

STOKE ST MICHAEL PARISH COUNCIL

**PLEASE NOTE THESE ARE DRAFT MINUTES WHICH WILL BE CONSIDERED AT THE MEETING
ON 29th NOVEMBER 2018**

MINUTES OF THE MEETING HELD ON 18TH OCTOBER 2018

Present: Keith Holder (Chair), Anna Mearns, Sebastian Wolf, John McEntee, Kirsty Hayes, Amanda Taylor, Keith Hambly, John Johnston, Alan Townsend, 2 members of the public.

1. Apologies for absence

Apologies were received and accepted from Bridget Banwell (Clerk) and Philip Ham.

2. Declarations of interest

None

3. Public Session

Andrew Mortimer, owner of Tanyard Farm, attended the meeting to discuss planning applications 7(1) – Tanyard Farm, Fosse Road, Oakhill. He explained that the application for the conversion of a redundant barn was to create a family home in which he will be living. Contrary to the plans, they now no longer want to revise access to the property but want to keep the existing access.

4. County & District Councillors' Reports – Cllr Townsend said that Animal Licensing Fees

are being lowered to make them more affordable with the aim of aiding regulation. A planning seminar was run by Rachel Taverner who is temporarily in charge of Mendip Planning. A planning template is being drafted to help focus PC planning responses. Mendip have delivered 1093 affordable houses since 2010. A briefing on the Local Plan Part Two will take place on 30th October 2018. At this it will be explained to Councillors what has been put in, what excluded and why. It is expected that Councillors will be able to comment at this time.

5. Minutes of the previous meeting

After an amendment to Item 21, the Minutes of the meeting held on 6th September 2018 were agreed to be a true record and signed by the Chair.

PROPOSED BY: Kirsty Hayes **SECONDED BY:** Sebastian Wolf

AGREED UNANIMOUSLY

6. Minutes arising not on the Agenda

1. Shelving Close – overhanging branches: Cllr McEntee has been approached by the resident of Shelving Close requesting a letter from the PC to give permission to cut back the branches overhanging into their garden from Millennium Wood. The resident has been advised previously that it is their right to cut back these branches. They may contact the Tree Preservation Officer for further advice or information.

7. Planning

1. Application No. 2018/2286/FUL – Tanyard Farm, Fosse Road, Oakhill – Conversion of redundant barn to dwelling house. The PC has previously supported the reuse of an old building when it qualifies under DP22 as this does. An original central section proposes new build extensions to the east and west. Plans are detailed and a point in favour of the scheme which is appropriate in size and scale and lists good quality materials to be used. It was agreed that this was a good example of a DP22 conversion that should be supported.

PC RECOMMENDS APPROVAL

PROPOSED BY: Sebastian Wolf **SECONDED BY:** John Johnston

AGREED UNANIMOUSLY

2. Application No. 2018/2334/FUL – Barn Farm Caravan, Tadhil Lane, SSM – A retrospective application for 2 No. caravans as temporary accommodation plus a temporary building for office purposes for 2 years during the conversion of a disused barn into a dwelling.

The drawings are poor. The barn conversion is a class Q self-build. The PC raised concerns that this is a lot of temporary space being created for converting a barn. The porta-cabin is not in a location that is convenient for the build. The need for four caravans was questioned. It was agreed that the PC should recommend refusal

under the current application due to the number and siting of temporary accommodation. While supporting the need in principal, only one or two caravans would be supported.

PC RECOMMENDS REFUSAL

PROPOSED BY: Sebastian Wolf

SECONDED BY: Keith Hambly

AGREED UNANIMOUSLY

8. **Introduction of PCSO** – The PCSO did not attend.
9. **Traffic speeds at Church Street, Tower Hill and Coalpit Lane** – Nothing further to report.
10. **Community Playing Field – Registered Charity 304639**

1. It was agreed that the advice from SALC was fairly straight forward and the PC did not find itself in a unique situation. As Custodian Trustee of the Playing Field the PC has been given advice and now needs to act on it.
2. The practical implications of that advice are that there needs to be a meeting to form the Management Committee of the Playing Field. The date proposed and agreed to hold the AGM to form the management committee is Thursday 22 November at 19.30 hrs. in the War Memorial Hall. The following organisations need to nominate 2 members onto the Committee to become nominated officers: the PC, the Football Club, the School and the Parochial Church Council.
3. Reports from the Public Meeting held on 11th October clarified that, in addition to the nominated officers, 9 members of the committee would be elected / appointed from residents of the village at the AGM. Other organisations apart from the 4 on the original list can be invited to join. They need to be approached by the Management Committee to participate once it's formed.
4. Cllr Keith Hambly and Cllr Amanda Taylor put themselves forward to sit on the Management Committee of the Charity.

PROPOSED BY: Keith Holder

SECONDED BY: Sebastian Wolf

AGREED UNANIMOUSLY

Agenda for the first management meeting to be outlined by AT and KH to include listing of assets, insurance, grant support, Offices to be filled, approaching the Charity Commission and Annual Returns.

When it comes to the PC's Annual Returns both the Memorial Hall and Community Playing Fields have to be shown as a Nil value as neither asset can be disposed of. Thanks to Alan Townsend for information to support grant applications for the playing fields.

8.55pm John Johnston and Alan Townsend left.

11. **War Memorial Hall - support for projects**

No one from the War Memorial Hall Committee with knowledge of this item was in attendance and this matter will be moved to the next Agenda.

On more general points it was noted that the Public Liability insurance covers the public using the Hall regardless of how that group / individual has paid for hire of the Hall.

It was further noted that it was a matter for the Hall Committee to decide if they wish to raise any issues regarding a boundary with their neighbours. The Parish Council as custodian trustee has made available to the Hall Committee a copy of the plans. It is the responsibility of the Hall Committee to write to their neighbours regarding any boundary issue if the Hall Committee decides to pursue this.

In addition, it was noted that the PC has power to grant aid organisations in the village. If an organisation comes to the PC for grant funding they need to be aware of our budget cycle. Budget discussions take place in Jan 2019 when the Draft Budget comes to the PC. Requests for Grant Aid therefore need to get to the PC for Jan / Feb 19 at the latest. Such requests need to be accompanied by details setting out needs and benefits to be derived from any grant. **NOTED**

12. Millennium Wood

Simon Clarke is drawing up an Action Plan. The mowing has not taken place so request will be made again for this to go ahead. **NOTED** (It was subsequently confirmed that the grass had been cut on the morning of the PC meeting). It has been agreed that poppies could be planted as part of the Armistice Day Grant (from the Heritage Lottery to Stoke St Michael Community Events Group) so this needs to be followed up at the next meeting of the Millennium Wood steering group. The poppy planting season is March to June.

13. Silting of rivers

The Working Party reported that the overall quality of the stream has been good over the summer with no significant issues reported. Work to strengthen the supports of both the road and foot bridges at the Lychgate has been completed by Somerset County Council. Clarification continues to be sought from the Environment Agency over adherence to the conditions placed on the planning application for the new tips at the quarry. **NOTED**

14. Pedestrian Road Safety Enhancement Scheme

Cllr Mearns has not had any further updates from Cllr Ham regarding funding. The focus will switch to looking at grants for improvements such as Funds from Hinckley Point. **NOTED**

15. Repairs to Bus Shelter

Cllr McEntee is organising materials and repairs. All members of the PC were reminded that ideally they would raise an invoice to reclaim costs so that the PC can reclaim VAT on the purchase. **NOTED**

16. Replacement bench in the Millennium Garden

A quote received to create a base to install the bench was over £1500, Cllr Taylor agreed to seek other quotations. **NOTED**

17. Rotting timber on the bridge

Areas of the bridge are rotten and it was agreed the sides of the bridge need replacing. Cllr Taylor agreed to obtain quotations as a matter of urgency for repair / replacement. **NOTED**

18. Finance

1. Bank balances: Current A/C £31,174.57 Reserve A/C £50.43

2. Cheques for authorisation:

Fae Clements – Website management – Inv 023

J Johnston – Reimbursement for Pavilion equipment

Somerset Playing Fields' Association – Membership fee 2018/19

Stoke St Michael War Memorial Hall – Rental

Primrose Garden Maintenance Ltd – Grass cutting – Inv. 4148

Primrose Garden Maintenance – Inv. 4149

Royal British Legion, donation to Poppy Wreath – Donation was discussed and agreed of £50 for which a cheque was signed.

PROPOSED BY: Keith Hambly **SECONDED BY:** Kirsty Hayes

AGREED UNANIMOUSLY

3. Annual Return – not available to view due to absence of Clerk

19. Correspondence - none

20. Matters to report/Items for next Agenda

- PCSO
- Traffic speeds at Church Street, Tower Hill and Coalpit Lane
- The quality of the village environment / abandoned vehicles
- Grant Aid to village organisations
- Annual Return

Date of next meeting: Thursday 29th November at 7.30pm in the Memorial Hall

Meeting closed at 21.40 hrs.

Signed _____ Dated _____