

WEST CREWKERNE PARISH COUNCIL

Incorporating Clapton, Hewish, Woolminstone, Roundham & Henley Manor

Minutes of the Ordinary Council Meeting held 28th March 2024

Present: Cllrs J. Borland, C. Broom, and J. Archer

Also in attendance was Clerk to the Council R. Richards. County Councillor Steve Ashton gave a short report and then left the meeting.

187 Members to receive apologies for absence and to approve the Reasons given (LGA 1972 s85(1))

Apologies were received from Cllr Holt

188 To receive any Declarations of Interest (pecuniary or non-statutory Interests) - None received

189 Approve the Minutes of the Council Meeting held 25th January 2024 (LGA 1972 sch 12, para 41(1))

Resolved: Members approved the Minutes of the meeting held in January

Proposed: Cllr Broom **Seconded:** Cllr Borland **Vote:** 3-0-0

190 Outstanding Items Update

- a) Clerk's decision to withdraw her resignation – The clerk confirmed that she was happy to withdraw her resignation
- b) Grant for sandbags – It has been ascertained that no grants are available
- c) Map of who owns ditches – A map was provided by Cllr Borland but this does not show who owns them. Highways have stated that most of them will be owned by the landowners.

191 Planning Matters

West Crewkerne Parish Council is a Statutory Consultee for Planning Applications and as such does not make the final decision on any application. Any decisions and comments made by the Parish Council will be reported to the Planning Officer. South Somerset District Council is the Planning Authority and will issue the final decision notice.

- a) Members to resolve Applications received:
 - Application Reference: 24/00117/HOU
Applicant: Mr T Rudkin
Location: Shearstones Ann Bulls Grave Road West Crewkerne TA18 8QS
Proposal: Proposed garage with studio over
Observations Required by: 22nd February 2024 sent 21st February 2024

Resolved: Members confirmed they had previously agreed to support the application

Proposed: Cllr Borland **Seconded:** Cllr Broom **Vote:** 3-0-0

- Application Reference: 24/00166/FUL
Applicant: Mr Mark Bullough
Location: Clapton Court Clapton Road West Crewkerne TA18 8PT
Proposal: The replacement of an existing, former commercial agricultural glasshouse with a new agricultural storage shed for use by the Estate
Observations Required by: 29th February 2024 sent 21st February 2024

Resolved: Members confirmed they had previously agreed to support the application

Proposed: Cllr Borland **Seconded:** Cllr Archer **Vote:** 3-0-0

- b) Applications Decisions received - None
- c) Applications Awaiting Decision - None

192 Finance

Proposals:

- a) Members to approve the March payments and sign cheques

Resolved: Members approved the payments totalling £550.08

Proposed: Cllr Borland **Seconded:** Cllr Broom **Vote:** 3-0-0

- b) Members to approve the bank reconciliations for January and February

Resolved: Members approved the bank reconciliations for January and February

Proposed: Cllr Archer **Seconded:** Cllr Borland **Vote:** 3-0-0

- c) Members to appoint an Internal Auditor for the 2023/24 Annual Return

Resolved: Members appointed Mick Wilson as Internal Auditor

Proposed: Cllr Borland **Seconded:** Cllr Broom **Vote:** 3-0-0

- d) Members to appoint two new bank signatories and remove signatories of two previous councillors

Resolved: Julie Archer and Jackie Holt were appointed as bank signatories and previous councillors Donald

Yeomans and Frank Freeman would be removed **Proposed:** Cllr Broom **Seconded:** Cllr Borland **Vote:** 3-0-0

193 Document Review

Proposal: Members to review and adopt the following policies:

- a) Financial Regulations
- b) Recording of Decisions made by Officers
- c) Standing Orders
- d) Biodiversity Policy – New for 2024

Resolved: Members reviewed and adopted all four policies

Proposed: Cllr Borland **Seconded:** Cllr Broom **Vote:** 3-0-0

194 Report from the Joint Burial Committee

Cllr Borland reported Councillor Frank Freeman passed away in January and our sincere condolences were sent to his wife. He had been a very valued member of West Crewkerne Parish Council and the Joint Burial Committee for a number of years. West Crewkerne therefore have a vacancy for a member of this committee. There are three areas within the cemetery which are needing attention. The stone pillar at the entrance gates has been damaged by an unknown vehicle. Apparently, it is common that vehicles use this area to reverse and turn in. The cost of repair will be claimed for under insurance. The southern boundary of the cemetery wall at the right-hand side of the entrance gate has been needing maintenance for some time. Rocks have been falling onto the adjacent right of way. As such they are a trip hazard. The large Holm Oak has a large split down the middle. Basically the cable braces are doing their job but need urgent inspection and possibly an upgrade, along with the removal/reduction of a substantial bough (poss. 2-3 tonnes in weight!) which would come down across the path of multiple graves if it failed.

195 Members to agree the meeting dates for 2024/25

The following meeting dates were agreed: Annual Parish & Council meeting Thursday 23rd May, Ordinary Council meetings Thursday's 25th July, 26th September, 28th November, 23rd January, and 27th March

196 Biodiversity for West Crewkerne

- a) Members to note what action they are already taking to conserve and enhance biodiversity
- b) To agree what further steps they should take to conserve and enhance biodiversity

With no open spaces the councillors agreed to thoroughly review any planning applications they deal with to ensure they comply with biodiversity law.

197 Highways Matters and Flooding Issues

Cllr Borland to give a brief report following her meeting with Lee Norman.

Highways are quite limited in what they can do as the road through Clapton is not classified as a major road. What Highways are trying to do is to get the parishes to undertake more of the work themselves in the future.

198 Clerk’s Report and Correspondence –

- Precept request sent to Somerset Council
- Vacancy for another councillor advised to the Democratic Team and posters created
- Problems with the website renewal notice not being sent to the clerk resolved and the annual subscription paid by cheque
- Email sent to Avon & Somerset Police checking on the status of our SID funding application
- The estimated costs to change to a gov.uk domain name was established
- Payroll year end completed and Final submission sent to HMRC
- Income tax overpayment calculated and refund of £33.20 requested from HMRC
- VAT Reclaim figures calculated ready to make a claim in April

Confidential Items

Proposal: Under Standing Orders 3d and 10xi the Parish Council resolves that in view of the confidential nature of the business to be transacted (legal, personal, or commercial), the press and public be excluded and they are instructed to withdraw.

199 Members to decide if a Grit/Salt Bin and/or grit/salt bags should be purchased for Hewish and if so the supplier and size – Deferred until the May meeting

200 Date of Next Meeting: Annual Council Meeting 23rd May 2024

Meeting Closed at: 8.00pm

Approved by West Crewkerne Parish Council on: 23rd May 2024 - Minute No: 210

Signed: Chairman