

Evercreech Parish Council

3rd September 2019

Minutes of the Meeting of Evercreech Parish Council held this day in Evercreech Village Hall, Victoria Square, High Street, Evercreech at 7.00pm.

PRESENT AT START OF MEETING: Murray Stewart (Chair), Roy Williams, Gail Wakeford, Sarah Breare, Rob Reed, Harriet Fisher & Lesley Parham.

Barry O'Leary arrived at 7.18pm.

Also present: Michelle Phillips (Clerk) & 4 members of the public.

1 Apologies for Absence
Nil.

2 Declarations of Interest and Dispensation
Roy Williams declared a personal interest in agenda item 14a).

3 Chair to sign 2nd July 2019 Adopted Parish Council Minutes.
Chair signed minutes.

4 To Confirm the Minutes of the Meeting Held on 6th August 2019
The minutes were then taken as read, confirmed as a true record and signed by the Chair. Proposed Murray Stewart, seconded Gail Wakeford, by unanimous vote's motion carried with 4 amendments.

To Confirm the Minutes of the Meeting Held on 20th August 2019
The minutes were then taken as read, confirmed as a true record and signed by the Chair. Proposed Murray Stewart, seconded Harriet Fisher, by unanimous vote motion carried

5 Public Rep: Invitation To Speak
a) County Councillor Nigel Hewitt-Cooper.
Apology received, no report from Nigel Hewitt-Cooper.

b) District Councillor Barry O'Leary
Apology from Barry O'Leary running late for meeting.

6 Open Session
See Appendix 1.
Please note these do not form part of the Minutes.

Barry O'Leary arrived at 7.18pm.

Barry O'Leary asked Chair's permission to revisit agenda item 5b) – all agreed.

b) District Councillor Barry O'Leary
Barry O'Leary updated Council on) 2019/2016 The Creamery planning

application inaccuracies, 2nd September MDC Cabinet Meeting, MDC Car Parking Strategy , Shepton Mallet Sunday Markets and District Councillor meeting with Friends of Shepton Library.

7 Highways

a) Temporary Road Closure Station Road, Wanstrow from 7th September for 1 night.

PC Noted Closure.

8 i) Planning

PC discussed all applications in full.

a) (SCC Application) SCC/3649/2019 Evercreech Waste Transfer Station. The redevelopment and extension of the Evercreech waste transfer station site including the change of use of the southern area of the site from Use Classes B1, B2 and B8 to Sui Generis (Waste Use).

Resolve: Propose by Roy Williams, seconded by Gail Wakeford – by unanimous votes NO COMMENT.

b) 2019/1916 The Creamery, Prestleigh Road, Evercreech.

Demolition of all above ground structures on the former Greencore site including removal of floor slabs, foundations and hardstanding areas.

Resolve: Propose by Gail Wakeford, seconded by Murray Stewart – by unanimous votes RECOMMEND REFUSAL.

PC agreed in full for Murray Stewart and Roy Williams to draft a comment response on behalf of Council.

c) 2019/1955 Whitehaven, Tinings Lane, Evercreech.

Erection of garage and annexe.

Resolve: Propose by Gail Wakeford, seconded by Roy Williams – by unanimous votes RECOMMEND REFUSAL.

Notes: Overdevelopment in a rural area.

d) 2019/0702 Barn At Maesdown Farm, Maesdown Hill, Evercreech.

Proposed erection of a 1no. residential dwelling and demolition of existing barn.

Resolve: Propose by Gail Wakeford, seconded by Roy Williams – by unanimous votes RECOMMEND LEAVE TO MDC PLANNING OFFICER, re design and procedure and Highways for visual display.

e) 2019/2096 The Farmhouse, Redlands Farm Lane To Prestleigh Road, Evercreech.

Replacement of roof finish and installation of two roof lights.

Resolve: Propose by Gail Wakeford, seconded by Roy Williams – by unanimous votes RECOMMEND APPROVAL.

f) 2019/2097 The Farmhouse, Redlands Farm Lane To Prestleigh Road, Evercreech.

Replacement of roof finish and installation of two roof lights.

Resolve: Propose by Gail Wakeford, seconded by Roy Williams – by unanimous votes RECOMMEND APPROVAL.

ii) Planning Approvals - All were highlighted by Chair and noted

a) 2019/1398 Weston Town House, Weston Town, Evercreech.

Proposed works to trees with a Tree Preservation Order: M96: G3 - Yew Trees - Raising canopy to 2.5m from the ground and removing any dead branches.

b) 2019/1423 Q House, 24 Leighton Lane Industrial Estate, Leighton Lane, Evercreech.

Proposed change of use from storage/distribution (B8 Use Class) to Builders Merchants (Mixed Use Class A1 and B8). Re-position boundary fence and gates to frontage.

c) 2019/1375 Southwood Waste Management, Evercreech Junction, Evercreech.

Application Reference Number: 2015/2805/FUL (change of use to storage and parking). Removal of conditions 4, 5 & 6 (operating hours). Variation of conditions 7 (operating hours) & 8 (noise assessment).

iii) Planning Refusal

a) 2018/2871 Land At 363472 138257 Easton Lane, Pylle.

Proposal To Site A Portable Building On Land At Easton Lane, Pylle.

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Finance

a) Payments/Receipts

Money Received			
Ref	Detail		
		Total	Nil
Payments Endorsed at Meeting			
Chq	Payee and detail		
BACS	Evercreech Show Society (7th September Pitch)	10.00	
BACS	Clerk Salary	509.89	
D/D	Staff Stakeholder Pension	46.97	
BACS	Evercreech Village Hall - July	29.00	
BACS	Veolia - July	52.42	
BACS	Three Counties Landscape Services - July Cuts	716.40	
BACS	Three Counties Landscape Services - Millennium Garden	1,519.20	
D/D	PC Credit Card Monthly Fee August	3.00	
D/D	Plusnet August Invoice	39.00	
BACS	SALC Local Finance Training for Cllr Breare 5th June	50.00	
D/D	Biffa - Weston Town Waste Disposal (Query Invoice Credit)	-0.79	
D/D	Biffa - Weston Town Waste Disposal (Qtr)	218.09	
	Total	3,193.18	

Resolve: Propose by Murray Stewart, seconded by Barry O’Leary that the payments as listed above are endorsed.

b) PC to nominated 2 authorised members to complete authorisation of 3rd September meeting BACS payments on 4th September 2019.
Rob Reed and Barry O’Leary to complete BACS authorisation.

**RR &
BOL**

c) PC to review Detailed Receipts and Payments by Budget Headings Report.
PC Noted Report.

d) Proposal from PC Finance Committee to re-appoint Simon Pritchard as the Internal Auditor for the Financial Year 2019/20 and to request that he carry out the annual year-end audit at a date to be agreed between himself and the Clerk/RFO. The time plan for the audit procedure to be agreed between the respective parties no later than 31st January 2020 following 1st July Meeting.

Resolve: Propose by Murray Stewart, seconded by Barry O’Leary – by unanimous votes RECOMMEND APPROVAL.

e) PWLB Loan Confirmation Statement as at 11th July 2019.
PC Noted Report.

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Parish Council Matters

a) 6th August & 20th August Meeting Action Plan Reviewed
10 items carried forward and reasons why not completed: -

Clerk

1. Clerk – to chase up police for a response to Jan/19 speeding letter – c/f due to Clerk not having enough contracted hours to complete task.
2. Clerk - To send PC letter regarding Southwood Light Pollution – c/f due to Clerk not having enough contracted hours to complete task.
3. Clerk – To write to re resident/parking outside Church, to contact MDC– c/f due to Clerk not having enough contracted hours to complete task.
4. Maintenance Register – c/f for all members to complete.
5. Greencore planters to be discussed by GWP – c/f no reason given.
6. PC to review and adopted NALC 2018 Model Standing Orders. This requires tailoring to Evercreech Parish Council. Clerk and Chair will meet and amend document. Will email the document to Councillors prior to next meeting for approval at that meeting - c/f no meeting arranged.
7. PC to review and adopted NALC Disciplinary and Grievance Arrangements February 2016. This requires tailoring to Evercreech Parish Council. Clerk and Chair will meet and amend it. Will email the document to Councillors prior to next meeting for approval at that meeting – c/f no meeting arranged.
8. Clerk – To confirm PC interested in hosting Somerset County Council Route 60+ event - c/f due to Clerk not having enough contracted hours to complete task.
9. Clerk – To inform Cricket Club PC agreed outcome re pavilion - c/f

Clerk

**Clerk
ALL
GWP**

**Clerk
&
MST**

**Clerk
&
MST**

Clerk

Clerk

due to Clerk not having enough contracted hours to complete task.
 10. Clerk – To contact SALC for evening training for HF to attend - c/f
 due to Clerk not having enough contracted hours to complete task.

Clerk

Clerk

3 x public left

b) PC to agree a set publication time line for all Parish Council draft minutes including Sub Committee draft minutes, following the receipt of a Council meeting date, which is a reasonable time line and historically workable.

Resolve: Propose by Murray Stewart, seconded by Lesley Parham – by unanimous votes RECOMMEND 10 WORKING DAYS For The Publication Of Draft Minutes and to plan around Annual leave.

c) PC to consider a stand at Community Connect Event to be held on Monday 9th December 2019.
 PC agreed in full to a stand.

Clerk

d) PC to adopt NALC Code of Conduct (Updated May 2018) as recommended by SALC.
 PC agreed for Clerk and Chair to meet and amend, carry forward to next meeting.

Clerk
&
MST

e) PC to agree a plan to facilitate the visual weekly and fortnightly inspections of PC play areas due to no Street Cleaner from 1st August 2019.
 PC agreed not applicable due to PC insurance requirements are already meet with monthly inspections.

f) PC to adopt a new Co-option application form supplied by NALC.
Resolve: Propose by Murray Stewart, seconded by Barry O’Leary – by unanimous votes RECOMMEND APPROVAL.

g) PC to review the roll-out of New Councillor/Clerk e-mail addresses.
 PC agreed for all communication to go through new email addresses.

ALL

h) MSt Date For Village Walkabout To Be Agreed - Councillors To Be Split Into 3 Teams, Weston Town/Gartons Mead/Sports Field, Maesdown/Shapway/QRPF and Weymouth Rd/High St/Bruton Rd/Millennium Garden.
 PC allocated teams to report back at next meeting.

ALL

i) MSt PC to agree to requesting a Police Report every month to publish on new PC website.
 PC agreed in full..

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Inspections/ Reports

a) Weston Town Playing Field

(i) Equipment Inspection - Landscape Group (August)

Report identified the same 1 point for action to be taken – ramp lifting, recommend needs to secure footplate to tarmac surface.

(ii) MSt Update from Alvian on commencement of repair to Skate Park.
Work to commence 7th October.

b) Queens Road Playing Field

(i) Equipment Inspection - Landscape Group (August)

Report identified points for action to be taken – ground eroded by goal mouth and funnels in grass and gap round edge of surface wet pour.

ii) PC to consider resident suggestion Parish Council create a border around Queens Road Playing Fields for a dog walking area.

PC did not agree to creating a border around Queens Road Playing Fields for a dog walking area.

(iii) MSt Update from Alvian on commencement of repair to Grass Surface.

Work to commence 7th October.

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Cemetery

a) Burial and Memorials

Nil

b) Resident request to have a tablet added to a burial plot in front of an existing Memorial as per another grave within the Cemetery.

All members to view Cemetery, carry forward to next meeting.

c) MSt Clerk To Post Notice On Cemetery Notice Board Requesting Visitors To Use The Bin By The Gate Following The Withdrawal Of The Wire Baskets In The Cemetery.

PC agreed in full.

ALL

Clerk

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General Correspondence – PC noted all correspondence.

a) SALC CilCA Support Course.

b) Somerset Joint Strategic Needs Assessment (JSNA) 2019 Published.

c) SALC Councillors guide to handling intimidation.

d) SALC Plunkett Community Business Event 6th September.

e) Somerset Playing Fields' Association AGM 6th September.

f) Evercreech British Legion Centenary of Evercreech Cenotaph Event.

g) SALC New Information Commissioner's Office (ICO) Guidelines

- h) SALC VAT for Local Councils Training Event 20th November
- i) Somerset Playing Fields' Association Annual Report 2018/19.
- j) SALC Councillor Essentials Training 19th September Castle Cary
- k) Policy Consultation E-Briefing 09-19 Independent Review Into Local Government Audit.

Proposal to Exclude Press and Public from the meeting due to the Confidential Nature of the Remaining Items – resolution required.

Resolve: Propose by Murray Stewart, seconded by Gail Wakeford – by unanimous votes to exclude Press and Public from the meeting due to the Confidential Nature of the Remaining Items.

1 x public left
Clerk left room at 8.50pm.

14

Staffing Committee

a) Council to review next steps regarding communication received by the Council from the Clerk discussed at 20th August meeting.
Council agreed next steps to deal with communication received.

b) Council to discuss communication received by the Staffing Committee from the Clerk dated 16th August.
Council agreed in full a procedure to deal with communication received

Resolve: Propose by Rob Reed, seconded by Harriet Fisher – by unanimous votes RECOMMEND APPROVAL.

c) Cllr Breare to update Council on communication with Clerk following 20th August meeting.
Update given by Cllr Breare.

d) Council to clarify Clerk Administration Tasks.
Council agreed clarification for Administration Tasks

(This item was deemed confidential for the purpose of PC minutes)

Clerk returned at 9.20pm.

PC meeting reverted to public session.

Items for Next Monthly Meeting Agenda

NASS to attend meeting

Village Walkabout Update

Results from PC stand at Evercreech Show

Date of Next Meeting Tuesday 1st October 2019 both to be held in
Evercreech Village Hall, Victoria Square, High Street, Evercreech at
7.00pm

The meeting closed at 9.22pm

Signed.....

Date.....

Appendix 1 Open Session - Please note that these notes do not form part of the official Minutes

Resident – Agenda item 10h) requested PC visit Stoney Stratton in village walkabout.

DRAFT