EVERCREECH PARISH COUNCIL

Minutes of the Parish Council Meeting held on Tuesday 6\textsuperscript{th} September 2016 at 7.00pm in the Village Hall.

The Vice Chair opened the meeting at 7.00pm and welcomed everyone.

PRESENT: Murray Stewart (MSt) (Vice Chair), Roy Williams, Gail Wakeford & Michael Smith (MSm). Rob Reed arrived at 7.15pm.

IN ATTENDANCE: Michelle Phillips (clerk) & 5 members of the public

1) APOLOGIES FOR ABSENCE: Barry O’Leary, Ross Kessell & Andrew Doble – All Holiday.

2) DECLARATIONS OF INTEREST:

MSt declared a personal interest 8b) Paul Davis Letter

3) CONFIRMATION OF THE MINUTES:

Minutes of the Parish Council Meeting held on 2\textsuperscript{nd} August 2016 were proposed by GW, seconded by MSm by 3 votes, to be accurate as drafted. RW, due to computer issues, did not vote as minutes not read.

Minutes of the Annual Parish Council Meeting held on 19\textsuperscript{th} April 2016 were proposed by GW, seconded by MSt, by 3 votes, to be accurate as drafted. RW, due to computer issues, did not vote as minutes not read.

4) PUBLIC REPS: INVITATIONS TO SPEAK

(a) Police – PCSO Penny Freestone attended on behalf of PCSO Guy Dury with a paper copy of August report which Vice Chair read out in full:-

1. 7\textsuperscript{th} August – 3 illegal immigrants were located in the back of a foreign lorry. They were detained and taken into police custody and dealt with by immigration services.

2. 8\textsuperscript{th} August at 1am – 4 loose horses at Church View. Police attended and were able to return them to the owner.

3. 9\textsuperscript{th} August at 1am - reports of a burglary in progress at an industrial unit. Police attend but found to be a cleaner.

4. 22\textsuperscript{nd} August – Abandoned vehicle at Southwood.

5. 30\textsuperscript{th} August at 3am - Accident involving a motor bike on the bridge of the B3081. Rider came off bike and fell into river. Member of the public luckily stopped and called police after hearing someone call for help. Road had to be closed due to riders serious injuries.

6. 31\textsuperscript{st} August @ 0730 – Foreign HGV got stuck in Oxford Street. Managed to free itself before police attendance.

(b) County Councillor – Cllr Nigel Woollcombe-Adams not in attendance, no apology received.

(c) District Councillor – Cllr Peter Bradshaw

PB read out details on Evercreech Shared ownership homes. Selwood Housing is buying 20 homes, being built on Barratt’s development, Horsehill Farm to provide social housing. Phase 1 due to complete Nov/16 - 8 homes, Phase 2 June/17 - 6 homes and Phase 3 Dec/17 - 6 homes. The briefing notes included what is shared ownership, who is eligible and financial arrangements to buy a share.

MSt We need to get the message out that these homes are available plus the PC have been approached by Shepton Almshouses, who work with old people on housing needs, would like to make a presentation to the PC raising awareness of their work. MSt suggested the PC host a 2 hour drop in session on a Saturday morning in the Village Hall with both organisations giving a presentation to interested residents. Advertise event on PC web site plus What’s Up In Evercreech Facebook page.

5) OPEN SESSION Nil

6) PARISH PROJECTS

a) Proposed Terms of Reference for Funding, Governance & Means Committee –

The F G & M Committee will

- examine the councils standing orders and produce updates
- examine grants available and draft applications
Draft
- examine all major spending decisions
- draft/review precept funding/donation request proposals
- meet on ad hoc basic but at least 3 times per year, no meeting should last more than 60 minutes
- the committee will have its actions minuted by one of its members, it may call on the clerk (if available) for assistance if required but should be a self minuting body
- draft minutes to be published
- minutes to be adopted at next committee meeting
- one of its members to book meeting venue
- proper officer to sign and serve on members by delivery or post at their residences a summons confirming the time, date, venue and the agenda of a meeting of the committee at least 3 clear days before the meeting. delivery by email are acceptable with electronic acknowledgement of receipt sent back to proper officer.
- the committee is advisory, it has no delegated authority or decision making ability

Resolve: Propose by GW, seconded by RW – by unanimous votes RECOMEND APPROVAL

b) New Play Equipment Queens Road Playing Field update.
MSt read out minutes from working party meeting held on 18th August -
Present. Ross Kessel, Sarah Burt, Murray Stewart
Matters arising
Presentation to PC on 2nd August well received
Primary School questionnaire presentation
To be undertaken late Sept/early Oct
Head to be approached. ACTION. MMS
Game to be devised for each class. ACTION. RK
Signs to represent 6 genres to be made. ACTION. RK
Meeting to held early Sept to finalise
Youth Club questionnaire presentation
To be assessed following primary school presentation
Possibly extended to Acorns pre-school as well
Funding arrangements
No response from either New Wine or Soul Survivor
Target donors to be split into 3 categories and listed. ACTION. MMS
Draft letter to donors to be circulated. ACTION. MMS
Collecting box at Evercreech Show. Check with GW. ACTION. RK
Stall at primary school APT Christmas and Summer fairs. ACTION. SB
Project management
Project statement suitable for grant submission to be drawn up. ACTION. SB
AOB
Could PC be compromised by donors ? - check. ACTION MMS
Date of next meeting tba

7) PLANNING APPLICATIONS

i) Planning General
a) Proposed Terms of Reference for Planning Committee –
The Planning Committee will
- receive a delivered paper copy of the file received from MDC or SCC, by the clerk at least 3 clear days prior to the committee meeting
- consider only planning items that are on the council agenda
- examine all planning apps submitted to the council
- provide consideration and feedback as to how these applications sit with regard to planning frameworks
- may be permitted to summarise proposals either in favour or, against or no comment on a proposal for the council to consider
- will meet prior to the council meeting. no meeting should last longer than 30 minutes
- the committee will have its actions minuted by one of its members, it may call on the clerk (if available) for assistance if required but should be a self minuting body
- draft minutes to be published
- minutes to be adopted at next committee meeting
- one of its members to book meeting venue
- proper officer to sign and serve on members by delivery or post at their
residences a summons confirming the time, date, venue and the agenda of a
meeting of the committee at least 3 clear days before the meeting. delivery by
email are acceptable with electronic acknowledgement of receipt sent back to
proper officer.
- the committee is advisory, it has no delegated authority or decision making
ability

Resolve: Propose by RW, seconded by RR – by unanimous votes RECOMEND APPROVAL. First
meeting 4th October 2016 6.30pm.

b) SALC Planning Training dates – 3 x training dates available 13 Oct/16, 7 Dec/16 & 2 Feb/17. GW
attending Oct & Feb events. Events available to all Cllrs.

c) MDC Planning timescales – MST PC received planning application dated 3rd August, 2016/1580
Agriculture Barn, Prestleigh Road during second week of August. This application was first registered
13th June so the PC should have received this application a lot earlier. An extension to planning
comments until 7th Sep was refused instead given until 30th August but due to holiday season no
extraordinary meeting was held. There has been an error made by Mendip in the distribution of this
application and PC comments should be noted plus an extension to 7th Sep should have been
granted following Mendip mistake. RR agreed asking for PC to write to Mendip Chief Ex and Chief
Planning Officer stating the unacceptable timescales. Clerk confirmed the PC were given 28 days to
comment and 3 members, a quorum were willing to meet on 30th August but the Chair did not call an
extraordinary meeting. It was agreed by all that there was an administration error in sending out this
application, the PC should have received it a lot earlier.

District Cllr PB to firmly express PC comments/points to the Chief Planning Officer regarding the
distribution of this application - all agreed.

ii) Planning Applications

a) 2016/1547 The Farmhouse, Redlands Farm Lane To Prestleigh Road, Evercreech
Alterations and modification to the existing North Elevation and lean to roof. (Revised plan received
25.07.16). Resolve: Propose by RW, seconded by MSm – by unanimous votes RECOMEND
APPROVAL

b) 2016/1548 The Farmhouse, Redlands Farm Lane To Prestleigh Road, Evercreech
Alterations and modification to the existing North Elevation and lean to roof. (Revised plan received
25.07.16). Resolve: Propose by GW, seconded by RW – by unanimous votes RECOMEND
APPROVAL

c) 2016/1832 Unit 22, Evercreech Junction, Evercreech
Change of use (no external alterations) to unit 22 from use class D1A (medical related) to use class
B1(A) (administrative office). Resolve: Propose by RW, seconded by GW – by unanimous votes
RECOMEND APPROVAL

Mst Hobbs Rehabilitation were the former occupants of unit 22 and have moved to a former
residential home in Evercreech Junction to continue their business. The PC have not received a
change of use from residential to medical related. To contact MDC Planning Enforcement for
clarification.

ACTION CLERK

d) 2016/1964 7 Kiln Drive Evercreech
Conservatory extension from the rear elevation. Resolve: Propose by MSm, seconded by GW – by
unanimous votes RECOMEND APPROVAL

e) 2016/2099 Brookfield Farm Leighton Lane Evercreech
Proposed permanent agricultural workers dwelling replacing previously approved agricultural workers
dwelling under reference 2014/1767/FUL. Resolve: Propose by RW, seconded by MSm – by
unanimous votes RECOMEND APPROVAL. Notes: Subject to agricultural tie on property.

iii) Planning Approval - All were highlighted by Vice Chair and noted

a) 2016/0818 Apple Tree Barn, Weston Town, Evercreech
Demolition of existing conservatory to rear and a proposed single storey extension in replacement
with velux rooflights in the rear elevation roof.

b) 2016/0750 Cole Acre House, High Street, Evercreech
Proposed new window opening in first floor bathroom.
Draft

c) 2016/1678 3 The Cedars, Evercreech.
Single storey rear extension.
d) 2016/1701 6 Bowns Close, Evercreech
Two storey rear extension
e) 2016/1673 Co-operative, Victoria Square, Evercreech.
1 x Illuminated Fascia Logo only. Sign A; 1 x Non-Illuminated Acrylic Letters. Sign D; 1 x Internally Illuminated Suspended Logo. Sign E and 1 x Non-Illuminated Wall Mounted Post Office Menu Board. Sign F
f) 2016/1358 Alldays Stores Limited, Victoria Square, Evercreech.
The installation of a new refrigeration condenser, acoustic panels, fence and gates.

ev) Planning Outcome - Highlighted by Vice Chair and noted

a) 2016/1871 Southwood Waste Management Facility, Southwood Common, Evercreech.
Article 27 submission of details pursuant to Condition 3, 4, 6, 7 & 8 attached to Planning Permission 2015/3005/CNT dated 18 March 2016, for the variation of Condition Nos. 10 and 11 of Planning Permission 2009/1076 dated 8 December 2009, relating to the site profile and capping.
MDC NO OBJECTION

8) PARISH COUNCIL MATTERS

a) Parish Council Vacancy – Notification received from Mendip on 6th September, no election called therefore PC can co-opt a member. To advertise vacancy, deadline one month 6th Oct/16.

ACTION CLERK

b) Paul Davis Letter - Martin Smith, Terms of Reference for the Public and Parish Sub Committees not open to public. 4 page copy letter distributed to all Cllrs, 17 pages of attachments to view at meeting.
1. Martin Smith reaction to Paul Davis comments at 2nd August meeting. Paul Davis letter includes 2 pages of details why he felt it necessary to enquire into the make up of proposed Planning Committee with Martin’s inclusion or otherwise. MSt as Martin Smith had resigned from the Parish Council and Mendip had confirmed change of name on his Local Plan II comments to an individual then there is no need to discuss this matter further.
2. Terms of Reference for the Public. Paul Davis 1 page letter includes his view why he feels strongly that the public (residents of Evercreech) should not be restrained from expressing their views in respect of the workings of the Parish Council. MSt PC to discuss at agenda item 8c).
3. Parish Sub Committees are not open to public. Paul Davis 1 page letter includes Local Government guidelines (2014) that meetings should be open to public. MSt confirmed that Committee and Sub Committee meeting should be open to the public with an agenda advertised, venue, 3 clear days etc. After advice from SALK QRPF and Cycleway will become working groups who can meet in private and discuss projects and make recommendations to full council. No decision making body and can include a member of the public.

1 x public left

c) Proposal to Establish Terms of Reference for Public Comments. MSt following AD request to have this added to next agenda the PC has source advice from SALK and their preference is to hold the public participation session outside the formal meeting, therefore not minuted (just noted) and not within the formal agenda. This sets a clear boundary for the public as to when they can speak and when they are no longer invited to participate because the formal meeting has started. There is no mandatory method for timetabling this session and Parish Councils adopt a lot of variations to suit themselves. MSt added that if a member of the public would like to speak in this session then they have to give the Clerk 6 days’ notice.

Clerk confirmed if PC agree to a new format then Standing Orders would have to be changed. All Cllrs discussed the above in full, majority feeling that public should be included in meetings and no change plus a 6 day notice is unworkable. As only 5 members present all agreed to c/f until next meeting with all 8 members to discuss further. Clerk urged all Cllrs to refresh themselves with current Standing Orders.

ACTION ALL

d) Coop Post Office (Correspondence received) – PC asked to complete a survey as an organisation, general view in favour, increased opening hours, convenient location and retains all but 2 current post office facilities on offer, as long as adequate security at checkout. Clerk to complete on behalf of PC.

ACTION CLERK

e) Date for Village Walkabout – Agreed date Saturday 1st October 8am meeting at Cemetery.

ACTION ALL
9) INSPECTIONS/ REPORTS

a) Weston Town Playing Field
   (i) Equipment Inspection - Landscape Group (July) – July report satisfactory, noted welding not completed re trip hazard on report. Clerk confirmed welding has now been completed 3rd September.

b) Queens Road Playing Field
   (i) Equipment Inspection - Landscape Group (July) - July report satisfactory including some minor repairs required.

c) Highways
   (i) Finger Posts – MSt a Stony Stratton resident has painted 2 finger posts in the village and been reimbursed by SCC. SCC are still to produce a procedure document and a safety plan. The Stony Stratton signs were sited within field boundaries and protected from the highways by stone walls. Evercreech signs are on A371 & B3081 and unprotected by highways. Clearly the safety of volunteers is paramount. MSt suggested as 2 volunteers are keen to proceed then to paint only 1 sign on A371 Leighton Lane – all agreed

d) Millennium Garden
   (i) Weeds – MSt problem with weeds within stoned areas. Greencore 1 day a month maintenance don’t seem to have time to complete all works, suggest PC get a quote for works to be completed. All agreed to view area during Village Walkabout before a decision is made.

10) CEMETERY

a) Burial and Memorials – 3 x Agreed Memorial – D & J Wordie, M Morgan & B Tidmarsh.

11) FINANCE

Money Received

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<td>Interment P Longman</td>
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<td>793</td>
<td>Purchase &amp; 2 x Interment D &amp; J Wordie</td>
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<td>794</td>
<td>Memorial A Marks</td>
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<td>795</td>
<td>Interment J Paddison (Double Fees)</td>
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<td>796</td>
<td>Sports Club 2/3 Biffa Waste Collection</td>
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Total 1,124.50

Payments Endorsed at Meeting

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<th>Chq</th>
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<tr>
<td>3220</td>
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<td>3221</td>
<td>Road Sweeper Salary</td>
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<td>Veolia</td>
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<td>Three Counties Tree Service (Grass Cutting -July)</td>
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<td>3225</td>
<td>Three Counties Tree Service (Grass Cutting-Aug)</td>
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<td>3226</td>
<td>SALC Planning Training</td>
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<td>3227</td>
<td>Weston Town Waste Disposal</td>
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<td>Skate Park Welding Repair</td>
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Total 2,364.83

Precept 33,146.87
Income 1,053.44
Expenditure 15,867.75 18,332.56

Cemetery
Income 3,570.00
Expenditure 2,262.37 1,307.63
Balance

5
Resolve: Proposed RR seconded by MSm that the payments as listed above are endorsed.

12) GENERAL CORRESPONDENCE
   a) SALC AGM 17th September
   b) Somerset Playing Fields Association AGM 13th September.
   c) SCC Listening Learning Changing - additional question.
   GW This document should be completed as an organisation as per email received. All agreed questions are individual point of view not as an organisation. If a Cllr would like to complete please reply and state individual resident.
   e) Avon & Somerset PCC Newsletter.

Items for Next Agenda
RW – Dog Bin
MSt – Removal of temporary signage/events signs.

Date & Time of Next Meeting – The next meeting to be held on 4th October 2016 at 7.00pm in the Village Hall.

CLOSE OF MEETING 8.57pm
Clerk – Michelle Phillips 01749 347681