

# *Huish Episcopi Parish Council*

**Minutes of the Meeting of the Huish Episcopi Parish Council (HEPC) held in the Huish Sixth Auditorium, Huish Episcopi Academy, on Monday 16 March 2020 at 7pm.**

**Present:**

Cllr G Lock Vice Chairman  
Cllr R Crumb  
Cllr J Gadd  
Cllr A Harris  
Cllr B Horsgood  
Cllr J Redfearn

Lisa Newby Parish Clerk  
County/District Councillor Clare Paul (left 7:25pm)  
9 members of the public

Apologies: Cllr S Nicholas (Chairman), Cllr K Peto, Cllr J Wood, District Councillor T Osborne

**Public session opened at 7:15pm after the Annual Parish Meeting. Notes of the subsequent topics discussed are found in appendix 1 at the end of the minutes.**

DRAFT

### **Meeting opened at 7:26pm after the public session**

#### **14/2020 To receive apologies for absence and to note and approve reason given**

Apologies received from Cllr Nicholas, Cllr Peto and Cllr Wood, all in isolation due to the COVID-19 virus. It was **RESOLVED** to receive apologies and the reasons given.

As a result of the chairman not being present, it was further **RESOLVED** that Cllr Lock, as vice chairman, would act as chairman for this meeting.

#### **15/2020 Declaration of interest**

Cllr Lock declared an interest in item 23/2020 a, grant application for Huish and Langport Cricket Club. Cllr Horsgood declared an interest in item 23/2020 c, grant application for Langport and Huish Episcopi Youth Group, and 23/2020 e, grant application for the Memorial Field. No other declarations of interest.

#### **16/2020 Approval of minutes**

It was **RESOLVED** that the minutes of the Parish Council meeting held on 20 January 2020 are a true record, and were signed by Cllr Lock.

#### **17/2020 Matters arising from the minutes**

##### **a. Report from the clerk**

A report was received from the clerk that covered matters arising from the minutes.

##### **b. Discussion of report introducing a committee structure to the Parish Council**

It was proposed and **RESOLVED** to introduce two committees (Finance and Amenities) as per the clerk's report presented to the Parish Council in the January meeting.

It was proposed and **RESOLVED** to bring forward item 23/2020 due to the COVID-19 recommendations and allow members of the public to leave the meeting after the items were discussed.

#### **23/2020 Grant Applications**

##### **a. Huish and Langport Cricket Club**

Cllr Lock left the meeting at 7:40pm. After discussion, it was **RESOLVED** to approve the grant application for £500. Cllr Lock re-joined the meeting at 7:42pm.

##### **b. Langport and Huish Senior Citizens Club**

After discussion, it was **RESOLVED** to approve the grant application for £500.

##### **c. Langport and Huish Episcopi Youth Group**

Cllr Horsgood left the meeting at 7:45. The grant application of £7000 was discussed, an increase from the grant request last year. No increase has been requested from Langport Town Council. After discussion, it was **RESOLVED** to approve the grant application.

##### **d. Memorial Field**

It was **RESOLVED** to discuss this application next as Cllr Horsgood was already outside of the meeting. A representative from the memorial field was in attendance and provided some feedback regarding the past year, and other funding applied for. The space is really well used. Committee members and

trustees are still required. The grant application of £8000 was discussed and it was **RESOLVED** to approve the application. Cllr Horsgood re-joined the meeting at 7:50pm.

#### **e. Langport and District History Society**

A grant of £750 is requested to assist with the installation of an information board at the car park opposite the church (more information item 20/2020 d). A further grant from District Council could have been applied for, but a condition is whether the society has already applied to the local Parish Council. After discussion it was **RESOLVED** to approve the application for £750.

It was stated by the clerk that these successful applications would be paid in the new financial year, after 5 April 2020. Cllr Redfearn requested that in subsequent grant applications, Councillors only required to view the actual application form, and there was no requirement to see any additional paperwork.

3 members of the public left the meeting 7:55pm.

#### **18/2020 Planning**

##### **a. to discuss planning applications received since the last meeting**

**Application 20/00131/OUT.** The Gardens, 1 Frog Lane, Langport, TA10 0NE. Outline application with all matters reserved save for access and scale for the proposed erection of 1 dwelling. No objections

**Application 20/00178/FUL.** Land adjacent to Apple Tree Barn, Combe, Huish Episcopi TA10 0QG. Erection of 1 dwelling and garage. It was **RESOLVED** that there are no objections to this application.

**Application 20/00201/FUL.** Badger, Newtown Road, Huish Episcopi Langport TA10 9SE. Erection of dwelling and garaging, relocating of visitor parking area. After some discussion it was **RESOLVED** that there are no material planning issues with which to object to this application, therefore there are no objections.

##### **b. To note applications still in progress**

**Application 19/02678/S73.** Vary condition 2 of approved plans Land OS 4562 Ducks Hill Langport TA10 9EN. No objections.

##### **c. To note decisions notified since the last meeting**

**Application 19/02127/HOU** two storey side extension, Kings Orchard, Kennel Lane, TA10 9SB, amended plans received, Parish Council resolution remains unchanged. Application refused 16 Jan 2020

**Application 19/02920/S73A** Millbrook Paradise, Paradise Lane, Huish Episcopi, Langport TA10 0DA removal of condition 3 (holiday let tie) for use of a building as a dwelling house. Permitted with conditions 4 March 2020

**Application 19/03301/FUL** -Highfield Farm, Windmill Lane, Huish Episcopi TA10 9EP - proposed alterations and extensions to building to provide holiday letting. Permitted with conditions 19 Feb 2020.

**Application 19/03415/FUL** Vacant workshop at Former Atkins Garage Level View Pibsbury – proposed new 1.5 storey dwelling, carport and vehicular access. Permitted with conditions 18 Feb 2020.

**Application 19/03475/HOU**- 3 Ducks View Langport TA10 9FL conversion of part of existing double garage to form additional living space. Permitted with conditions 12 Feb 2020.

## **19/2020 to receive written or oral reports from Councillors attending meetings or training on behalf of the Parish Council**

Reports were received for the following:

Community Speed Watch  
Huish Episcopi and Langport Carbon Neutral Meeting  
Local Climate Adaption Meeting  
Flood Warden Event  
Allotments  
Footpaths  
Tourism and Marketing Committee, Langport Town Council  
Network Rail visit  
Responding to Planning and Councillor Essentials training  
Abattoir Liaison Group

### **20/2020 Highways and Car Park**

#### **a. Speed Indicator Device**

Cllr Wood was not in attendance to provide an update, but the clerk reported that the agreed Memorandum of Use has been signed by the chairman, and all proposed sites agreed by Highways. The agreement is to be sent off. Quotes for PPE required.

#### **d. History Society interpretation board**

A design was presented to the Parish Council for an interpretation board to be installed in the car park opposite St Marys Church as agreed last year. It was **RESOLVED** to approve the design.

4 members of the public left the meeting at 8:23 pm

#### **b. Bus shelter on Somerton Road**

Cllrs Nicholas and Lock, along with the clerk, met with Highways/planning and a representative from Persimmon Homes in February. A proposal and plan for a bus shelter on a hard standing, opposite Peony Way, was presented for the Parish Council to view. It was **RESOLVED** to approve the plan and proposal and forward both to Highways for consideration.

#### **c. Parking at Westover Trading Estate**

Cllr Lock provided details regarding a proposal from a landowner at Westover Trading estate regarding a piece of land that could be used as an area for parking. After some discussion, during which concerns regarding flooding and Parish Council responsibility, it was **RESOLVED** for the clerk to explore the proposal with South Somerset District Council and the Environment Agency.

#### **e. War memorial**

Photographs were circulated of the proposed renovation works for the war memorial. It was **RESOLVED** to go ahead with the works as detailed.

### **21/2020 Community**

#### **a. Village Hall**

A short report was provided from the last village hall working group meeting. The current task is to collate information to provide a summary of provisions available in the community, in order to demonstrate a case for a village hall. A map of the proposed parcel of land behind the car park opposite the church was also provided. It was **RESOLVED** to submit the map with the proposed parcel to the agents.

**b. Lengthsman contract**

A short report was delivered by the clerk of three contractors to provide lengthsman services within the parish. It was **RESOLVED** to engage contractor A.

**c. Joint working party with Langport Town Council**

Cllr Gadd would like to explore the possibility of a Joint Committee with Langport Town Council to address joint issues within the wider community, grant applications to be included within this remit. The proposal is to have public meetings with formal agenda. It was **RESOLVED** that Cllr Gadd is to prepare a paper to demonstrate how the Joint Committee could work, and was recommended that Cllr Gadd speaks with the chairman and Langport Town Council. The paper is to be presented at the next Parish Council meeting.

Member of the public left at 8:52.

DRAFT

## 22/2020 Accounts

### a. Approval of payments

It was **RESOLVED** to approve the payments listed

Details	Debits	Totals	Credits	Totals
<b>March Meeting</b>				
Balance brought forward from January 2020				£20933.52
<b>Receipts</b>				
Insurance claim for bus shelter			£4500.00	
Allotment rent BACS January and February 2020			£396.00	
Allotment rent Cheques January and February 2020			£594.00	
Farm Business Tenancy income			£270.00	
			£5760.00	£5760.00
				£66,693.52
<b>Payments</b>				
CPRE Renewal		£36.00		
Transfer to Nationwide Account reserve		£50000.00		
<b>RFO authorised</b>				
SLCC website legislation training	£144.00			
Allotment expenses	£56.90			
SALC document management training	£75.00			
Academy meeting fees (January)	£35.00			
	£310.90	£310.90		
<b>To be authorised March 2020</b>				
Clerk salary (March and April)	£1072.56			
HMRC (February and March)	£268.40			
Payroll (March and April)	£10.00			
Langport Town Council cycleway	£1000.00			
Clerk expenses	£82.41			
	£2433.37	£2433.37		
		£52780.27		£52780.27
<b>Balance carried forward to May meeting</b>				<b>£13913.25</b>
<b>Reserve Account</b>				
Balance carried forward from January 2020				£86912.79
Less transfer to new Nationwide account				£40000.00
<b>Balance at 1 March 2020</b>				<b>£46912.79</b>

#### **b. Invoice for the bus shelter installation**

It was **RESOLVED** to approve payment for the bus shelter installation of £5088.00. There is no further requirement to discuss this matter.

#### **c. Invoice for the village sign**

It was **RESOLVED** to approve payment for the replacement village sign of £516.00.

#### **d. Budget report**

It was **RESOLVED** to accept the spend to budget report up to 1 March 2020 presented by the clerk as a true record of current expenditure.

#### **24/2020 Huish Episcopi Community Website**

The clerk presented a report regarding the compliance of the Parish Council content with the Website Accessibility Legislation. Training was attended in February and the clerk has been working with the webmaster regarding working towards compliance.

#### **25/2020 Parish Council Documents**

##### **a. Standing Orders and Financial Regulations**

It was **RESOLVED** to accept the reviewed Standing Orders and Financial Regulations circulated by the clerk. The reviewed documents are to be put onto the website. It was further **RESOLVED**, in light of the COVID-19 situation, to accept the High Consequence Infectious Disease policy, which outlined actions promoting business continuity for the Parish Council.

##### **b. Proposed visit to the records centre**

The clerk proposed to arrange a visit to the records centre to copy documents pertaining to assets listed on the Parish Council asset register. It was **RESOLVED** to confirm that the clerk is acting on behalf of the Parish Council, and issue a letter to that effect, as certain charges would then be waived.

##### **c. Circulation of council papers**

It is proposed to use cloud storage to circulate meeting papers to councillors in the future. A secure area on the community website which is password protected is to be developed by the webmaster, to allow for secure viewing of the meeting papers. It was **RESOLVED** to adopt this method for councillors to have access to meeting papers. Councillors would also be able to upload documents for council perusal.

#### **26/2020 One Somerset**

Various pieces of correspondence have been received from both Somerset County Council and South Somerset District Council concerning the proposed One Somerset proposals.

#### **27/2020 Date of next meeting**

The Annual Parish Council Meeting is on Monday 18 May 2020 at 7pm.

**Meeting closed at 9:10 pm**

## **Appendix 1 Public Session opened at 7:15pm after the Annual Parish Meeting**

Member of the Public required clarification regarding the proposed bus layby and shelter on Somerton Road. Details were discussed, and would be further clarified during the agenda item.

District Councillor Report – COVID-19 is a hot topic as the Octagon Theatre and Westlands is closed. District Council are encouraging officers to work at home, and not to enter the building. Full council meeting due to go ahead this week.

County Councillor Report – Similar to the District Councillor Report, the COVID-19 situation is constantly changing. Briefings to be issued on Monday, Wednesday and Friday to all Parish and Town clerks. Stay in touch with Public Health England for regular updates.

Road closures due to flooding. Waste partnership 'Slim your Waste' campaign seems to be working. £1M set aside for Town and Parish Councils to bid for climate agenda changes and applications encouraged.

Question regarding recycling, that there is confusion about what can and cannot be recycled, perhaps an improvement in communications regarding this. Clarification details to be sent to the clerk.

Question regarding derelict shops in Brookland Road. No current further action and compulsory purchase not an option.

Leaders of Somerset County Council and South Somerset District Council have attended various locations to speak re Unitary Council proposal.

Session ended 7:25 pm

Cllr Clare Paul left at 7:25 pm