

Huish Episcopi Parish Council

Minutes of the Annual Meeting of the Huish Episcopi Parish Council held in the Huish Sixth Auditorium, Huish Episcopi Academy, on Monday May 21 at 7 pm.

Present:

Cllr S Nicholas Chairman
Cllr G Lock
Cllr J Wood
Cllr F Pope
Cllr B Horsgood
Cllr C Palmer
Cllr R Stranger
Cllr R Crumb
Cllr K Peto

Cllr C Aparicio Paul County/District Councillor

Members of the public:11

Press: 1

Public Session

1. Apologies for absence. None received.

2. Declarations of interest. Cllr Lock declared an interest in item 10 – grant request from Huish and Langport cricket club.

3. Elections and other related matters.

i. Chairman

Cllr Nicholas – proposed Cllr Lock and seconded Cllr Wood, agreed.

ii. Vice Chairman

Cllr Lock – proposed Cllr Wood and seconded Cllr Peto, agreed.

iii Declaration of Acceptance of Office (Chairman) completed by Chairman.

iv. Declarations of Interests forms. No changes confirmed by all Councillors.

v. Working Groups:

Community – Cllr Nicholas, Cllr Lock, Cllr Wood and Cllr Crumb.

Development Control – Cllr Nicholas, Cllr Lock and 2 others.

Farming – Cllr Lock, Cllr Stranger.

Environment (inc footpaths) – Cllr Palmer, Cllr Crumb.

vi. Local Committee Representatives

Memorial Field – Cllr Nicholas, Cllr Horsgood.

Abattoir Liaison – Cllr Peto.

Youth Club – Cllr Nicholas, Cllr Horsgood.

Annie Tite Fund – Cllr Wood

Langport Tourism and Marketing Committee – Cllr Palmer

Allotments Liaison – Cllr Pope, Cllr Crumb, Cllr Peto

Lengthsman Liaison – Cllr Lock

4. Policies – amendments and confirmation.

- a. Risk Management Policy
- b. Code of Conduct
- c. Standing Orders (Jan 18 Order 8a voting protocol)
- d. Financial Regulations (Nov 17 amended to reflect de minimis level)
- e. Freedom of Information Act (within Standing Orders)
- f. De minimis level (Nov 17 increased to £2500)
- g. Assets Register (May 18 additional assets)

The above policies were sent to Councillors for perusal on 8th May 2018.

h. Data Handling Policy (see item 9 below) – Lisa Newby (Parish Clerk) is attending training regarding GDPR regulation on Tuesday 22 May 2018. A data audit is required in the short term and is underway.

5. District Councillors' and County Councillor's Reports.

Cllr Aparicio Paul urged Councillors to reply to the library consultation, it's important to be engaged. Support was voiced for the parking challenges in St Mary's Park (as voiced by parishoners in the public part of the meeting) and Cllr Aparicio Paul agreed to write to Huish Academy regarding this issue. Confirmation that there is a new Area North Chair, Graham Middleton and that the Area will probably not work in the same Area North format. The Boundary review confirmed that the ward is a 2 member ward, and that Cllr Aparicio Paul will determine any action regarding the ward name containing Huish Episcopi rather than just Huish. The police haven't attended HEPC meetings for a while, attendance will be requested in the future. There is to be a battery storage facility in Somerset, location to be determined. Question raised regarding enforcement from the police concerning regular inconsiderate parking. Cllr Aparicio Paul recognised that photos of repeat offenders may bring some return but it is a difficult issue.

6. Planning.

a. Decisions notified since last meeting:

- 18/00250/S73 Bowdens Crest Caravan and Camping Park variation condition to increase number of caravans and change occupancy period – no objections, the Council felt that the site could sustain the increase and this could only benefit local tourism – no objections. Permission granted
- 18/00345/FUL Land east of Ablake Pibsbury - no objections, the proposed dwelling should fit in well. Permission granted.
- 17/04918/FUL Holly Cottages extensions (amended) – no objections. Permission granted.
- 17/04508/FUL (including amendment) 19 Portland Road – no objections. Permission granted.
- 18/00699/FUL 3 Kelways Cottages, Iris Way – open sided canopy to rear of dwelling (retrospective). The canopy was far too overwhelming, covering virtually the whole back garden and overshadowing the neighbour's garden and might be a precursor to creating a car port. The canopy was clearly in breach of a covenant, as confirmed by the builders. Strongly recommended refusal. Permission granted.
- 18/00745/FUL Pibsbury Cottage single story side extension – no objections. Permission granted.
- 18/00919/FUL 1 The Firs (LTC) extensions – no objections. Permission granted subject to conditions.

b. Applications received since last meeting, or still in progress:

- 17/04048/FUL Land behind Badger Cottage (amended) - the Council does not feel that the amendments have made a significant improvement so its original comments stand. This development has too many houses and cramming has resulted in a functional, unimaginative layout which could be much improved by a reduction in numbers. In particular a reduction to 18 would allow removal of the three isolated dwellings on the "island". It should also be noted that over recent years parishioners in this area, including some of those whose land will form part of this proposed development, have complained that the mains sewerage system is inadequate, due to development in neighbouring villages. The Council would welcome an improved development design with fewer dwellings, otherwise it recommended that this application be referred to Area North.
- 18/00761/FUL Highfield Farm (revised) 2 detached dwellings – no objections but the Council felt it was a shame that there is no provision for a garage with the proposed properties.
- 18/00892/FUL 9 Brookland Road single storey front and rear extensions – no objections.
- 18/01249/FUL Trial Ground 94 dwellings (revised). The Council recommends refusal to this application, as it is contrary to a number of policies as well as the core principles of the National Planning Policy Framework. The Council believes that the proposed 94 dwellings represents an over development of the site which is inappropriate to a central village location in such close proximity to the listed buildings at Old Kelways. The Council strongly recommends that this application is referred to the Area North Committee for consideration.
- 18/01257/REM Trial Ground 80 dwellings (reserved matters). The Council makes a number of recommendations to this application, and does not object to the development of the Trail Ground based on the 13/03483/OUT permission for 80 dwellings. The Council definitely recommends that this application be referred to the Area North Committee for consideration of the Parish Council's concerns.
- The Council were given an extension for responding to the planning applications for the Trial Ground. Mrs Redfearn is to collate responses to both Trial Ground applications, on behalf of the Council, to be sent 22 May.
- 18/01509/S73A Merriots Farm Wearne – vary conditions. No objections
- 18/01187/FUL Mulberry Cottage, Somerton Road – retrospective planning for 2 sheds to the front and rear of the dwelling. The Council object to the shed placed at the front of the dwelling and feel that it is an inappropriate position and looks untidy. The Council objects to part of the application, therefore the recommendation for the whole application is refusal. The Council suggests a separate retrospective planning application for the shed at the rear of the property, to which there is no objection. Refusal of retrospective application agreed.

c. Appeals:

- 16/05547/FUL Land South of Union Drove 2 bedroom contemporary dwelling for home office, parking, bat rehabilitation flight cage/shed and change of agricultural use (High Ham PC). The Council supported Wagg Drove residents in that, despite all the best intentions expressed, this dwelling would be very visible from Wagg Drove and would set a precedent of unacceptable development in open countryside, recommended refusal. Appeal upheld.

7. Minutes of the last meeting (19 March 2018).

Approved without amendments and signed by Cllr Nicholas and Mrs Redfearn (retiring Clerk)

8. Matters arising from the minutes and raised by members, to include:

a. Bus Shelter. Thank you to Cllr Peto for cleaning the bus shelter recently. The Council agreed that the shelter required regular cleaning. Langport Town Council had been approached regarding absorbing the cleaning regime into their maintenance contract, but there was no capacity for this. After making enquiries Cllr Horsgood obtained a quote for cleaning every 6 weeks at £135 per year.

Cllr Horsgood also obtained a quote for quarter end panels on the bus shelter from the installation contractor. Cllr Wood proposed and Cllr Crumb seconded that the cleaning be arranged and the quarter end panels to be ordered. Agreed **Action Clerk/Cllr Horsgood.**

Comments also made regarding the gate to Travis Perkins looking very tired. Letter to be sent asking for it to be tidied up. **Action Clerk.**

b. Langport Cycleway. A meeting was held on 16 May of the Cycleway committee. The cycleway falls one fifth in Drayton Parish Council, and four fifths in Huish Episcopi Parish Council. The proposed commitment required at this stage is £1250 per annum (towards the license revenue and maintenance) to allow Area North to move forward with a firm proposal regarding securing the cycleway as a community facility. Drayton Parish Council have proposed (subject to ratification by full council) £250 per annum year on year, representing one fifth of the required amount. Huish Episcopi Parish Council would therefore consider £1000 per annum year on year representing four fifths. After much discussion, the main concern was the term of the licence agreement being the maximum amount of time possible in principle. Cllr Lock proposed to commit up to £1000 (unless figures change) for licence revenue and maintenance, of the cycleway seconded by Cllr Horsgood. Agreed . Notification of this to be with SSDC by 4 June 2018. **Action Clerk.**

c. Local Information Centre. Langport Town Council confirmed that the Information Centre will move into Langport library, but due to the libraries consultation the timescale is unknown.

d. Academy parking at St Mary's/Church car park. Cllr Horsgood is going to obtain a quote for white lining the church car park.

After discussion during the public part of the meeting, in response to concerned parishoners, the Council are going to write to the Academy again regarding the inconsiderate parking in St Mary's Park and surrounding residential roads, by students. **Action Clerk**

e. Boundary Commission – final recommendations report received. The ward name appears to be finalised as 'Curry Rivel, Huish and Langport'. Cllr Aparicio Paul is to determine if it can be changed to Huish Episcopi.

9. Correspondence received and other matters.

a. Allotments. Children's allotments unable to move forward, so there is availability of a half plot. Cllr Peto also confirmed that his half plot is also available. The two applicants on the waiting list are to be contacted to see if they would like half plots. **Action Clerk**

Cllr Pope is very concerned and agitated regarding the state of some of the allotment plots. He provided a list of the main concerns, and requested that the letters of the strongest terms go out to these tenants. The Clerk will spend time with Mrs Redfearn (retiring Clerk) to formulate letters to go out with allotment rules again, by post rather than email. **Action Clerk.**

Plot 36 gives greatest cause for concern due to the presence of hemlock. Cllr Pope has obtained a quote for £200 to clear the plot of the hemlock which needs to be actioned before the hemlock goes to seed. Ideally this cost will be met by the tenant. Cllr Wood proposed to engage contractor and send the bill to the tenant. (if tenant does not pay the bill, start notice to end tenancy), seconded by Cllr Crumb, agreed. **Action Cllr Pope/Clerk.**

b. Lengthsman – The Clerk met with the lengthsman, and the contract is signed for another year. All agreed he does a great job.

c. Youth Club - Well done to the Youth Club from the Council. The senior youth worker commented on the lack of police visits to the Council meetings, as the police regularly attend the youth club sessions on a Tuesday evening. There is a group of young people that do not

use the youth club but are giving cause for concern. The youth club have been providing evening outreach work (grant funded) to engage with this group, there are five sessions left. Any concerns or problems please inform senior youth worker. Thank you to flag sponsors, the flags go up in Langport on Thursday this week.

d. Data handling (implications of GDPR) - see note 4. The Council have a laptop for the new Clerk to use, and this has an encrypted hard drive. A data audit is underway. Training to be attended 22 May 2018. Likelihood is that the Council will be exempt from appointing a Data Protection Officer (DPO).

e. Langfest18 - Grant application received for £1000. Discussed by the Council, who would like to see a more detailed report and budget if there were subsequent applications in the future. Cllr Horsgood proposed £500, seconded by Cllr Wood, agreed.

f. Overgrown shrub in Brooklands Road (green area 108 – 120). Cllr Lock viewed the shrub and feels it is not an eyesore. Unsure of ownership of land, therefore cannot be referred to the lengthsman to address. Unable to take any action until the nesting season has finished. Determine who owns the land (is it SSDC?) **Action Clerk.**

10. Requests for grants/donations:

Huish cum Langport PCC	£1500 -agreed
Local Information Centre	awaiting confirmation of relocation
Memorial Field	£7500 - agreed
Langport Youth Club	£6000 - agreed
Huish Episcopi Primary School	£1000 - agreed
Langfest18	£1000- £500 agreed see note 9e.
Senior Citizens Club	£ 500 – agreed
Huish and Langport Cricket club	£ 500 – Cllr Lock left room whilst under discussion. Agreed.

11. Audit 2017 – 2018

a. Annual Governance Statement – read out by Clerk and agreed by the Council.

b. Approval of Accounting Statement – Mrs Redfearn (retiring Clerk) read out the report. There was three minor recording errors, dealt with and notified to the External Auditor. The Council has maintained a balance of reserves as the vision is to provide a community hall at some stage in the future (justifies the amount held). There is a summary questionnaire with the code of audit practice, which highlights a number of issues that the new Clerk will deal with. **Action Clerk.**

A new internal auditor needs to be appointed. **Action Clerk.**

12. Accounts.

	Current Account	Savings
Payments authorised by RFO		
SSDC – car park rates half year	760.99	
SALC training	135.00	
Somerton Computing	557.00	

Receipts since last meeting

LTC (Bus shelter half costs)	2026.00
Precept	46000.00
Allotments rent	1134.00

(since 1 April 2018)

total receipts	52046.86
total payments	1452.99

balance at **50593.87****Business Reserve**
Parish Charities**66324.51**
1746.60**Payments to be authorised**

Clerk – administration 5 Jan – 31 Mar	205.00
J Redfearn – administration 1 Apr – 21 May	558.25
HMS Ltd (PAYE)	20.00
B Knox Internal Auditor	197.00
SALC/NALC affiliation 2018/2019	622.55
Came & Co Insurance	550.92

Payments made by SO 25th of the month

Clerk – salary	400.00
Lengthsman	193.23

13. Matters of report and items for next meeting.**a. Chairman.** Positive reports received regarding the new notice board.**b. Clerk.** None**c. Members.** Cllr Peto is concerned regarding HGV traffic, and would like to be able to deal with this matter on behalf of the Council. Recommended that any correspondence he wishes to send out is sent to Cllr Nicholas or the Clerk to view beforehand.**14. Date of next meeting (16 July 2018).****Meeting ended at 9.45 pm****Agreed:****S NICHOLAS (Mrs)**
Chairman of the Council