

<b>Date of Meeting:</b>	10 <sup>th</sup> Sept 2020	<b>Time:</b>	7:30 pm
<b>Location of Meeting:</b>			
<b>Present:</b>	Cllr. John Vassalli, Cllr. N. Myers, Cllr. R. Leighton, Cllr. J. Day, Cllr. N. Smith, Cllr. J. Johnstone		
<b>In Attendance:</b>	Tammy Weeks (Clerk), Cllr. A. Bown, Cllr. G. Slocombe, Cllr. R. Lilley		
<b>Apologies:</b>	None		
<b>Ref:</b>	<b>Topic of Discussion</b>		
<b>15-20/21</b>	<b>Public Question Time</b>		
	<p>The Chair explained that he was changing order of meeting as members of public (Mr &amp; Mrs Fursland) were present to discuss a planning application in relation to 1 Pyrland Walk.</p> <p>Mr Fursland explained that they had submitted the planning application for the garage as they currently do not have one and at present have 3 vehicles in the family, with a 4th vehicle likely from January when their daughter turns 17. At present two vehicles are parked on their driveway and one is parked on the road. If they are allowed to build the garage and make the changes as per the plans submitted, to get all the vehicles off the road, they believe it will be safer for themselves and the public. Mr Fursland explained that they have 7m of grass from the property to the road. He also confirmed that access will not be modified, and it will continue using the current driveway entrance.</p> <p>Cllr. Day stated that she has spoken to 12 neighbours along Pyrland Walk. All those spoken to were in support of the application as long as access and visibility are not compromised.</p> <p>Cllr. Slocomb stated that the District Council has no objections to this application and that they have received no objections from the public.</p> <p>The Chair stated that he had been approached by one resident from Holford Road who had expressed concern that building line will change. Mr Fursland confirmed that they are relocating their back wall to meet the new garage, which will be following the current building line so that it is continuous. There will be no change to the building line.</p> <p>Cllr. Bown stated that County Highways will not have any objection if the development causes no problem with turning. Mr Fursland stated that it will improve the line of sight around the corner as the garage will be set back.</p> <p>The Chair stated that he had noted on the application that Highways have commented that it will be 'considered further'. This is not indicative of approval or objection, just a statement that more time is required to review further.</p> <p>Cllr. Myers stated that he feels that as the residents are in support of this application, then it's less objectional.</p> <p>The Chair asked Mr Fursland about the previous application submitted and Mr Fursland confirmed that it was them that put in the previous application. Cllr Smith asked why the previous application was refused and Mr Fursland explained that in 2006 the Highways department passed it, but it was refused because of building line.</p> <p>The Chair then sought the opinion from all Councillors as to whether they were in support of, had objections, or no observation to this application. The results are detailed under 'Planning' below in section 23-20/21.</p>		
<b>16-20/21</b>	<b>Declarations of Interest</b>		
	Cllr. Day stated that she knew Mrs Fursland socially, but confirmed that she was not an immediate neighbour, relative or had any financial benefit from the planning application.		

	<p>Therefore, it was confirmed that she did not have to abstain from the discussions in relation to planning application 23/20/00008.</p> <p>Cllr. Meyers similarly declared that he lives next door in relation to planning application 23/20/00005 but it was confirmed that he did not have to abstain from the discussions.</p> <p>No other Declarations of Interest were declared.</p>																
<b>17-20/21</b>	<b>Minutes of Last Meeting</b>																
	<p>Minutes were approved as a true and accurate record of the meeting.</p> <p><b>All agreed.</b></p>																
<b>18-20/21</b>	<b>Matters Arising</b>																
	<p>There were none.</p>																
<b>19-20/21</b>	<b>Chairman's Comments</b>																
	<p>The Chair announced that, unfortunately, Cllr. Day is offering her resignation for family reasons. Cllr. Day felt that she wanted to give some explanation and said that it was a difficult decision for her as she has enjoyed her time with the parish council, but family members are unwell and this will take up her time. She therefore feels that she is unable to give the time to the parish council to work effectively. The Chair expressed that she would be welcome to attend any of the meetings as a member of the public and would be welcome to sit as a Councillor again in the future if circumstance allow. The Chair thanked Cllr. Day for her positive contribution to the parish council.</p> <p>The Chair also stated that he understands that due to the difficult times, everyone has had their own pressures, so it would not be right for us as a parish council to expect our councillors to be as 'bright eyed and bushy tailed' and shouldn't expect everything to be done immediately. The Chair thanked Cllr. Leighton for his exceptional effort reading the national planning document circulated to parish councils for consultation.</p> <p>In response, Cllr, Leighton stated that the document does refer to the designation of land in different areas, and future development of this is an important area to follow and have our say, as it will affect the area of Durleigh.</p>																
<b>20-20/21</b>	<b>Financial Matters</b>																
	<p>Finance Reports were circulated to the councillors in advance of the meeting, attached at Appendix 1.</p> <p>The Clerk reported that the Bank balance at 7th Aug 2020 was £12,341.25</p> <p>Expenditure since the last bank statement was detailed:</p> <table border="1"> <tr> <td>17/8/20</td> <td>Clerk Overtime</td> <td>bank transfer</td> <td>£ 150.81</td> </tr> <tr> <td>17/8/20</td> <td>Clerk Expenses (stamps)</td> <td>bank transfer</td> <td>£ 1.52</td> </tr> <tr> <td>17/8/20</td> <td>Clerk Expenses (mileage)</td> <td>bank transfer</td> <td>£ 6.93</td> </tr> <tr> <td>31/8/20</td> <td>Clerk Salary</td> <td>SO</td> <td>£ 280.05</td> </tr> </table> <p>Expenditure yet to be paid was detailed (below). It was explained that these are either all pre-approved on the 'Schedule of Payments 2020-21' authorised at the March meeting, or are within the levels for delegated authority as detailed in the Financial Regulations and the new procedures. Therefore, these do not need further approval, but are just to note.</p>	17/8/20	Clerk Overtime	bank transfer	£ 150.81	17/8/20	Clerk Expenses (stamps)	bank transfer	£ 1.52	17/8/20	Clerk Expenses (mileage)	bank transfer	£ 6.93	31/8/20	Clerk Salary	SO	£ 280.05
17/8/20	Clerk Overtime	bank transfer	£ 150.81														
17/8/20	Clerk Expenses (stamps)	bank transfer	£ 1.52														
17/8/20	Clerk Expenses (mileage)	bank transfer	£ 6.93														
31/8/20	Clerk Salary	SO	£ 280.05														

	<table border="1"> <tbody> <tr> <td>Clerk Overtime</td> <td>£ 71.15</td> <td>£ -</td> <td>£ 71.15</td> </tr> <tr> <td>Clerk Back Pay 2020/21 pay award</td> <td>£ 49.12</td> <td>£ -</td> <td>£ 49.12</td> </tr> <tr> <td>ICO Subscription</td> <td>£ 35.00</td> <td>£ -</td> <td>£ 35.00</td> </tr> <tr> <td>TSBA – Payroll</td> <td>£ 54.00</td> <td>£10.80</td> <td>£ 64.80</td> </tr> </tbody> </table> <p>The clerk explained with the payments made, the bank balance will reduce to £11,531.87.</p> <p>The Clerk also explained that work has been authorised for updating the website to ensure it is compliant with the Accessibility Code. This is estimated to be 3 – 4 hours at £25 per hour. It is a necessary expense to ensure that we are complying with the Accessibility Code and should be covered by the additional budget allowed this year for website development.</p>	Clerk Overtime	£ 71.15	£ -	£ 71.15	Clerk Back Pay 2020/21 pay award	£ 49.12	£ -	£ 49.12	ICO Subscription	£ 35.00	£ -	£ 35.00	TSBA – Payroll	£ 54.00	£10.80	£ 64.80
Clerk Overtime	£ 71.15	£ -	£ 71.15														
Clerk Back Pay 2020/21 pay award	£ 49.12	£ -	£ 49.12														
ICO Subscription	£ 35.00	£ -	£ 35.00														
TSBA – Payroll	£ 54.00	£10.80	£ 64.80														
<b>21-20/21</b>	<b>Roles and Responsibilities</b>																
	<p>The Chair invited the Clerk to explain how other parish councils are working and why it is necessary to assign Roles and Responsibilities. The Clerk explained that it is ‘best practice’ being followed by other parish councils in the area and that it is important for transparency, and so that parishioners would have a second point of contact, other than the Clerk, to discuss/report areas of concern. It also allows the Councillors to become ‘the knowledge centre’ for the areas they are responsible for.</p> <p>After further discussion with all the councillors, it was agreed that the following areas of responsibility will be assigned:</p> <p><b>Footpaths;</b> Cllr. Leighton, Cllr. Smith  <b>Finance Reviews;</b> Cllr. Smith  <b>Finance Sub Committee;</b> Cllr. Smith, Cllr. Vassalli  <b>Infrastructure;</b> Cllr. Smith and Finance subcommittee members  <b>Environmental Issues (including litter);</b> Cllr. Meyers and Cllr. Johnstone  <b>Personnel;</b> Cllr. Vassalli  <b>Planning;</b> Cllr. Vassalli (lead), with all other councillors to support  <b>Highways;</b> Cllr. Vassalli, Cllr. Johnstone</p>																
<b>22-20/21</b>	<b>Grant &amp; Donation Policy</b>																
	<p>A Draft Grants &amp; Donations Policy had been circulated to the Councillors in advance of the meeting. The Chair invited the Clerk to talk this through.</p> <p>The Clerk explained that this is to keep us up to date with best practice and also to ensure that we are transparent to the public and ourselves as to the criteria on which we will award grants and donations.</p> <p>Following discussion, it was agreed that we add to the policy how we will let it known that money is available. It was agreed that we could do this by putting a news alert on the website after the draft annual budget is set/approved.</p> <p>Agreed that once that amendment has been made, the policy can be adopted and publicised on the website.</p> <p><b>Approved by Cllr. Smith, seconded by Cllr. Meyers. All in agreement.</b></p>																
<b>23-20/21</b>	<b>Planning Matters</b>																
	<b>Items for Discussion:</b>																
23/20/00008	1 Pyrland Walk - single storey extension to include garage and front porch. New vehicular access and boundary wall moved in line with the garage. A discussion took place as detailed under ‘Public Question																

	Time'. The Councillors voted as follows: 5 in support, 1 no objection. It was agreed that the parish council will submit comments to say we support application. <b>Action: Clerk to submit comment.</b>
23/20/00005	West Bower Manor, West Bower Lane – Restore existing pond. A discussion about this application took place and Cllr. Meyers stated that there are no objections from Huntstile farm which borders it. All felt that reinstating the pond would be a benefit, therefore, it was agreed that the Parish Council would submit comments to support. <b>Action: Clerk to submit comment.</b>
	<b>Items for Update:</b>
23/19/00002	Land to south of Quantock Road – major development by Persimmon – still under consideration, earliest decision date 21/01/2020. No further developments at present, some delays due to technical issues. Cllr. Slocombe said she would share information if anything changes.
51/19/00003/DD	Land at Cokerhurst Farm south of Wembdon Hill and north of Quantock Road - major development. Land at Cokerhurst Farm south of Wembdon Hill and north of Quantock Road - major development.  Noted that on 18th August County Highways requested 3 months delay as need ongoing information.  Cllr. Bown stated that the crossing on the Quantock Road is now operational. Cllr. Vassalli commented that a member of the parish has commented that the traffic lights are confusing. Cllr. Slocombe and Cllr. Lilley also said they had received similar comments. Cllr. Bown explained that the primary objective of the traffic lights is the safety of people crossing the road. However, if problems are arising, Cllr. Bown has requested that they are passed on to herself to follow up.
23/19/00011	Queenswood Reservoir – amendments to plan - permission granted. No development works has started. The Chair stated that there is still run off from the site and has taken photos. Cllr. Slocombe advised that we contact 'Enforcement' to have a look and she offered to follow it up.
23/20/00003 & 00006	23 Luxborough Road – erection of front porch, single storey extension, extend dormer windows and work to trees with TPO – under consideration. A comment of 'No observation' submitted was submitted following an email 'round robin' to discuss and gather the views of the Councillors.  The Chair noted that on reviewing the current position of this application online, one neighbour has submitted an objection on the basis that they may be overlooked.
23/20/00007	Mulberry House, Rhode Lane – change of use of land and erection of shed – under consideration. A comment of 'No observation' submitted was submitted following an email 'round robin' to discuss and gather the views of the Councillors.
<b>24-20/21</b>	<b>Defibrillator</b>
	The Clerk detailed that a couple of companies have been contacted to gather more information. Through that contact, it has been confirmed that a defibrillator definitely needs a power supply to the storage box if being kept outside, to ensure it is stored at the right temperature. This is important to ensure that the battery and gel pads are not damaged. The boxes also need to be fitted on the wall (or definitely as per the ones supplied by the companies contacted).  A defibrillator can be registered at any address, so one of the companies suggested that it could be located on the premises including private residential addresses. It can also be registered between certain hours so that residents are not being disturbed late at night, but this seems pointless as the objective of having a public defibrillator is to ensure accessibility.  On the back of discussions with the suppliers, the Clerk has contacted Simon Osborne at Wessex Water again, asking them to give more consideration to have one sited on their

	<p>external boundary. Simon Osborne has responded to say that it has been passed over to their projects team for consideration, but there are more elements to discuss/consider; i.e. who is responsible for the installation/maintenance. The Clerk explained that from the point of view of the parish council, it will be our asset, so we should ensure installation by a reputable company and undertake the maintenance as advised. It would also be included on our insurance.</p> <p>This will be a long-term project if looking to site at Wessex Water Treatment Works as they are not expected to be complete works for at least another year.</p> <p>Cllr. Slocombe said that she has requested defibrillators from the Town Council and will follow this up, but she has also found that it is not as simple as it sounds. Cllr. Slocombe will keep in touch with the Clerk and update accordingly.</p> <p>In response to the Clerk's explanation that it could be registered to a private address, the Chair expressed that it would be better taking the supply of power from business premises.</p> <p>The Clerk will update the parish council as and when further progress is made.</p>
<b>25-20/21</b>	<b>Items from Previous Agendas for Update</b>
<b>Highways &amp; traffic:</b>	Update on Skimmerton Lane. The Chair updated the parish council that a response had been received from County Highways offering to do a traffic survey. A response to confirm we would like this has been sent and we are awaiting a further response advising of the date.
<b>Footpaths:</b>	Reported that the new bridges look good and are being well used.
<b>Millenium Bench:</b>	<p>The Chair reported that he has visited the bench area and no litter was seen, and no people hanging around. Cllr. Lilley stated that she has had no further reports of incidents of concern. It was however noted that on one of the visits, a Red land rover discovery was seen by the barns. Cllr. Lilley confirmed that this sounds like the vehicle previously seen and reported.</p> <p>Cllr. Meyers confirmed that the barn is still in use by Hunstile Farm and that one of the units is rented out. However, the description of the vehicle is not one he recognises so will investigate further.</p>
<b>Other:</b>	None
<b>26-20/21</b>	<b>Meetings Attended</b>
	None
<b>27-20/21</b>	<b>Items for Next Agenda</b>
	None
<b>28-20/21</b>	<b>Any Other Business</b>
	None
<b>29-20/21</b>	<b>Date &amp; Venue of Next Meeting</b>
<b>Date / Time:</b>	Thursday 12th November at 7:30 pm
<b>Venue:</b>	Hembry Room, Westfield Church, if possible, under Covid Safe regulations. If not, another virtual meeting will be held.

<b>Meeting Closed at:</b>	
---------------------------	--

Minutes Signed by: ..... Date: .....  
(Chairman)