimes.
19. To agree date of next meeting.

*Maureen Randell*

*Clerk to East Chinnock Parish Council - signed on original*

# EAST CHINNOCK PARISH COUNCIL

---

## Minutes of the East Chinnock Parish Council meeting

**held on Monday 6th October 2014 starting at 7.30pm in the Village Hall.**

**Present:** Chairman Cllr M Slater  
Councillors I Stephen, B Murdoch, N Weber, Mrs Merchant, Mrs Carter  
Officer Mrs M Randell  
District Councillor Mr R Pallister (part of meeting)

Four Parishioners present and the outgoing clerk Ms Langford.

### **Public Question Time:**

The residents had come about the parking situation in College and were informed that an on-site meeting was being arranged with SCC Highways Department and that they would be notified of the date when this would take place.

**102/14 Apologies for absence:** Mr M Fysh.

**103/14 Declarations of Interest and to receive any written requests for DPI dispensation:** none

**104/14 Minutes of the last meeting:**

The minutes, having previously been circulated to all Councillors, were signed by the Chairman as a true record of the October Council meeting.

**105/14 Matters arising from the minutes:**

- i) the amendments to Standing Order 1m recording of meeting and 3b(i) emailing of agendas were approved.
- ii) the clerk will chase SCC regarding the College parking site meeting.
- iii) The District Engineer has written to SCC asking them to clear the drain in Forge Lane. SCC have agreed to look at the light on the Forge Lane resident's house and see if it can be moved.
- iv) Councillor Murdoch has advised the residents at Barrows Hill to contact David Laws regarding the repeated breaching of their hedge by out of control vehicles.

**106/14 District Councillor's report:**

- i) the Community Licence paperwork has been completed and the Licences will be issued shortly. It has been confirmed by the District Solicitor that the event Licences can be displayed at the Village Hall.
- ii) the District Compliance Office has also confirmed that there is no need for the Entertainments Committee to obtain 3 quotes for the fireworks etc. provided the Parish Council is satisfied that they are getting value for money. Also there is no reason why personal credit or debit cards cannot be used. The Council asked that this advice be put in writing by the District Compliance Officer.
- iii) the Octagon Theatre is very successful despite receiving no Arts Council funding. It is owned by the residents and costs each household around 5p per week.
- iv) there should be no rise in Council Tax or car park charges this year for the fourth year running. Council finances have been helped by leasing part of their building to the County. They are also able to hire out the workforce and have opened the Council workshop at Lufton to MOT taxis. Members of the public can use this facility at the weekend.

**107/14 County Councillor's Report: none**

**108/14 Entertainment's Committee:**

- i) it was suggested that the prices for the food and drink could be increased slightly. Councillor Weber proposed that the budget and payments for the fireworks and float be approved and Councillor Carter seconded this.
- ii) it was agreed that the Council would meet with the Entertainment's Committee at 7.00pm on 3<sup>rd</sup> November, 2014 and the clerk was asked to write to the committee secretary confirming this.

**109/14 Planning: nothing to report.**

**110/14 Parish Plan:**

A couple of parishioners had expressed an interest in being part of the steering group and others were being approached. Councillor Carter agreed to produce a short agenda for the meeting and guidelines and notes to assist the steering group.

**111/14 Clerk's report and correspondence:**

- i) the Council agreed that before they reached any decision on an application for this year's Health & Wellbeing grant they needed to know if last years can be transferred. Clerk to chase up County Councillor Fysh for a decision.
- ii) it was noted that the clerk will be attending a course on Council Tax at SSDC on 13<sup>th</sup> November, 2014.
- iii) it was noted that confirmation had been received from SSDC that the Carters Lane sign will be moved.

**112/14 Finance:**

The six month financial report was noted. It was agreed to hold a budget meeting on 3<sup>rd</sup> November, 2014 prior to the Council meeting.

**113/14 Payments:**

The following payments were presented and approved:

- i) East Chinnock Village Hall for Post Office Rental £97.50
- ii) Greenslade Taylor Hunt for play area rent £30.00.
- iii) SSDC for Parish Ranger half year charge £489.60
- iv) SALC for new clerk's courses £55.00
- v) SLCC membership £81.00

Council noted payments received: £20 re Chimes advert.

**114/1 Community Speed Watch report:**

- A report was received on the percentage of speeders recorded by CSW on 11<sup>th</sup> September, 2014.
- The council were reminded that a new co-ordinator is needed as Mr Sinclair wishes to step down.

**115/14 Parish Ranger Report:**

The Ranger will be in the parish on 16<sup>th</sup> October, 2014 and a list of tasks was agreed. Councillor Weber stated that he should be available on the day to liaise.

#### **116/14 Potholes & General Maintenance Report:**

A report had been circulated.

- It was noted that the raised road surface in Forge Lane had been dealt with.
- The overgrown hedge in College has still not been attended to despite numerous reminders from the Council to the tenant of the field. Councillor Marchant agreed to get the landlords name and address so that he can be contacted directly.

#### **117/14 Play Area Report:**

It was noted that all points raised in the annual play equipment inspection report have been attended to by Councillor Weber apart from the surface as awaiting delivery of materials for this.

#### **118/14 Rights of Way Report:**

- Some of the fields have been ploughed but the landowners are allowed some time to re-instate.
- Councillor Murdoch announced that he will be taking some time off organizing the health walks but the participants have agreed that they will continue

#### **119/14 Items of Report:**

Councillor Merchant stated that she is concerned about the state of the seat in Westways. The council agreed that she should look into the replacement costs and if any money was available from sources other than the council.

**120/14 Next Meeting;** will be on Monday 3<sup>rd</sup> November, 2014.

There being no further business the Chairman closed the meeting at 9.30pm.

Copies of these minutes can be found on the village website at <http://EastChinnock.com>



**EAST CHINNOCK PARISH COUNCIL**  
**November 2014 MEETING AGENDA**

To: All Councillors of East Chinnock Parish Council

**You are required to attend the meeting of East Chinnock Parish Council that will take place on Monday 3<sup>rd</sup> November 2014, starting at 7.30pm in the Village Hall.**

**Public Question Time:** 15 minutes for parishioners to ask questions or raise matters of concern.

**AGENDA**

1. Apologies for absence.
2. Declarations of interest and to receive any written requests for DPI dispensations.
3. To sign as a correct record the minutes of the last meeting held on 6<sup>th</sup> October, 2014.
4. Matters arising from the minutes:
  - i) to receive an update on the parking issues in College.
5. District Councillor's report.
6. County Councillor's report.
7. Planning applications (circulated):
  - i) application no. 14/03540/FUL extend parking area and erect lean to and fencing at copse opposite Bridge Cottage, West Coker Hill.
  - ii) application no. 14/03140/FUL replacement dwelling and ancillary works at Broad Farm, Broad Hill. to agree observations (if any) to be sent to SSDC.
8. Parish Plan: to receive a report on the open meeting of 15<sup>th</sup> October, 2014.
9. Clerk's report & correspondence:
  - i) to agree application for this year's Health & Wellbeing Grant.
  - ii) to note County Councillor Fysh has confirmed that last year's Health & Wellbeing grant can be used for the purchase of golf croquet equipment.
  - iii) to approve clerk's contract of employment
10. Finance: to agree draft budget
11. Payments to approve:
  - i) A.J.R. Gliddon £936.00 for fireworks + £47.00 mileage expenses to collect them – total £983.00
  - ii) SSDC £449.18 for clerk's laptop computer
  - iii) St. Mary's PCC £400.00 – contribution to churchyard maintenance
  - iv) clerk's expenses £78.30 – mileage to attend 3 SALC courses at Woolavington
  - v) SSDC £70.49 – printing of chimes
12. Entertainments Committee report.
13. Community Speed Watch report.
14. Parish Ranger report.
15. Potholes & General Maintenance report
16. Play Area report:
17. Rights of Way report.
18. Items of report and to agree any items for December/January issue of The Chimes.
19. To agree date of next meeting.



---

*Maureen Randell*  
*Clerk to East Chinnock Parish Council*

**Draft**  
**EAST CHINNOCK PARISH COUNCIL**

Minutes of the East Chinnock Parish Council meeting held on Monday 3<sup>rd</sup> November 2014 starting at 7.30pm in the Village Hall.

**Present:**

Councillors	I Stephen, B Murdoch, N Weber, Mrs M Merchant, Mrs R Carter
Officer	Mrs M Randell
County Councillor	Mr M Fysh (part of meeting)
Observer	Mr. M Keating Vice Chair of Haselbury Plucknett PC

**Public Question Time:** No residents present

**121/14 Apologies for absence:** Mr M Slater and Mr. R. Pallister.

**122/14 Chairman:** The Vice Chairman Cllr. Mrs Merchant chaired the meeting in the absence of the Chairman Mr M Slater.

**123/14 Declarations of Interest and to receive any written requests for DPI dispensation:** none

**124/14 Minutes of the last meeting:** Cllr. Murdoch requested that the word 'health' in item 118/14 be changed to 'village'. This was done and the minutes, having previously been circulated to all Councillors, were signed by the Chairman as a true record of the October Council meeting.

**125/14 Matters arising from the minutes:** i) Gary Warren from SCC Highways has agreed to a site meeting and a date and time is being arranged.

**126/14 County Councillor's Report:** i) the councillors were reminded that any application for a Health & Wellbeing Grant for this year needed to be submitted by the end of November. County Councillor Mr Fysh confirmed that last year's grant could be used to buy new golf croquet equipment. He also confirmed after Cllr. Mrs Merchant asked, that money towards a replacement bench would qualify as it is used by residents who cannot walk far without a rest.

ii) details were given about a consultation being undertaken by the SCC into library services. Cllr. Mr Fysh said that he was concerned that the service could lose too much of the combined knowledge of the library employees. It is being proposed that the mobile library service be reduced which would affect the village. He urged the councillors to study the proposals and send their comments to David Hall who is the Cabinet Member in charge of the consultation. The clerk will ask the village website and The Chimes publicize this.

iii) SCC have to find savings of £31 million next year but they are trying not to impact too much on front line services.

iv) Councillors were informed that there is no longer a drain clearance programme so councilors will have to contact SCC if they have any problem areas.

County Councillor Mr M Fysh left the meeting.

**127/14 District Councillor's Report:** District Councillor Pallister was unable to attend but sent a report.

i) the CEO of the South West Audit Partnership and the Assistant Director of Legal & Corporate Services have looked at the issues surrounding the Entertainments Committee and confirm that the funds held in the reserve account are the responsibility of the Parish Council and as such any money spent will have to follow Council procedures. They stated that there is no reason why the Financial Regulations cannot be changed to allow the use of personal credit cards for purchases that are then reimbursed by The Council and substitute the need for 3 quotations with a requirement to obtain value for money.

ii) 25% of Council Tax is spent on collecting waste. The SSDC is concerned that waste for landfill is increasing and the costs of disposal of this are also increasing. They are going to mount a major awareness campaign with the aim of increasing recycling.

iii) Flood mitigation work is ongoing. It is estimated that will cost £2.7m to maintain the flood defences and dredging to an adequate standard and the SSDC are pressing the government to pay this.

iv) Petters House now houses the Citizens Advice Bureau, the Tourism service, Housing & Welfare Benefit team and the aim is to move other services into the building to provide an Advice Hub to give residents a central point that would cover most queries.

## Draft

**128/14 Planning:** Planning Application no. 14/3540/FUL has been circulated and the councilors had no objections. Planning Application No. 14/3140/FUL has been circulated and there were no objections provided the rest of the land remains as agricultural/woodland or a nature reserve. Cllr. Stephen proposed and Cllr. Merchant seconded the motion that the clerk should write to SSDC with these comments.

**129/14 Parish Plan:** Summaries of the open meeting on 15<sup>th</sup> October and the first committee meeting on 21<sup>st</sup> October have been circulated. It was agreed that Cllr. Weber would be the councillor in attendance at the next meeting on 6<sup>th</sup> November.

**130/14 Clerk's report and correspondence:** i) it was agreed that the Council would apply for a grant from this year's Health & Wellbeing Fund. Cllr. Fysh had advised that there was around £400 per parish available. After some discussion it was agreed that the Council would apply for funding for a table tennis table. Cllr. Murdoch advised that a suitable table would cost just under £300. Cllr. Merchant said that she was organizing some fundraising to replace a village bench and it was agreed to apply for some funding towards this. Cllr. Webber proposed and Cllr. Stephen seconded the motion that the clerk would write to Cllr. Fysh requesting funding for the table tennis table and a contribution towards the bench cost. Cllr. Murdoch agreed to provide the clerk with the actual cost of the table tennis table.

ii) as Cllr. Fysh had confirmed that last year's grant could be spent on golf croquet equipment, Cllr. Merchant agreed to provide details of costs and supplier to enable a cheque to be drawn at the December meeting.

iii) the clerk's contract was approved with Cllr. Stephen proposing the motion and Cllr. Merchant seconding. This was signed by the Chairman and the clerk.

**131/14 Finance:** a draft budget had been circulated. It was noted that the cost of printing the last Chimes was £70.49 rather than £55 as previously quoted. The clerk had queried this and been told that the last issue contained more pages and this was the reason for the additional cost. The clerk was asked to find out what the income expectations were for advertising in the Chimes before a figure for the budget was agreed. The council were told by Cllr. Murdoch that the rent for the village hall would be increasing to £135.00pa. As it appeared some figures would need adjusting and the clerk is attending a workshop on Council Tax at SSDC on 13<sup>th</sup> November, it was decided to defer agreement of the budget until the next meeting.

**132/14 Payments:** a) the following payments were presented and approved with Cllr. Weber proposing and Councillor Murdoch seconding the motion to approve:

i) A.J.R Gliddon for fireworks (£936.00) and mileage (£47.00) total £983.00

ii) SSDC for Clerk's laptop £449.18

iii) St. Mary's PCC for contribution to churchyard maintenance £400.00

iv) clerk's mileage expenses for attending training courses £78.30

v) SDCC for printing of The Chinnock Chimes £70.49

**133/14 Entertainments Committee:** the council had met with the entertainments committee immediately prior to the Council meeting. They had asked for the meeting to clarify the status of the committee and the funds held in the Council reserve account and to ask for reimbursement of money used to buy tents and food for bonfire night. They were told that their Terms of Reference stated that they were a sub-committee of the Council and as such they needed to comply with Council procedure. It was also stated that the funds in the reserve account were the responsibility of the council and that if the entertainments committee wished to buy anything they had to put a proposal to the Council with costings for approval prior to any purchases being made. It was agreed at the Council meeting that as a misunderstanding had occurred the Chairman Cllr. Merchant would convene an Extraordinary General Meeting of the Council at which the agenda items would be to approve the purchase and payment of tents and bonfire food. This would be held at 7.00pm on Wednesday 12<sup>th</sup> November at the Village Hall. The Clerk was asked to write to the committee and inform them that the Council needs them to follow correct procedure for future purchases.

**134/14 Community Speed Watch report:** nothing to report

**135/14 Parish Ranger Report:** Cllr. Stephen reported that the ranger had been in the village on 23<sup>rd</sup> October and had completed most of the tasks. The old sleeper on Cleaves track had been replaced which should help alleviate problems from the winter rain. Hedges and verges had been tidied and the drain by Cott Farm cleared. A resident had praised the work done.

**Draft**

**136/14 Potholes & General Maintenance Report:** Cllr. Carter said that the grids and silt traps should all have been cleared by now apart from the one by the bus stop which may need repairing and this will have to wait until the next financial year. The hedge in College has been sorted out by Councillor Merchant and the work covered by The Flood Mitigation Grant should commence later this month. The Highways department had effected a very speedy repair on the potholes reported on the Chinnock Road. Councillor Carter was given details of a dip in the road on the A30 going towards Yeovil between the church and the bridge.

**137/14 Play Area Report:** nothing to report

**138/14 Rights of Way Report:** nothing to report

**139/14 Items of Report:** Cllrs. Stephen and Weber had attended a workshop at SSDC on Improving the Quality of Life in South Somerset on 23<sup>rd</sup> October which gave information on affordable housing options. The Councillors stated that they would find out more about Community Land Trusts and report back to the Council.

The Clerk had received details of the revised collections for refuse over the Christmas & New Year period and this will be put on the noticeboard and circulated via The Chimes and the village website.

**140/14 Next Meeting:** will be on Monday 1<sup>st</sup> December, 2014.

There being no further business the Chairman closed the meeting at 9.55pm.

Signed ..... (Chair) Date.....

Copies of these minutes can be found on the village website at <http://EastChinnock.com>

# EAST CHINNOCK PARISH COUNCIL DECEMBER 2014 MEETING AGENDA

To: All Councillors of East Chinnock Parish Council

**You are required to attend the meeting of East Chinnock Parish Council that will take place on Monday 1<sup>st</sup> December 2014, starting at 7.30pm in the Village Hall.**

**Public Question Time:** 15 minutes for parishioners to ask questions or raise matters of concern.

## AGENDA

1. To accept the resignation of the Chairman Cllr. M. Slater and elect a new Chair.
2. Apologies for absence.
3. Declarations of interest and to receive any written requests for DPI dispensations.
4. To sign as a correct record the minutes of the last meeting held on 3<sup>rd</sup> November, 2014.
5. Matters arising from the minutes:
  - i) to receive an update on the parking issues in College.
6. District Councillor's report.
7. County Councillor's report.
8. Planning applications: none
9. Parish Plan report.
10. Clerk's report & correspondence:
  - i) to agree Council's response to consultation on changes to library service.
  - ii) to agree 2015 meeting dates
  - iii) to consider buying reference books – Arnold Baker £66 and Clerk's Manual £47.50 + £6.00 p&p.
11. Finance:
  - i) to agree draft budget.
  - ii) to agree amendments to Financial Regulations
12. Payments to approve:
  - i) N. Weber £48.96 for Cleaves Track sleeper (£23.16) and mower petrol (£25.80)
  - ii) A. Sinclair £110.60 for Bonfire burgers and sausages.
  - iii) East Chinnock Village Hall £25.00 for hire of tables for Bonfire event.
  - iv) M. Merchant £15.00 for thank you flowers for Bonfire event
  - v) clerk's salary and expenses £691.98
  - vi) C. Langford £373.27 for balance of salary and holiday pay.
  - vii) SSDC £59.30 – printing of chimes
  - viii) CAB donation £50.00
  - ix) Cox & Co Payroll £20 by direct debitTo note payment of £20 received for Chinnock Chimes advertisement and VAT repayment of £399.33.
13. Entertainments Committee report.
14. Community Speed Watch report.
15. Parish Ranger report.
16. Potholes & General Maintenance report
17. Play Area report:
18. Rights of Way report.
19. Items of report.
20. To agree date of next meeting.



*Maureen Randell*  
*Clerk to East Chinnock Parish Council*

# EAST CHINNOCK PARISH COUNCIL

---

## Minutes of the East Chinnock Parish Council meeting

held on Monday 1<sup>st</sup> December 2014 starting at 7.30pm in the Village Hall.

### **Present:**

Councillors I Stephen, B Murdoch, Mrs M Merchant, Mrs R Carter

Officer Mrs M Randell

County Councillor Mr M Fysh (part of meeting)

**Public Question Time:** One resident was present but had no matters to raise.

### **141/14 Chairman:**

Cllr. Stephen proposed and Cllr. Carter seconded the motion that, with regret, the council accept the resignation of Michael Slater. Everyone expressed their gratitude for the hard work he had done over the previous years and it was agreed that Cllr. Stephen would write on the council's behalf accepting his resignation and thanking him for the time he has given to the village.

Cllr. Stephen proposed and Cllr. Carter seconded the motion that Cllr. Merchant continue as chair.

**142/14 Apologies for absence:** Cllr N. Weber.

**143/14 Declarations of Interest and to receive any written requests for DPI dispensation:** none

### **144/14 Minutes of the last meeting:**

Cllr. Stephen proposed and Cllr. Carter seconded that the minutes, having previously been circulated to all Councillors, were signed by the Chairman as a true record of the November Council meetings.

### **145/14 Matters arising from the minutes:**

Cllr Carter and the clerk had met with Gary Warren from the Highways Department. He said that parking was always going to be a problem and there was little that could be done to alleviate it. He said that it might be possible to extend the layby just before Chinnock Hollow and he suggested that the residents without parking approach The Portman Arms. Cllr. Carter had prepared a summary of the meeting and it was agreed to circulate this amongst the residents who had left their details at previous Council meetings.

**146/14 District Councillor's Report:** nothing to report

County Councillor Mr M Fysh arrived

### **147/14 County Councillor's Report: i)**

- i) Cllr. Fysh thanked the council for their Health & Wellbeing grant application and said that this had been put forward.
- ii) He said how pleased he was with today's announcement of a major investment in the road network in the South West. He said that it would improve road safety and the local economy. The resident present asked what would happen at Henlade and he agreed to find out.
- iii) Cllr. Fysh said he was disappointed to report that SSC Social Services had received a poor rating from Ofsted and assured the council that every effort was being made to improve the

situation. One of the criticisms was that the service needed to engage more with poorer families and this was something that had already been recognized and was being worked on. They currently have an interim head of Social Services and were looking to recruit a permanent head shortly and it was hoped that the new head would push forward the necessary reforms.

The resident present asked Cllr. Fysh when the Highways were going to carry out the post construction speed survey that had been promised and he agreed to chase that up. He then left the meeting.

#### **148/14 Planning:**

Application No. 14/05200/FUL for additional parking places at Ramsdale, College arrived after the agenda was prepared. The councillors asked the clerk to reply that the council's recommendation was that this be approved.

#### **149/14 Parish Plan:**

Cllr. Weber had sent a report on the last committee meeting. Zoe Harris of SSDC had advised them to start small and build on that so they have decided to start with the play area. They have produced a survey to establish how many use it and what improvements they suggest and are investigating the age demographics of the area. Cllr. Weber felt that they had made a good start but were concentrating on action rather than planning and needed to set out some broader objectives for presentation to the village and then follow this up with action plans. The next meeting is on 11<sup>th</sup> December and Cllr. Stephen agreed to attend.

#### **150/14 Clerk's report and correspondence:**

- i) The councillors discussed the library consultation and agreed reluctantly, that the village could manage with just one stop and said that this should be outside the pre-school's building for the children's safety. The clerk was asked to write with this response.
- ii) The dates for next year's meetings were agreed as 5<sup>th</sup> January, 2<sup>nd</sup> February, 2<sup>nd</sup> March, 13<sup>th</sup> April (as first Monday is a bank holiday), 18<sup>th</sup> May (after the election) and this will also be the date of the Annual Parish Meeting, 1<sup>st</sup> June, 6<sup>th</sup> July, no meeting in August, 7<sup>th</sup> September, 5<sup>th</sup> October, 2<sup>nd</sup> November and 7<sup>th</sup> December.
- iii) It was agreed that the books would not be purchased at the moment as the information should be available on line.

#### **151/14 Finance:**

- i) The draft budget expenditure was agreed and the precept would be set in January.
- ii) It was agreed to defer any alterations to the Financial Regulations until next year.

#### **152/14 Payments:**

The following payments were presented and approved with Cllr. Stephen proposing and Cllr. Carter seconding the motion to approve:

- i) N. Weber £49.14 for Cleaves Track sleeper (£23.16) and mower petrol (£25.98)
- ii) A. Sinclair £110.60 for Bonfire burgers and sausages.
- iii) East Chinnock Village Hall £25.00 for hire of tables for Bonfire event.
- iv) M. Merchant £15.00 for thank you flowers for Bonfire event.
- v) Clerk's salary and expenses £691.98
- vi) C. Langford £373.27 for balance of salary and holiday pay.
- vii) SSDC £59.30 – printing of chimes
- viii) CAB donation £50.00
- ix) Cox & Co Payroll £20 by direct debit.

Payments of £20 for Chinnock Chimes advertisement and VAT repayment of £399.33 were noted.

**153/14 Entertainments Committee:**

Cllr. Murdoch said that the committee should be congratulated on the success of bonfire night and everyone agreed that it had been a very well organized event.

The minutes of the last meeting had been circulated and the councilors were pleased to note that a new treasurer had been appointed.

There was concern expressed that the minutes stated that the committee could obtain reimbursement of monies spent out of the event takings. This is not the case and it was agreed that the Terms of Reference needed to be amended to provide clarification.

The committee had discussed additional tentage and Cllr. Merchant as chair of the entertainments committee was asked to get the committee to produce a proposal for consideration by the council with a full costing.

**154/14 Community Speed Watch report:**

The parishioner present who is part of the team stated that the current equipment is not working as well as they would like but they intend to have 5 sessions this month.

**155/14 Parish Ranger Report:**

Cllr. Stephen said that the ranger would be in the village in December and would undertake his usual jobs and also trim and cut down the Forge Lane bank that he was unable to do last time.

The resident present asked if the leaves on the main road from the church into the village could be cleared and Cllr. Stephen said this would be done if there was enough time.

It was also suggested that some road signs needed cleaning.

**156/14 Potholes & General Maintenance Report:**

- i) Cllr. Carter said that she had arranged a meeting with Cllrs. Weber, Stephen and the landowners to discuss the utilisation of the Flood Mitigation monies. ii) It was agreed to check the hedge in College in the new year to see whether it had been cut.
- ii) The drain under the manhole in Forge Lane had been jetted but not the drain which is flooding. The drain by the church is due to be jetted. Cllr. Stephen reported that the second grid in the hollow needed attention. Cllr. Carter will contact SCC.

**157/14 Play Area Report:**

Cllr. Weber had sent a message saying that there was nothing to report.

**158/14 Rights of Way Report:**

Cllr. Murdoch reported that he had cleared brambles from various area including the viewpoint and that a fallen tree that he reported had been dealt with quickly.

The councillors thanked him for his efforts.



**159/14 Items of Report:**

- i) Cllr Murdoch said that he and a team of volunteers had planted 1000 bulbs in the verge by the Cott Farm turning. The councillors thanked him and asked him to pass their thanks onto the volunteers.
- ii) A letter had been received from the agents for the sale of The Portman Arms. They asked if the council was aware of any community led initiative to make an offer on the premises. None of the councilors were aware of any such plans and the clerk was asked to write to them stating this.

**160/14 Next Meeting:** will be on Monday 5<sup>th</sup> January, 2015

There being no further business the Chairman closed the meeting at 9.50pm.

Copies of these minutes can be found on the village website at <http://EastChinnock.com>