

Date of Meeting:	11 th November 2021	Time:	19:30
Location of Meeting:	Hembry Room, Westfield Church Hall		
Present:	Cllr. N. Smith, Cllr. John Vassalli, Cllr. R. Leighton, Cllr. M. Mead, Cllr. J. Johnstone		
In Attendance:	Tammy Weeks (Clerk) – via Zoom, Cllr. R. Lilley		
Apologies:	Cllr. N. Myers, Cllr. A. Bown, Cllr. G. Slocombe,		

Ref:	Topic of Discussion
1-11/11/21	Chairman's Comments
	The Chair commented tht he would again like to express his thanks for the effort being put in by everyone, which is making it easier all round.
2-11/11/21	Public Question Time
	No members of the public in attendance.
3-11/11/21	Declarations of Interest
	No Declarations of Interest were declared.
4-11/11/21	Minutes of Last Meeting
	Minutes were approved as a true and accurate record of the meeting. Proposed by Cllr. Leighton, seconded by Cllr. Mead. All agreed.
5-11/11/21	Update on Actions from Previous meeting
Spaxton Road	<p>Cllr. Vassalli circulated an email response from Katherine Tyson (KT) at Somerset Highways prior to the meeting. In brief; a date cannot be given at the moment for the installation of signs. Due to their workload, it probably is not appropriate to chase further at the current time, but if the delay continues, then will ask for support of the County Councillors to chase on our behalf. KT also advised in the email that when next in the area she will do an inspection by the church following the concerns raised by residents. The speed data from the traffic survey has been collated, but would not support a reduction in the speed limit.</p> <p>Cllr. Leighton questioned why the traffic numbers were so low on some week days and queried if this was a mistake. Cllr. Lilley suggested that we keep on the case, and chase in accordance with resident complaints. Suggested that we put a post on the Facebook page to request residents to formalise any concerns re speeding.</p> <p>Cllr. Smith suggested that we request the data from all the survey equipment (4 or 5 in the area at the same time). Action: Cllr. Vassalli to request other data reports.</p> <p>A letter was sent to some residents of Cothlestone Close offering to pay for hedge cutting if we could establish the ownership of the hedge. We received four responses all with different views on ownership/responsibility for maintenance, so we are unable to proceed with that offer and have referred it back to Somerset Highways to sort, as they are adamant it is the responsibility of the home owners. Agreed that we are not going to get into future debates on the subject.</p> <p>Cllr. Vassalli also met with Mike Cook from Clean Surrounds to discuss the hedges and he gave good knowledgeable feedback. The farmer had cut the hedge on the opposite side the day before which has increased visibility for vehicles. The hedge on Cothlestone Close side could be cut by a foot, but it was suggested tht this is now left until the early part of next year. It was acknowledged that although visibility for vehicles has improved, it is still not good for pedestrians. Through the discussion with Mike Cook, it was confirmed that the lower part (classed as verge) is flayed both sides (in August), but Somerset Highways do no hedge cutting on that stretch.</p>

<p>Queenswood Lane Hedging</p> <p>Social Media Page</p> <p>Tree Planting</p>	<p>Cllr. Smith commented that he feels that we have reached a conclusion for now, but still is concerned that the hedges cannot be cut between March to September when the hedge is at the worst and most used by pedestrians. Cllr. Leighton stated that whole hedges can be cut in this time frame if it is for safety reasons. Action: Check whether this is correct and whether it can be applied (as this would definitely help).</p> <p>Cllr. Smith also commented that he'd received an update from Cllr. Bown and they have still not been able to submit the SIS application. Action: Cllr. Vassalli to respond to email from Lawrence Hackling.</p> <p>Cllr. Slocombe and Cllr. Lilley made a site visit and as a result of this, all issues have been resolved; hedge trimmed, fence removed. The trees have still not been cut and this will be followed up by Cllr. Lilley.</p> <p>Cllr. Smith updated on this, following an email update from Cllr. Meyers. The Facebook page is now live. It was agreed that we will keep administrators to a minimum and agreed that we should start getting posts on the page as soon as possible (circulate ideas for feedback). It was agreed that agreement is needed before using photos of any councillors on the Facebook page. Also agreed that it would be good to get some updated photos of the wider area to use. The Clerk has offered to do this, but Councillors need to give ideas of what to take photos of. Also, to arrange to take photos of councillors at a future meeting. Action: Councillors to provide ideas of places to photograph.</p> <p>Cllr. Leighton has received a response that Wessex Water are planting 50+ trees around the reservoir and also in other areas. Action: Speak to Wessex Water about publicising. Clerk to liaise with Cllr. Leighton.</p>																																		
<p>6-11/11/21</p>	<p>Matters Arising (Including Consultation Responses)</p>																																		
	<p>There were none.</p>																																		
<p>7-11/11/21</p>	<p>Financial Matters</p>																																		
<p>7.1</p>	<p>The Clerk reported that the Bank balance at 7th October was £15,060.67</p> <p>Expenditure since the last bank statement was detailed:</p> <table border="0" data-bbox="339 1317 1497 1361"> <tr> <td>Total Expenditure since</td> <td style="text-align: right;">£1,129.25</td> <td>Income Received</td> <td style="text-align: right;">£0</td> </tr> </table> <table border="1" data-bbox="339 1368 1177 2045"> <thead> <tr> <th>Date:</th> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>11/10/21</td> <td>SALC - Neighbourhood Plan Seminar</td> <td>20.00</td> </tr> <tr> <td>20/10/21</td> <td>Geosphere Ltd - Parish Online Subscription</td> <td>72.00</td> </tr> <tr> <td>1/11/21</td> <td>Clerk's Salary</td> <td>359.27</td> </tr> <tr> <td>1/11/21</td> <td>Clerk's Expenses (WFH)</td> <td>26.00</td> </tr> <tr> <td>2/11/21</td> <td>BTC - contribution to burial fees</td> <td>354.60</td> </tr> <tr> <td>4/11/21</td> <td>Clerk's Overtime</td> <td>61.05</td> </tr> <tr> <td>4/11/21</td> <td>Clerk - Reimbursement for Printer Ink</td> <td>43.67</td> </tr> <tr> <td>8/11/21</td> <td>SALC - Responding to Planning Applications</td> <td>25.00</td> </tr> <tr> <td>11/11/21</td> <td>Sedgemoor DC - Bin Emptying</td> <td>97.66</td> </tr> </tbody> </table>	Total Expenditure since	£1,129.25	Income Received	£0	Date:	Description	Amount	11/10/21	SALC - Neighbourhood Plan Seminar	20.00	20/10/21	Geosphere Ltd - Parish Online Subscription	72.00	1/11/21	Clerk's Salary	359.27	1/11/21	Clerk's Expenses (WFH)	26.00	2/11/21	BTC - contribution to burial fees	354.60	4/11/21	Clerk's Overtime	61.05	4/11/21	Clerk - Reimbursement for Printer Ink	43.67	8/11/21	SALC - Responding to Planning Applications	25.00	11/11/21	Sedgemoor DC - Bin Emptying	97.66
Total Expenditure since	£1,129.25	Income Received	£0																																
Date:	Description	Amount																																	
11/10/21	SALC - Neighbourhood Plan Seminar	20.00																																	
20/10/21	Geosphere Ltd - Parish Online Subscription	72.00																																	
1/11/21	Clerk's Salary	359.27																																	
1/11/21	Clerk's Expenses (WFH)	26.00																																	
2/11/21	BTC - contribution to burial fees	354.60																																	
4/11/21	Clerk's Overtime	61.05																																	
4/11/21	Clerk - Reimbursement for Printer Ink	43.67																																	
8/11/21	SALC - Responding to Planning Applications	25.00																																	
11/11/21	Sedgemoor DC - Bin Emptying	97.66																																	

	11/11/21	Westfield Church - Room Hire	70.00
7.2	<p>There is no Expenditure waiting to be paid.</p> <p>With the expenditure listed above, this takes the bank balance to £13,931.42.</p> <p>The Clerk circulated, prior to the meeting, the Finance Report up to 31 Oct 2021, which includes the cashbook showing expenditure, the actual expenditure against budget and the bank rec @ 31st Oct. The councillors had no comments or queries in relation to this.</p>		
7.3	<p>All payments that have been processed are either all pre-approved on the 'Schedule of Payments 2021-22' authorised at the March meeting, or are within the levels for delegated authority as detailed in the Financial Regulations. Therefore, these do not need further approval, but are just to note.</p> <p>Also, to note, expenditure for projector; This was approved for payment via email in line with the Opening Up Safely & Reconnecting Communities grant obtained for its purchase. Purchase delayed due to stock availability/ changes in offers. Sensible to now wait until Black Friday, if there are no bargains before then. It is also viable to pay extra for the projector than awarded in the grant, as it will include VAT which we can reclaim. Important to get one up to the job for the room we meet in and will last. The Clerk will also proceed with getting the signs done, but is waiting re logo.</p>		
7.4	<p>An application for interment fees was received. In line with the procedures we have in place, this was passed to the Finance Sub Committee for approval and then paid. £354.60.</p>		
7.5	<p>The Clerk explained that we need to agree a date for the finance sub-committee to meet (usually meet during December) to draft budget for 2022-23. Agreed that we would discuss and agree dates following the meeting. Proposed by Cllr. Smith, seconded by Cllr. Vassalli.</p>		
8-11/11/21	Planning Matters		
Items for Discussion:			
None			
Items for Update:			
51/19/00003/DD	<p>Land at Cokerhurst Farm South of Wembdon Hill & North of, Quantock Road - Hybrid (full and outline) application. Full application for the erection of 238 dwellings, formation of two new means of access onto A39, pedestrian/cycle link onto Wembdon Hill, public open space, parking and landscaping. Outline application with all matters reserved, for up to 437 dwellings, 500sqm (A1-A5) and/or community uses (D1)), 2.2ha site for up to 2 Form Entry Primary School and bus gate/emergency access via Inwood Road with associated infrastructure, landscaping and works. Response agreed via email round robin; "No new observations, but previous comments stand."</p>		
23/21/00010/LE	<p>Floodgates Farm, Rhode Lane, Durleigh - Erection of 5no. dwellings with parking and gardens on site of existing agricultural buildings to be demolished. Response agreed via email round robin; "No observations".</p>		
9-11/11/21	Speed Indicator Device (SID)		
	<p>Cllr. Vassalli circulated information in relation to Speed Indicator Devices (SID) prior to the meeting. Cllr. Vassalli commented that Enmore village had one installed by Avon & Somerset Police, following concerns raised by the parishioners. Cllr. Vassalli explained that it is something we can consider, looking to have at having one temporarily in our parish for a 2-week period. Following discussion with Enmore Parish Council it is understood that the Police officer in charge attended Enmore parish council meeting; lots of public attendance.</p>		

	<p>Cllr. Lilley commented that the more people involved, the higher the profile.</p> <p>Cllr. Smith suggested that through FB page get feedback and then follow up with police.</p> <p>Cllr. Vassalli further commented that they are around £1.5k to buy, which would be possible to earmark to buy from CIL money once it is received. It was also suggested that we speak to Wessex Water to see if they will support.</p> <p>Action: Cllr. Smith and Cllr. Vassalli to follow up with Wessex Water</p>
10-11/11/21	Ditches & Hedges
	<p>The Clerk explained that we have signed up to an annual subscription with Parish Online which gives very useful and detailed maps. One of these is the HM Land Registry map which details parcels of land with the 'INSPIRE ID no.' The Clerk has been using this to identify property/land that has a boundary directly adjacent to the roads with Durleigh parish. Still got some work to do on this to identify remaining areas, such as Durleigh Hill.</p> <p>Using the INSPIRE ID no., it is possible go to Land Registry on the gov.uk website and it will give details of the land. For most, it gives sufficient detail to be able to contact the landowner. However, for some, we are going to have to request the title deeds to see who owns the land.</p> <p>We are going to keep all details within a spreadsheet and then use it to contact any landowners who have not cut hedges or maintained ditches. A draft letter re hedges has been circulated to councillors for comment, no comments received.</p> <p>We can politely remind them to cut the hedges, but if they refuse to do so, or it goes on a long time, we would have to refer it to Somerset Highways who can then take action to cut the hedge and recharge it to the land owner.</p> <p>Cllr. Leighton commented and asked if we are able to use the mapping software to identify landowners who have footpaths crossing their land, in regards to notifying of any maintenance/repairs that are needed.</p> <p>Action: Clerk and Cllr. Leighton to look into this further.</p>
11-11/11/21	Meeting Dates for 2022
	<p>The Clerk asked whether the Councillors are still happy with meeting the second Thursday of the month (every other month) which was confirmed. On that basis, as long as the room is available, the dates in 2022 will be:</p> <p>13th Jan 10th March 12th May 14th July 8th September 10th November</p> <p>The Clerk asked whether, if necessary, the September date could be varied nearer the time to accommodate the Clerk's holiday. This was agreed by all present.</p> <p>Cllr. Lilley stated that the majority of the dates should be OK.</p> <p>Action: Clerk to contact Westfield Church to confirm room availability and once confirmed, will circulate the dates and post them on the website.</p>
12-11/11/21	Local Community Networks
	<p>The Chair explained that there has been a number of meetings and information circulating in regards as to what happens after the move to unitary authority. He explained that it is the</p>

	<p>intention for them to set up in the region of 20 Local Area Networks (LCN), which will be made up of a combination of town & parish councils. How these are decided is still up for debate. The Chair and Clerk had a session with Bridgwater Town Council, their view is that we should be starting to think about who we might want to align with and for what reason, so that we can appeal if we feel we are in wrong parish.</p> <p>Another key point of LCNs is that parish/town councils can take on responsibility of assets and sort maintenance etc. at a local level, however, it is not compulsory that they do so.</p> <p>The Chair explained that the first step would be to identify what assets there are in Durleigh and what work is involved. This will then give us information on which we can make a decision. A good starting place to gather this information would be to contact Clean Surrounds to try and identify what they currently do in the parish.</p> <p>All in agreement that we need to hold further meetings and pursue looking at assets. Initially we will tag onto Finance sub-committee meeting to discuss and work out the best way to proceed.</p>
13-11/11/21	CIL
	<p>The Chair explained that the Clerk had put together a list of question that was then sent to Stuart Houlett at Sedgemoor District Council Planning to answer. This was received back along with a link to more information online, and was circulated to all councillors. No further questions were raised in relation to this.</p> <p>It was further explained that we believe that a cap may apply. However, we can expect a minimum CIL payment of at least £36k.</p>
14-11/11/21	Meetings Attended
	<p>Cllr. Mead attended the 'Responding to Planning Applications' training which she found very useful and the slides from this have been circulated to all Councillors to look at.</p> <p>Cllr. Leighton attended a 'Friends of the Meads' meeting and commented on the good work they are doing. The Meads don't actually come into Durleigh but come up to the boundary.</p> <p>Meeting with Bridgwater Town Council re Unitary Authority – detailed in the Local Community Networks section above.</p>
15-11/11/21	Logo for Parish Council
	<p>The Clerk explained that a Logo would be good to pursue as it makes all documentation look more professional and can be used for social media too. All in agreement to pursue a logo design. Proposed by Cllr. Smith, seconded by Cllr. Mead.</p> <p>Action: Councillors to give feedback on ideas for design by Friday 19th November, and the Clerk will then take these ideas and pursue getting it designed.</p>
16-11/11/21	Items for Next Agenda
1.	Queens Jubilee – think about and discuss ideas of what we can do as a parish to mark and celebrate the occasion.
2.	Draft Budget
3.	Community Litter Pick – community engagement / initiatives
17-11/11/21	Date & Venue of Next Meeting
Date / Time:	Waiting on confirmation of dates as per above.
Venue:	Hembry Room, Westfield Church, if possible, under Covid Safe regulations. If not, another virtual meeting will be held.

Meeting Closed at:	9:07pm
---------------------------	--------

Minutes Signed by: Date:
(Chairman)