

PAWLETT PARISH COUNCIL

**A Meeting of Pawlett Parish Council was held at the Village Hall, Old Main Road, Pawlett on Monday, 18th April 2016 at 7.00 pm.
(in the format to be submitted to the next meeting for approval as a correct record)**

Present: Parish Councillors R Winter (Chair), W Barnard (Vice-Chair), A Baker, M Neale. Clerk, C Morrison-Jones
Eleven members of the public.

Public Speaking Time: No topics raised

191. Welcome by Chairman

The Chairman opened the meeting and welcomed those present.

192. To receive any apologies for absence, disclosures of interest and requests for dispensation.

A Baker disclosed an interest in 197 b) as the nearest resident is a family member

193. Councillor Resignations

The Clerk reported that M Ritson and T Heap had resigned as Parish Councillors after the March 21st meeting.

The Returning Officer was duly notified and an official notice regarding the situation was placed on the Notice Boards. The closing date for a petition for an election to be called was 11th April. The Clerk reported that the Returning Officer had stated that no petition to hold an election had been received by the closing date therefore the casual vacancies could now be filled by co-option.

194. Co-option to Fill Casual Vacancy

- a) A proposal by W Barnard, seconded by A Baker that Mrs Heather Smith be co-opted to fill the vacancy created by the resignation of C Freeman was unanimously agreed. Mrs Smith signed an Acceptance of Office document and was welcomed to the Council by the Chairman.
- b) A proposal by M Neale, seconded by W Barnard that Mr Colin Clark be co-opted to fill the vacancy created by the resignation of M Ritson was unanimously agreed. Mr Clark signed an Acceptance of Office document and was welcomed to the Council by the Chairman.
- c) A proposal by W Barnard, seconded by M Neale that Mr Malcolm Seabourne be co-opted to fill the vacancy created by the resignation of T Heap was unanimously agreed. Mr Seabourne signed an Acceptance of Office document and was welcomed to the Council by the Chairman.

195. Minutes.

The minutes of the Parish Council Meeting held on Monday 21st March 2016 were presented.

Minutes Pawlett Parish Council – Meeting 18th April 2016

Signed and DatedChairman

A spelling correction was made to minute 178. Following this amendment, the minutes were approved by the Parish Council and signed as a true and correct record by the Chairman.

196. Matters Arising

a) Painting of the Swings

R Winter reported that work had commenced on the blue swing. The contractor was having difficulty removing the undercoat due to lack of battery charging facility. It was agreed to give him a key to the power source on the Green to allow use of mains powered tools.. It was also agreed that it would be possible to use the Village Hall toilet facilities as long as Hall was not being hired out.

b) Repairs to the Bus Shelter

Mr Freeman is still injured so no further update

c) Additional Post on Parish Land

Awaiting the purchase of reflective strips

d) Chapel Road Development – suggested removal of pathway

R Winter reported that he, M Neale and W Barnard, together with two representatives from the Pavilion, met with two representatives from Sedgemoor Council on site to discuss the issues. On site, the Sedgemoor representatives appreciated the difficulties and the Parish Council's wish to remove the path. However in a later telephone call, Sedgemoor confirmed that they wished the path to be built reinforcing that it is a condition of the development that the houses cannot be occupied until all paths are completed.

There is a meeting planned between Sedgemoor District Council and the developers of the houses next week. R Winter is to attend on behalf of the Parish Council to yet again stress the wish to not have the path built.

Fly tipping on the land by the development was noticed during the site visit. As

This land is privately owned it is the responsibility of the land owner to clear it up.

e) Any other matters arising

None

197. Planning Matters

a) Decisions notified by Local Planning Authorities to be recorded.

None

b) Intensive Pig Farming Units, Sloway Lane

It was reported that although the buildings did not have planning permission, they had been erected over four years ago so no action could be taken. In addition there had been no change of use as pig units are still classified as agricultural use. Environmental Health have been contacted regarding the smell and DEFRA regarding animal health and welfare.

c) Any Other Planning Related Matters notified to the Clerk

None

198. District Councillor's Report

None

199. County Councillors Report

None

200. To Receive Reports from Members if Meetings attended.

Minutes Pawlett Parish Council – Meeting 18th April 2016

Signed and DatedChairman

W Barnard reported that he used to be the Parish Council representative on the Virador Landfill Committee. He was unsure if the committee was still in existence but offered to investigate further in order to maintain relationships between Virador and the Parish Council

201. Financial Matters.

a) Approve/confirm payment of creditors.

The following payments were approved :

- i. Clerks salary £367.56 gross. The Clerk reported that there had been some difficulty with the HMRC RTI software upgrade for the new financial year, to enable the Clerk to resolve and draw salary for April, two cheques were signed - chq 822 made out to C Morrison-Jones and chq 823 made out to HMRC with authorisation for the combined total of the two cheques not to exceed £367.56
- ii. Clerks expenses & reimbursements £76.07 (inc £3.57 VAT), chq number 824
- iii. Green Energy (inv 50679491) (inc £0.54 VAT) £11.34, chq number 825
- iv. Campaign to Protect Rural England, membership renewal £36.00, chq number 826. (Payment made under the provision of Section 137 of the Local Government Act 1974).
- v. Wicksteed, playground inspections (inc £34.40 VAT) £206.40, chq number 827
- vi. Village Hall, hall hire for Parish Council meetings £178.00, chq number 829

b) Consider Appointment of Internal Auditor

The previous internal auditor for the Parish Council is no longer available. The Clerk advised that she had internal auditors in place for her other councils - it was resolved that the clerk should ask if they could carry out the internal audit for Pawlett.

c) Approve Statement of Internal Control for year ended 31st March 2016

The Clerk had circulated the proposed document previously to Councillors. It was unanimously agreed and signed by the Chair.

d) Approve Risk Management Report

The Clerk had circulated the document previously to Councillors. It was agreed to change the wording on the document to make clear that the risk level shown indicated the potential impact of the risk on the Parish Council, not the chance of the risk happening. The amended document to be approved at the next meeting.

e) Approve Asset Register

The Clerk had circulated the document previously to the Councillors.

The valuation placed on the play equipment was questioned. It was agreed that what was presented to be accepted for the present but valuations should be sought to ensure that the equipment was not undervalued for insurance purposes.

The laptop and printer on previous asset lists were discussed and it was agreed that both were too old to be viable and should therefore be disposed of. W Barnard offered to enquire at the school if they could be of any use there.

f) Update Bank Mandate

It was resolved that A Baker and W Barnard be added to, and T Heap and C Freeman removed from, the NatWest authorised signatory list. The required mandate to carry out these changes was signed by R Winter and M Neale and forms were given to A Baker and W Barnard to complete

g) Any Other Financial Matters

None

202. Review of Insurance Arrangements

Minutes Pawlett Parish Council – Meeting 18th April 2016

Signed and DatedChairman

The Parish Council's insurance falls due for renewal on 1st June 2016. The Clerk reported that she had received a renewal quote from Zurich, the Parish Council's current insurers of £360.67. It was agreed that the Clerk should seek other quotes before a decision is taken at the May meeting. It hoped that a valuation of the play equipment could be sought before, to ensure that the true value of the play equipment is reflected.

203. Roads and Footpaths.

a) Bus Shelter repairs, Old Main Road - Update.

Covered previously in the meeting

b) Land Adjoining A38 between Old Main Road and Manor Road

No new information had been received from Sedgemoor regarding the ownership of the land. It was agreed that R Winter to contact the Land Registry requesting copy of relevant documents (anticipated cost £6.00).

c) Damage to Surface Water Drain outside 23 Manor Road

R Winter reported that contractors for Western Power had dug down to the drain and the pole had not penetrated the drain, therefore not their responsibility. Blockage is caused by silt build up at the pipe joins so a Wessex Water problem. It was thought that the silt was wash off from the Chapel Road development.

d) Any other matters relating to roads and footpaths in the Parish.

- i. Footpath, Lippits Lane has been damaged by 4WD vehicles. Clerk to enquire on progress regarding resurfacing.
- ii. Encroachment of hedging onto footpath, Guants Road/Pounds Road. The hedge from the corner property is overgrowing the footpath. The property owner concerned has recently passed away but R Winter offered to speak with his daughter to see what could be done.
- iii. Junction of Pound Road / Old Main Road / Manor Road / Chapel Road. The white lines at these junctions are very faded and it is not immediately obvious where the right of way lies. As the development in Chapel Road is nearing completion and traffic will increase as new residents move in would solid white 'STOP' lines be better than 'Give Way'?
Clerk to approach Highways to ask for advice on how road markings / signage at the junction be improved or to entirely re-evaluate the junction layout.
- iv. Lack of pavement on left hand side of Chapel Road, coming from Old Main Road end. Would it be possible to have a 'painted pavement' installed to make drivers aware that there was no path and that there may be pedestrians in the road. Clerk to investigate

204. Parish Path Liaison Officer

W Barnard agreed to take on this role.

205. Play Equipment Inspections – review report and plan schedule of repairs

The report didn't highlight any immediately essential repairs. As the new Members that joined the Parish Council at this meeting had not had the opportunity to read the extensive reports it was decided to return to this item at the next meeting.

206. RLT2 & RLT3 payments held by Sedgemoor District Council

A communication from Sedgemoor DC regarding held RLT2 & RLT3 funds was included in March's circulated correspondence bundle. Of the RLT2 funds held on behalf of Pawlett, £930 had a spend expiry date of 2016, £793 by 2021 and the rest by 2025. Councillors were asked to think of small projects that the £930 could be used for before the end of the year.

Minutes Pawlett Parish Council – Meeting 18th April 2016

Signed and DatedChairman

Bigger projects aimed primarily for the 'older teen' were discussed as it was felt that this age group is poorly catered for at present. It was agreed that M Neale (re outdoor gym) and W Barnard (re bike track) would report back with more information at the next meeting.

207. Possible Erection of an Illuminated Wooden Cross on the Green for Easter

It was agreed to re-visit this item in the autumn

208. Queen's 90th Birthday celebrations 11th / 12th June

Arrangements in the parish - It was confirmed that the Village Hall would organise tea and cakes on Saturday 11th. The WI would be donating cakes but would not be involved in the actual running of the event. It was also anticipated that the Royal British Legion would be holding a 'street party' in the car park on 12th June.

209. Annual Parish Meeting

The Annual Parish Meeting legally has to be held before 1st June and, although it is an independent meeting from the Parish Council, it has previously been held before a Parish Council meeting on a Monday evening. It was discussed as opportunity to accommodate the request from Sedgemoor Housing department to present the application process for the new houses off Chapel Road. As such, it was thought a weekend would be a more accessible day for many parishioners. It was agreed to approach Sedgemoor with the view to them attending the Annual Parish meeting if it was held on 21st May.

210. Correspondence Bundle

i) Sedgemoor District Council:

- a) Planning application 41/16/00004. Retention of building used as workshop and tyre storage, under existing canopy. Location : 19a (3) Old Pawlett Road, West Huntspill TA9 3RH
- b) RLT3 application for Apex Park
- c) Fostering and Adoption events – fact sheet
- d) Recruiting Volunteers press release
- e) Police and Crime Commissioner Elections – candidates
- f) Community Consultation events – Somerset activity & Sports Partnership

i. Resignation Letters

- a) Mrs T Heap
- b) Mr M Ritson

ii. RA Correspondence

- a) Chapel Road development – drainage & mud debris
- b) RA notices

iii. The Stream – Somerset Rivers Authority newsletter

iv. Hinkley Point B

- a) March 2016 report
- b) April 2016 report

v. Hinkley Point C, Look Ahead, May 2016

vi. Somerset Waste Partnership: Monthly Briefing – April 2016

vii. Countryside Voice – CPRE magazine

viii. Grant request from the Village Hall Committee

211. Topics for Future Meetings

- a) Christmas Tree on the Green – ground fixing / stand
- b) Village Hall grant request regarding new boiler

Date and time of next meeting

Minutes Pawlett Parish Council – Meeting 18th April 2016

Signed and DatedChairman

Monday 16th May 2016 following the Annual Parish Meeting being held at 7.00pm in the Village Hall, Old Main Road, Pawlett

Meeting closed at 8.56 pm

Minutes Pawlett Parish Council – Meeting 18th April 2016

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