

Date of Meeting:	8 th July 2021	Time:	7:30 pm
Location of Meeting:			
Present:	Cllr. N. Smith, Cllr. John Vassalli, Cllr. N. Myers, Cllr. R. Leighton, Cllr. M.Mead, Cllr. J. Johnstone		
In Attendance:	Tammy Weeks (Clerk), Cllr. A. Bown, Cllr. G. Slocombe, Cllr. R. Lilley, 2 Members of Public		
Apologies:	Cllr. M. Caswell, Cllr. B. Bolt		

Ref:	Topic of Discussion
1 – 8/7/21	Public Question Time
	<p>Two members of the public attended to speak in relation to the safety improvements for Spaxton Road. They were concerned that there is no detail available for what is planned for the Safety Improvement Scheme and feel that it is vital to the four neighbours whose property back onto the area in question.</p> <p>Cllr. Bown explained the problem with a stretch of Spaxton Road being so narrow, which causes safety issues with both vehicles and pedestrians. She stated that herself, along with Cllr. Caswell are hoping to put an application for a scheme in, but this has been delayed as at present they are not accepting new applications. If the application is accepted, before any scheme could progress, there would need to be a feasibility and safety check to see how and if it can be done. It would then be further assessed, if feasible, to look at costs and the priority of this scheme in relation to others across Somerset. The delay with being able to submit an application is due to the teams still dealing with previous schemes submitted, which have not progressed due to Covid. If it goes through, there will be consultation. She explained that it is not a quick process and can take 1-2 years.</p> <p>Cllr. Bown explained further that until all this is progressed, it is not known where or what the scheme will involve.</p> <p>Cllr. Smith gave some history of the problem to the members of public; The safety issues in respect of the narrow stretch of road on Spaxton Road have been discussed at almost every meeting following feedback from parishioners about the safety (or lack of) for both vehicles and pedestrians. It has been noted that footfall increased with people going to green spaces. People wanting to access the nearby green space have to use the narrow stretch, with families trying to walk down there. All are concerned that it is an ‘accident waiting to happen’.</p> <p>Although we have sought the support of the County and district councillors in respect of a Safety Improvement Scheme, this will take a long time, if it is accepted. So, we have also looked at what can we do short term, which involves visibility and road signage.</p> <p>Cllr. Vassalli gave an update on short term improvements being proposed. He declared an interest, as one of residents that back onto the stretch of road is the 1st cousin to his wife. Cllr. Vassalli again explained that there is no scheme at present. He gave history of the previous proposed scheme and history of accidents. From ongoing discussion with Somerset Highways, it has been agreed that we will get improved signage; from West Bower Lane area, signs showing turning ahead and on yellow background which will improve visibility, possible mirror of that sign if it will fit, 40mph speed limit (buffer speed zone) and slow signs. On coming vehicles in middle of road sign will also be put in on a yellow background. SCC will fund a survey to gather data re the usage of the road and speed. Cllr. Vassalli explained that the other suggestion from Somerset Highways was to trim back the hedge either side of narrow strip of road, which has encroached into the road, narrowing it further.</p>

	<p>One of the members of the public present, explained that they are concerned as they have had to have a boundary wall taken down as the bank is being constantly hit and destabilised. They are worried that it will get worse. They feel that the Spaxton Road safety issue should be solved by speed humps and chicanes.</p> <p>It was explained that the Safety Improvement Scheme will decide what is needed.</p> <p>The member of the public said that they want to be assured that a structural engineer will look at it to confirm that any work does not affect their property and would want to be contacted once a plan proposal is in place.</p> <p>Cllr. Bown said she thinks that the speed testing is being done next week. She further explained that in a meeting with Somerset County Council, they explained that if a resident owns a hedge that encroaches into the road, they can be asked to cut it back. If the resident doesn't cut the hedge when requested, SCC will do it and then charge the residents.</p> <p>The second member of the public present, stated that their boundary is to middle of hedge.</p> <p>Cllr. Vassalli explained that Durleigh Parish Council are willing to arrange and pay for the trimming of that hedge, to improve safety, but we need to clarify ownership and get permission. It was noted that the lower part of hedge only was trimmed last week.</p> <p>Cllr. Johnstone stated that she recalled that when the estate was built originally, the builder was meant to build a pavement along that road, but it never got done and was never followed up. One of the members of public disputed this claim and said that this was never the case (they worked for the builder).</p> <p>Action: Clarify ownership of hedge (details requested from members of the public as both stated that they have recently checked deeds). Also contact Somerset County Council / Land Registry.</p> <p>Members of the public left after this item was discussed.</p>
<p>2 – 8/7/21</p>	<p>Declarations of Interest</p>
	<p>No Declarations of Interest were declared, other than by Cllr. Vassalli as detailed above.</p>
<p>3 – 8/7/21</p>	<p>Minutes of Last Meeting</p>
	<p>Minutes were approved as a true and accurate record of the meeting.</p> <p>Proposed Cllr. Myers. Seconded Cllr. Lilley</p> <p>All agreed.</p>
<p>4 – 8/7/21</p>	<p>Matters Arising</p>
<p>1.</p> <p>2.</p> <p>3.</p>	<p>All parish councils have been invited to respond to the consultation on the Boundary Review – does not affect Durleigh. All in agreement that no response to be submitted.</p> <p>Parish councils have been invited to respond to the Bridgwater Incinerator Consultation – All in agreement that no response to be submitted.</p> <p>Maintenance of trees, Spaxton Road – It has been raised by member of publics that saplings, which are quite sizeable (possibly Elm trees), are growing around the trees planted by the parish council. Action: Cllr. Smith and Cllr. Vassalli will sort by next meeting.</p>
<p>5 – 8/7/21</p>	<p>Chairman's Comments</p>
	<p>The Chair welcomed everyone to the first face-to-face meeting since March 2020. He understands that people are still anxious and therefore grateful of the effort that has been made to attend. He ran through the protocol for the meeting, explaining that people could remove masks when speaking, but requested that they kept them on at all other times.</p>

6 – 8/7/21	Financial Matters																			
	<p>The Clerk reported that the Bank balance at 22 June 2021 was £12,974.42</p> <p>Expenditure since the last bank statement was detailed:</p> <table data-bbox="339 315 1244 349"> <tr> <td>Total Expenditure since</td> <td>£520.52</td> <td>Income Received</td> <td>£0</td> </tr> </table> <table border="1" data-bbox="339 365 1177 618"> <thead> <tr> <th>Date:</th> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>30/6/21</td> <td>Clerk's Salary</td> <td>352.23</td> </tr> <tr> <td>30/6/21</td> <td>Clerk's Expense (WFH)</td> <td>26.00</td> </tr> <tr> <td>1/7/21</td> <td>Amazon - Cleaning materials</td> <td>20.00</td> </tr> <tr> <td>1/7/21</td> <td>Zoom Subscription</td> <td>122.29</td> </tr> </tbody> </table> <p>Expenditure to be approved: None</p> <p>The Clerk referred to the finance report up to 29 June 2021 sent to all councillors prior to the meeting, which includes the cashbook showing expenditure, the actual expenditure against budget and the bank reconciliation. No questions were raised in regards to this.</p> <p>The Clerk explained that the renewal for the Zoom annual subscription came in, which was discussed at the Finance Sub Committee meeting on 24th June and it was decided that it would be best to keep it, as it allows more flexibility with meetings, for example meeting with the Highways department etc.</p> <p>The clerk explained with the payments made, the bank balance will reduce to £12,453.90.</p> <p>In addition to the recent expenditure, the Clerk has just received an invoice from Mr Bicknell for £75 for the bench maintenance (approved on Schedule of Known Payments 2021-22) and there is a claim for Clerk's overtime and expenses to be paid for £178.54 (approved by Finance Sub Committee under delegated powers). When paid the bank balance will reduce to £12,200.36.</p> <p>The clerk explained that Draft Annual Accounts were provided for the April meeting and it was agreed that the Finance Sub Group could sign them off the Annual Accounts and the AGAR, after the report was received from the Internal Auditor, to ensure that the submission deadline was met. No changes have been made to the annual accounts and Internal Audit Report was very positive. All Councillors have been sent copies of the Final Annual Accounts, AGAR and Internal Audit report prior to them being signed off by the Finance Sub Committee on 24th June. No queries were raised by the councillors, so the AGAR was submitted and all documents published on website and the Notice of Public Rights was also published.</p> <p>Proposed by Cllr. Mead, seconded by Cllr. Vassalli. All in agreement.</p>	Total Expenditure since	£520.52	Income Received	£0	Date:	Description	Amount	30/6/21	Clerk's Salary	352.23	30/6/21	Clerk's Expense (WFH)	26.00	1/7/21	Amazon - Cleaning materials	20.00	1/7/21	Zoom Subscription	122.29
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7 – 8/7/21	Spaxton Road																			
	<p>See 'Public Question Time' above.</p> <p>Cllr. Bown confirmed that they will be able to submit the application for the Safety Improvement Scheme when the team have cleared other scheme applications, but no timescale at present. Cllr. Bown is hopeful that this will be by the end of July. Cllr. Bown will let us know when it can be submitted.</p>																			
8 – 8/7/21	Roles and Responsibilities																			
	<p>The Chair explained that although he is happy that he accepted the role of Chair, he cannot do it alone and therefore he is looking for other Councillors to take the lead on areas and be the</p>																			

	<p>main point of contact, follow up on any issues and report back to the council meetings on the area that they are responsible for. All councillors in agreement and the roles and responsibilities were reviewed and assigned as below:</p> <ul style="list-style-type: none"> • Finance – Cllr. Smith (Lead), Cllr. Vassalli (Support) • Highways & Infrastructure & Assets – Cllr. Vassalli (Lead), Cllr. Smith (Support) • Planning – Cllr Mead (Lead), Cllr. Johnstone (Support) • Footpaths & Environmental– Cllr. Leighton (Lead), Cllr. Johnstone (Support) • Communication inc. social media – Cllr. Myers (Lead), Cllr. Mead (Support) • Personnel – Cllr. Smith (Lead), Cllr. Mead (Support) <p>Action: Clerk to update Roles & Responsibilities on website.</p>
9 – 8/7/21	Interment Contributions Procedures
	<p>The Clerk explained that it was agreed at the April meeting that the Clerk would draft procedures for interment fees and would circulate via email. Response was received from 4 Councillors to say they were happy with them, so based on a ‘majority’ these have been implemented, but now need to be formally adopted.</p> <p>The Clerk further explained that the Application form has been shared with Bridgwater Cemeteries and the funeral directors. The website has also been updated to include terms & conditions.</p> <p>Proposed by Cllr. Myers, Seconded by Cllr. Leighton.</p> <p>The Chair said that he would like to record a ‘thank you to the Clerk’ for the work put into this.</p>
10 – 8/7/21	Planning Matters
Items for Discussion:	
None	
Items for Update:	
23/19/00002	Land to south of Quantock Road – major development by Persimmon. No update.
51/19/00003/DD	Land at Cokerhurst Farm south of Wembdon Hill and north of Quantock Road. Work has started, albeit slowly.
23/19/00011	Queenswood Reservoir – no update.
23/20/00011	Danesborough, Spaxton Road - Erection of a detached ancillary building, on site of existing (to be demolished). Approved.
11 – 8/7/21	Social Media Platforms
	<p>Update from Cllr. Myers and Cllr. Mead, who met to talk about what our role on social media would be; Own Facebook page, or link in with ‘Durleigh Now. If we link in with Durleigh Now, we would not be able to use it to solicit responses to establish how parishioners feel on issues. Cllr. Myers stated that he feels that we are better managing our own page, as it will take less time. He stated that we would need to be strict on who joins the group (Durleigh residents only).</p> <p>Cllr Lilley said that from her experience of Wembdon social media pages, the parish council one is managed well, then there is another one which is more general.</p> <p>Discussed that we could set up the page so that it is a Closed group and all comments checked before visible.</p>

	<p>Action. Cllr. Myers to contact another parish that has a Facebook page and ask for tips and will set up a page so it can go live by September.</p> <p>Proposed by Cllr. Myers, Seconded by Cllr. Vassalli</p>
12 – 8/7/21	Queenswood Lane
	<p>Cllr. Vassalli explained that he doesn't think that the developer has permission to put up the fence which is within Queenswood Lane. Residents have queried whether enforcement can make the temporary fence be moved back to the actual boundary of the site as it is preventing the hedge from being trimmed properly.</p> <p>Cllr. Slocombe explained that at the present time it is difficult to get enforcement out. She believes that it is definitely on the agreement that it is temporary only. She further explained that a temporary fence is about safety.</p> <p>Action: Cllr. Slocomb offered that herself and Cllr. Lilley will follow this up with the developers and will try to have the conversation by September. Clerk to add to September agenda.</p>
13 – 8/7/21	Future Projects
	<p>The Chair explained that he had circulated the list of projects which were identified previously, with estimated costs against. It is probably better to wait until we have the social media up and running, to get feedback from the parishioners on how they feel about projects before agreeing and prioritising them.</p> <p>He asked whether there were any other ideas councillors wanted to add, but none were offered.</p>
14 – 8/7/21	Meetings Attended
	<p>Cllr Smith and Cllr. Leighton both attended 'How to be a Successful Chair' online training. Both felt it was a good meeting, which also included the use of Facebook. They explained that things have changed and also there were things they were unaware of before. Durleigh was probably the smallest parish represented at the meeting. Overall view on the training was that it was well delivered and really useful. Every parish council seems to be having the same issues; getting people engaged, getting councillors. Encourage all councillors to do training.</p> <p>The Clerk explained that in her role as a Councillor for Over Stowey Parish Council, she attended the 'Essentials for Councillors' course, which she felt was really useful and really informative. She explained that as things have changed over the years, it is also useful to those that have been a councillor for a while.</p> <p>Action: All councillors are encouraged to undertake training. Please look at the email forwarded by the clerk with upcoming training sessions, or look on SALC website. Please let Clerk know which course(s) you would like to attend.</p>
15 – 8/7/21	Items for Next Agenda
1.	SID
2.	New frontage to property on Spaxton Road. Residents have reported that it appears to protrude and cause vehicles to pull out to avoid.
3.	Queenswood Lane Fencing
16 – 8/7/21	Date & Venue of Next Meeting
Date / Time:	Thurs 9 th Sept 2021

Venue:	Hembry Room, Westfield Church, if possible, under Covid Safe regulations.
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Meeting Closed at:	21:15
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Minutes Signed by: **Date:**
(Chairman)