

**Evercreech Parish Council**

**Minutes of the Meeting of Evercreech Parish Council held this day 7<sup>th</sup> July 2020 via Zoom at 7.00pm.**

**PRESENT AT START OF MEETING: Roy Williams, Gail Wakeford, Sarah Breare, Harriet Fisher, Rob Reed, Barry O’Leary, Lesley Parnham, Mark Saunders**

**Also present: Lynn Crisp (Clerk) & 2 member of the public.**

Item		Action
	<p>Open Session                      Trees in the churchyard over the gravel area, behind church. Hanging over the boundary.                      One of the yew trees is touching residents’ home house.                      RR agreed to look into the matter.                      BT Phone Box.                      Could this be adopted? Carried forward to August agenda.</p>	RR
	<p>Appoint Chair of Parish Council                      Resolve:                      Proposed by Cllr Wakeford, seconded by Cllr Williams - by unanimous vote, that Cllr Rob Reed be elected as Chairman, until the next APCM can be held.                      The Declaration of Acceptance of Office will be signed and returned to the Clerk at the earliest convenience due to the meeting taking place via Zoom.                      Cllr Reed accepted the post.                      It was agreed that the appointment of vice chair would be moved to the August 2020 meeting.</p> <p>RR proposed to write to the outgoing Chair to acknowledge and thank him for his service to date.                      BOL seconded, all agreed.                      RR proposed to add request for a Cllr to join the Finance Committee and to review sub committee members to the August agenda.                      All agreed.</p>	RR/Clerk
001	<p>Apologies                      None</p>	
002	<p>Declarations of Interest and Dispensation                      None</p>	
003	<p>Confirmation of the Minutes of the Parish Council Meeting of 02 06 2020                      Proposed: GW                      Seconded: MS                      Outcome: All agreed                      Chair will sign at next face to face meeting.                      Actions List                      Clerk updated the Actions List</p>	
004	<p>Public Reps: invitations to speak                      (a) County Councillor – Invitation to speak                      No response                      (b) District Councillor – Invitation to speak                      Report sent prior to meeting.                      BOL Read out highlights:                      Mendip District Council have spent 4.7m on COVID so far.                      Council Tax support in place for residents if they need it.                      Ask BOL for this in writing.                      District Cllr meetings have taken place.                      Vote of thanks for the Evercreech Covid Volunteers. BOL personally expressed his thanks, Cllrs added their thanks.                      Proposed 20 mph zone outside school will start at Prestleigh Road. Looking at 20mph throughout the village.                      TPOs on ex Grencore factory site trees.</p>	
005	<p>Highways                      All planned maintenance has been postponed. Essential maintenance will go ahead.</p>	

Signed:  
 Date:

006	<p>Finance</p> <p>Resolution required:</p> <p>a) Agree and complete Annual Governance Statement (AGAR forms 2019/2020). For comparison 2018 19 forms were issued to Cllrs. 2019 20 Year end was successfully completed by the accounts company, Rialtas. All supporting documents were received by Cllrs prior to this meeting</p> <p>ai) Complete and sign AGS 19 20 form Part 3PM Section 1 Resolve: Cllrs agreed that the internal control objectives had been met during 2019/20. Chair will sign the form after the meeting.</p> <p>a ii) Complete and sign AGS 19 20 form Part3PM Section 2 Resolve: Cllrs agreed the Accounting Statements 2019/20. Chair will sign the form after the meeting.</p> <p>b) Payments/Receipts – Resolution to approve income &amp; expenditure. Resolve: Payments approved. Proposed: LP Seconded: GW</p> <p>c) PC to nominate 2 authorised members to complete authorisation of 07 07 2020 meeting BACS payments.  Resolve: RR LP</p>	
007	<p>Planning</p> <p>Applications 2020/0350/FUL Proposal: Erection of 4 poultry houses and associated works. (additional information rec'd 17.06.2020) Location: Lower Easton Farm Easton Lane Pylle Shepton Mallet BA4 6SY Applicant: Mr M Seager, Lower Easton Farm Easton Lane Pylle Shepton Mallet BA4 6SY Application Type: Full Application Grid Ref 362311 138374</p> <p>Upon further information from BOL, the following resolve was decided and agreed: unanimously: Proposal not comment on the application: Proposed RW Seconded GW All agreed.</p>	
008	<p>Inspection Reports</p> <p>a) Weston Town Playing Field – Skate Park</p> <p>b) Queens Road Playing Field - Noted that gaps need filling in around the surface – wet pour. Resolution required: To commission the work. Resolve: RR will go and look at the defect and report back at next meeting.</p>	RR
009	<p>ai). Resolution required: Agree quotation from Osbourne Tree Services to survey and report back on the safety of the trees in the following locations: Evercreech Cemetery, Millennium Garden and Queens Road Playing Field: £270.00 Resolve: Commission the work Proposer BOL Seconded HF All in favour</p> <p>a ii) Resolution required: Consider advice from Osbourne Tree Services re felling of the tree in the Millenium Gardens. Resolve: Quote to remove tree.</p> <p>b. Resolution required: Agree quotation from Robin Cockle to complete the refurbishment of PC owned benches in the village: £450.00 Resolve:</p>	Clerk  Clerk

	<p>Cllrs requested 2 additional quotes.</p> <p>BOL suggested asking residents if they would like to contribute to the repair of a bench in return for a small plaque placed on the bench at an existing bench site of their choice.</p> <p>c. Bench @ Gartons Mead. Resolution required: To look into the purchase of new bench. The existing bench is almost beyond repair. Resolve: BOL informed the meeting that Aster (Housing Association) will probably pay for the bench. He will investigate.</p> <p>d. Resolution required: Consider and approve memorial request from Exclusive Memorials Ltd: Resolve: Approve Unanimous agreement.</p> <p>e. Resolution required: Agree quotation for the fixing of the new dog bin – Horsehill Meadow £48.00 Discussions took place. RW will oversee the installation, clerk to inform Mendip District Council that the bin has been placed and that the PC own the land. Resolve: All Agreed</p> <p>f. Resolution required: Play Inspection Advice. Note any actions to be taken/assign tasks prior to re-opening. Guidance emailed to Cllrs with rules on re opening. Propose to keep QRPF playpark closed until further notice/can safely be re-opened. Discussions: Keep closed until next meeting. Down to the public to be responsible for their children playing, we can only advise them not to. Chain and padlock may help. Lock the gate. RW will do this. Resolve: Keep the park closed. Agenda Item. Noted children already using it. Proposed: GW Seconded: LP All agreed. LC compile wording for social media advising residents. LP will post. Add wording to PC Website.</p> <p>g. Resolution required: Somerset Waste Partnership Survey. Agree to respond to survey or not? Agree replies to survey questions. Resolve: Clerk to complete survey.</p> <p>h. Resolution Required: PE in the Park proposal from Vicky Vowles. Risk assessment and insurance details provided. Resolve Suggested to charge £1.00 peppercorn rent for the summer and review after the school summer holidays Yes: 7 Cllrs No: 1 Cllr Resolve: Approved.</p> <p>i. Resolution required: Agree quotation for ‘pre-purchased’ grave markers £747.00 These are required to mark pre purchased plots in Evercreech Cemetery. Resolve: RW will check if we have any in the shed. Additional quotes and a flat design requested.</p> <p>j. Resolution required: Current laptop has issues. Propose to contact Microbitz to source a solution.</p>	<p>Clerk</p> <p>BOL</p> <p>RW/Clerk</p> <p>RW</p> <p>Clerk/LP Clerk</p> <p>Clerk</p> <p>RW Clerk</p> <p>Clerk</p>
--	---	---

	<p>Resolve: All agreed.</p> <p>k. Resolution required: Clerk – annual leave 3rd August meeting. (w/c 02 05 2020) Proposal: to move meeting to August 18th to allow for finance and agenda preparation. The Village Hall can accommodate this at the time of publishing the Agenda. Resolution: Agreed. Inform Village Hall. Planning working group may have to meet prior to 18<sup>th</sup> August.</p> <p>l. Resolution required: Purchase hand sanitiser and place in entrance to Cemetery: Resolve: Agreed.</p> <p>m. Former Greencore Site Consultation Resolution required: Meeting notes documents received prior to meeting. Council's agreement to either write to Lichfields with thoughts regarding the contents of the document and/or for the link to be reinstated onto the Parish Council Website. Discussions took place. Cllr Wakeford told the meeting that it had been removed from the PC website due to a previous resolution that only Cllr O'Leary should have communications with the owners of the site. She felt that this should have been sent to Cllr O'Leary in his role of District Cllr to cascade to Parish Cllrs. In addition, Cllr Wakeford continued, there were two inaccuracies contained in the consultation; one has been apologized for and the other is that the PC asked for a path alongside Queens Road. They did not. Does not feel it is a proper consultation and the PC should go back to Lichfields and request they take out the comment re the path. The link to the consultation did not contain a disclaimer that it was not the PC views. Feels it was misleading. (A disclaimer was added when advised to do so by Somerset Association of Local Councils.)</p> <p>BO'L, referring to letter sent by him to the District Council; No planning application. Public may have to comment twice, once on the consultation and then on planning application. They are applying for outline planning permission. Currently it is earmarked for employment. May apply to change the permission, demolition of the site would help this process.</p> <p>Responses to his requests from Litchfields: Requested them to send a letter to all resident. Said no to letters, the online consultation is enough. Asked them to put a comments box in village. No. Model for an outline scheme would be illustrative only. Mass gathering in B&amp;W – cannot facilitate this. Happy to host Zoom meeting. Lack of supporting documentation on website - design would be illustrative only. Chat to local organisations to advertise the consultation. No. They asked PC to share with the community. Stated that he, BOL has asked for the link to be removed. Wrote back saying he hasn't asked for it to be removed.</p> <p>Discussions took place:</p> <p>M: concern historic building Kemps Mill, if they get outline planning can they then clear site or, is it separate planning for that?</p> <p>RW: missing the fact they have to get over the hurdle of removing the buildings. If the conservation officer deems, they can, we have to accept it.</p> <p>GW proposed: Write to Litchfields saying it's not a consultation, misleading information. CC in MDC planning so they are aware. MS seconded. All agreed</p>	<p>Clerk</p> <p>Clerk</p> <p>BOL /Clerk</p>
--	--	---

	<p>BOL will draft and Clerk will send.</p> <p>LP asked for an explanation to be uploaded to the PC website. GW will supply wording.</p> <p>All Greencore communication via BOL in future.</p> <p>n. Resolution required: LGR Response Form from SALC. Decide whether to reply or not. Agree response answers. Resolve: Agenda Item next month. Clerk to email SALC to inform. All agreed.</p>	<p>GW</p> <p>Clerk</p>
<b>010</b>	<p>To Note:</p> <p>a. Purchase of new PC telephone in July 2020.</p> <p>b. Lloyds Corporate Card complaint outcome. £35.00 awarded to PC. Complainant unknown.</p> <p>c. Internal Auditor collecting paperwork 10th July. Some will be sent electronically.</p> <p>d. Cricket Club response from Paul Sealy. We are continuing to proceed with registering the Playing Field with the Land Registry, and the existence of the covenant will be noted on the registration documents. Agenda item next month.</p> <p>e. The Payroll Company now use a SAGE portal. Clerk has opened the portal account. Payroll Company require timesheets to be sent to them by the 20th of every month.</p> <p>f. Resident request to place a vase on a Grave as a memorial has been agreed.</p>	
<b>011</b>	<p>Agenda Items for next meeting:</p> <p>BT phone box adoption. GW</p> <p>Appoint vice chair.</p> <p>Finance Committee Member.</p> <p>Review sub committees.</p> <p>QRPF Play Park.</p> <p>Grave Markers for Cemetery.</p> <p>Greencore. GW</p> <p>If an item is on the agenda, no discussion via email between parish cllrs. GW</p> <p>Cricket club response from P Sealy.</p> <p>Village Signage – BOL</p>	
<b>012</b>	Date and Time of next meeting 18 <sup>th</sup> August 2020 7.00 pm <b>venue to be confirmed.</b>	
<b>013</b>	CLOSE OF MEETING Clerk: Lynn Crisp Time: 20.43	