

# PAWLETT PARISH COUNCIL

[www.pawlettparish.org](http://www.pawlettparish.org)

Minutes of the Meeting of Pawlett Parish Council held at the Village Hall, Old Main Road, Pawlett on Monday, 7th October 2019, commencing at 7pm.

(in the format to be presented to the next meeting for approval)

## **Present:**

Cllrs W Barnard, A Warner, J Kingman, A Baker, M Thomas and M Smith  
C Morrison-Jones (clerk)  
6 x members of the public

## Public speaking:

- The A38 pavement is overgrown and impeding pedestrian access
- The brambles growing out of the hedge on the on west side of Lippitts Lane need cutting back
- Support for item 10, the proposed planting of a tree in memory of S Bird

## **1. To receive any apologies for absence and disclosures of interest**

None

## **2. County and District Councillor Reports**

A report from Cllr M Healey was circulated amongst Members and public present at the meeting

## **3. Minutes of the Parish Council Meeting held on 2<sup>nd</sup> September 2019 to be presented and signed.**

Councillors resolved that the minutes represented a true record of the meeting and they were signed by the Chair

## **4. Casual Vacancy on the Parish Council**

There is still one vacancy on the council to be filled by co-option.

## **5. Any Matters Arising from the minutes not covered by agenda items below.**

None

## **6. Community Shop**

MT reported that the steering committee had met the previous week. A Chair and Secretary had been appointed and a Treasurer will be appointed in due course. There has been an informal meeting with V Ritson from the CLT to evaluate any support they may possibly be able to give.

It is intended that the steering group will issue electronic updates to interested parties. If parishioners wish their email address to be added to the newsletter circulation list, they are asked to please send an email to [pawlettshop@gmail.com](mailto:pawlettshop@gmail.com) with their request

## **7. Parish Magazine**

The clerk reported having been in contact with F Goldsmith after the September meeting and asking for details of what specific assistance was being requested from the PC. The response indicated that an editor / designer had possibly been identified, and if required, a more detailed proposal would be sent to the PC before the October meeting; none was received.

During a brief adjournment to the meeting, it was established that there was no longer a potential editor but neither a specific request of the PC at this point.

After the meeting was re-convened councillors explained that as individuals, they all already had too many commitments to personally become involved in the production of a magazine but if the PC as a body is approached with a specific request in the future it will consider it.

#### **8. BT telephone box**

After making enquiries the clerk reported that she has established that the kiosk stands on private land and BT have confirmed that the kiosk has been adopted by the landowner

#### **9. Bulbs for the parish**

A sack of bulbs will be available for collection by a PC member from the SDC Colley Lane depot; the date yet to be confirmed.

#### **10. Request from The Pavilion to plant a tree in memory of Sue Bird**

A request has been received from the Pavilion to plant a commemorative tree within the pavilion boundaries, in front of the pavilion / adjacent to the play area or and swing. The type of tree is still to be confirmed but it is intended to build a seat under and around it, all at the required safe distance from the building structure.

The tree would be in memory of Susan Bird who sadly passed away last month.

Councillors agreed that this would be a very appropriate gesture to commemorate Sue and, as landlord, offered to write a letter of support to the Pavilion which could be forwarded to SDC (the land-owner) by the Pavilion when approaching SDC for consent.

#### **11. Christmas Tree on the Green 2019**

Councillors agreed that the tree for 2019 should be a little shorter than in 2018 as last year it proved difficult to put the lights up. It was agreed that approx 15' tall was an appropriate size. Once again, the same parishioner as in previous years has kindly offered to collect the tree and WB offered the use of his telehandler to erect it.

It was agreed that the lights' switch on should be Saturday 30<sup>th</sup> November at 5pm, following the Christingle Service at the Church, with light refreshments being provided by the PC in the Village Hall.

#### **12. Roads and Footpaths:**

##### **a) Update on previously reported issues**

- Signage request, Chapel Road: No response has yet been received from SCC yet but a second accident has been reported by the same parishioner at the same location
- A38 footpath has had a basic trim but it hasn't been done properly to restore the full width of the pavement. Clerk to feedback to Highways and request that further work is done.

##### **b) Access road running alongside the Green**

WB reported that he has requested a 2<sup>nd</sup> quote but has not yet received one. It was agreed that WB would attempt to meet on site with RK Bell to discuss their quote for a complete new surface and consult with the households using the road for access. Hopefully a decision can be reached by the PC at the November meeting as now is a suitable time of year for the work to be carried out

##### **c) New bench on the Green**

It was resolved to consider this matter at the November meeting.

##### **d) Parking issues Old Main Road/Monmouth Farm Close junction**

The clerk reported that, as suggested by the Police, an article had been submitted to the parish magazine, posted on the website and sent to the Legion and hairdressers with the request to display it on their premises. A positive response has been received from the Chairman of the Pawlett Royal British Legion Club Committee who has read the article and has confirmed that they will definitely print and display it at the club.

##### **e) Historic Fingerposts**

Councillors confirmed that any parishioners that wish to go on a training course in regard to restoring the fingerposts will be supported by the PC

**f) 'No cold calling' signs**

It has been reported to the PC that the 'no cold calling' signs in the village have disappeared / are no longer legible.

After enquiries it has been established that the original signs were provided by the police, in conjunction with SDC, some 10 years ago.

PCSO S Piers has confirmed that as it was some time ago, stocks are running low, but she has some spare signs. She suggested that they are put up as you enter/exit the village perhaps 1 x near Old Main Rd, 1 x Manor Rd (near Manor Park) and perhaps 1 x in the centre of village near Chapel Rd and Pound Rd Junction. She also has some individual window stickers – not enough for the whole village but suggestions as to how they could be distributed would be welcome.

Councillors asked the clerk to request 3 'lamp post' signs and some window stickers which could be distributed to parishioners at a future meeting.

**e) Any other matters relating to roads and footpaths in the parish**

- i) A parishioner has reported that the road markings at the junction by E-Clips have faded and need remarking
- ii) The western hedge of Lippits Lane needs trimming. Land-owner to be approached. It was noted that the hedge can only be cut every 2 years as it is in a wildlife preservation scheme
- iii) Overhanging vegetation by E-Clips & Quantocks Rise

**13. Playground and Outdoor Gym:****a) Routine playground and outdoor gym inspections**

AW reported that some of the bases around the gym pieces and play equipment have small gaps appearing. He was scheduled to attend a SPFA training event the following day and would enquire if these were considered to be significant.

**b) Replacement seat for 'seated row' piece of outdoor gym equipment**

WB reported that the replacement seat is now fitted

**c) Any other matters relating to the playgrounds or outdoor gym**

None

**14. Planning Matters****a) Previously considered planning applications – updates**

- i) 41/19/00015

1 Gaunts Road, Pawlett, Bridgwater

Application for the Prior Approval of the proposed change of use from Shop (Use Class A1) to Dwelling

Prior Approval Approved

- ii) 41/19/00013

25 Old Main Road, Pawlett, Bridgwater, Somerset, TA6 4RY

Erection of single storey extension to east elevation (existing sunroom to be demolished) with bedroom in roof including formation of dormer window

Granted Permission

**b) Consider Planning Application:**

41/19/00016/

Land To The East Of, Puriton Road, Pawlett

Erection of a poultry building, feed bin/silo, storage building and formation of stone track/turning area.

AW reported that permission, with several conditions attached, was first granted in 2015 for exactly same proposal but that permission had now expired. Several conditions had been applied by SDC.

Councillors resolved that the PC should support this application on the condition that the conditions applied to the 2015 permission are re-imposed on this application.

**c) Possible planning breaches in the parish**

None

**d) Any other planning related matters notified to Clerk in advance of the meeting.**

- i) Boundary treatment for the new houses at the junction between Pound and Gaunts Road

Councillors agreed that it would be beneficial to encourage the cutting back of the hedge and possibly retain in form the curb side with a fence to enable better pedestrian walkway/road access.

WB offered to feedback to the developer that the hedge needs more restraining than it is currently.

**15. To Receive Reports from Members of any Meetings attended as a representative of the parish council**

AW reported that he had attended a Code of Conduct training session held by SDC which proved very informative. The presentation notes from the meeting have been circulated to the rest of the Members.

AW also informed Members that he would be attending a SPFA playground training event and a 'Power to your Parish' event being held at Wedmore. Reports to follow at a later meeting.

**16. Consider PPC working towards gaining the Power of General Competence**

The briefing paper issued by SALC had previously circulated to Members.

Councillors agreed that it considered the idea of supporting the clerk to achieve the CiLCA qualification would be of benefit to PPC and requested the clerk bring this matter back to the PC for further consideration when a training course becomes available.

**17. Consider the adoption of the revised (2018) NALC Code of Conduct**

Councillors resolved to adopt the proposed Code of Conduct

*5 members of public left the meeting at this point*

**18. Financial Matters.**

**a) Conclusion of External Audit**

The clerk reported that the External Auditor's Report and Certificate has been received from PKF Littlejohn LLP confirming that the audit for 2018/19 has been completed satisfactorily, with the auditors reporting that "in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met".

Regarding matters not affecting the auditors opinion but which they draw to the attention of the authority, it was noted that the internal auditor had incorrectly completed box K, *if the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt of section*, by ticking 'not covered'. 'Not Covered' should only be ticked where the authority had a limited assurance review of 2017/18) As PPC had not been subject to an external audit last year the internal auditor should have confirmed if the council had or had not met the requirements to be exempt from external audit in 2017/18 and councillors should be satisfied that these criteria had been met. Councillors agreed that they were satisfied that these criteria had been met.

The clerk confirmed that the certificate of 'Notice of Conclusion of Audit', and a copy of the Annual Governance & Accountability Return has been placed on the website as required by statute

**b) Approve bank reconciliation**

Councillors resolved to approve the bank reconciliation, dated 31.8.19, of £42,572.21. £1,484.69 of this balance is held in reserved funds

**c) Approve payment of creditors.**

Clerk	salary (Sept 2019)	£420.30
Clerk	expenses & reimbursements	£49.05
Green energy	electricity on the Green (Aug 2019)	£9.94 (previously paid)
PKF Littlejohn	external auditors	£360.00
Green energy	electricity on the Green (Oct 2019)	£9.63

Sutcliffe Play	replacement seat	£141.60
SDC.	Dog bin emptying x 7 for 26 weeks	£585.31 (deducted from precept payment)

**d) Receipts received**

1.9.2019 SDC, 2nd half of precept £9,250.00

**e) Any other financial matters notified to the Clerk prior to the meeting**

None

**19. Circulated Correspondence**

- 1) Avon & Somerset Police: Local Crime Report
- 2) SALC: communication – training dates
- 3) Somerset County Council: Temporary Closure of Red Lane, Sloway Lane Stretcholt Lane and Ham Lane
- 4) Sedgemoor DC:
  - a) National Empty Homes Week
  - b) Your say on how your council tax is spent
  - c) Have you completed your Voter Registration Form
- 5) Somerset Waste Partnership: September 2019
- 6) Somerset Prepared: Community Resilience Day
- 7) CPRE: What Future for our Brownfield Sites
- 8) Somerset Rivers Authority: Summary Report
- 9) Parishioners' Correspondence:
  - a) Parking
  - b) Road Signage

**20. Topics for Future Meetings.**

None

Due to the confidential and sensitive nature of the business to be transacted councillors resolved that agenda item 21 was to be conducted in confidential session with the public and press excluded

*1 member of the public left the meeting at this point*

**21. Consider advice received regarding correspondence**

The advice received regarding this matter was considered and a course of action to be followed was discussed and agreed.

**22. Date and time of the next meeting – Monday 4<sup>th</sup> November 2019 at 7pm in the Village Hall, Old Main Road, Pawlett**

There being no further business, the meeting closed at 8.26pm