



Cannington Parish Council

Minutes of the Annual Parish Council meeting of Cannington Parish Council at
7.00pm on Tuesday 8th May 2018 in Cannington Village Hall

MINUTES DRAFT

Council Session

Present:

Parish Councillors: Mike Phillips, Alan Beasley, Robin Phipps, Jack Popham and Andrew Vickery.

Chair: Colin Allen

Sedgemoor District Councillors: Ann Bown and Ian Dyer

Somerset County Councillor: Mike Caswell

Clerk: Tina Gardener

Members of the public: 4

Council Session

01/05/18 Election of Chairman and signing of Office for the forthcoming year

The Chairman invited nominations for the position of Chairman. Cllr Andrew Vickery proposed Cllr Colin Allen and this was seconded by Cllr Mike Phillips. Cllr Colin Allen indicated he was prepared to stand as Chairman. There being no other nominations a vote was cast and it was a unanimous vote for Cllr Colin Allen to become Chairman. Cllr Colin Allen signed his declaration of office.

02/05/18 Election of Vice Chairman for the forthcoming year

The Chairman then invited nominations for the position of Vice Chairman. Cllr Robin Phipps proposed Cllr Mike Phillips and this was seconded by Cllr Alan Beasley. Cllr Mike Phillips indicated he was prepared to stand. There being no other nominations a vote was cast and it was unanimous. Cllr Mike Phillips signed his declaration of office.

Public Session

Discussions took place regarding the recent announcement from Somerset County Council that they were considering a single Unitary Council for Somerset. District Councils are opposed to this idea, uncertain what financial savings would be made, it is unsettling for staff and a decision needs to be made as soon as possible.

A member of the public suggested that we should encourage people to use Nether Stowey Library and the Parish Council should consider giving funding.

A member of the public commented on how lovely the children's' park is looking and the landscaping is flourishing.

Concerns were raised about light pollution from the new Park and Ride site.

A member of the public said that councillors had made a wise decision in electing Colin Allen and Mike Phillips as Chairman and Vice-Chairman. It used to be an easy job but it isn't any longer.

Council Session

03/05/18 Apologies for Absence were accepted from Cllrs David Greenslade, Rob Morgan, Kym Wardhaugh and Dawn Horrobin.

04/05/18 Declarations of Members Interests there were no declarations of members' interests.

05/05/18 Minutes of Meeting held on 10th April 2018

The minutes of the meeting held on 10th April 2018 were agreed.

06/05/18 Matters Arising

1. 04/04/18 – Traffic Calming – CIM application. West Somerset Council will be making a decision on the application at their meeting to be held on 17th May 2018. Traffic monitoring should take place in May 2018 and it is anticipated that the works will commence in August/September 2018 subject to approval of the CIM fund application.
2. 04/04/18 – Tree Report – ongoing.
3. 04/04/18 – Meeting with Allison Griffin SDC Chief Executive – still being arranged.
4. 04/04/18 – Housing Needs Survey. This has been sent out by SDC and surveys are starting to arrive today. Concerns were raised that the return date was Friday 11th May 2018. This isn't allowing much time for the completion and return.
5. 04/04/18 – Neighbourhood Plan. This has been sent to SDC for scrutiny and we are still waiting a response.
6. Consideration was being given to a joint venture with Otterhampton Parish Council to purchase/lease a photocopier. We approached the editors of the Target to see if they would be able to use the photocopier to print the Target but they are happy with the arrangements they have now.

07/05/18 Review Financial Regulations

The Financial Regulations were reviewed and there were no amendments required.

08/05/18 Review Standing Orders

The Standing Orders were reviewed and there no amendments required,

09/05/18 Review posts of Responsibilities

The Posts of Responsibility were reviewed and the following agreed;

Allotments – Deputy Clerk
Brook – Cllr David Greenslade
Cannington in Bloom - Clerk
Cemetery – Cllr Alan Beasley
College – Chairman Colin Allen
Seed of Hope – Cllr Robin Phipps
Defibrillator – Cllr Robin Phipps
EDF – Chairman Colin Allen
EDF – Community Forum – Cllrs Alan Beasley and Robin Phipps
EDF - Hinkley Point SSG – Cllr Mike Phillips
EDF – Transport Forum - Cllrs Alan Beasley and Rob Morgan
Footpaths and Highways – Clerk and Cllr Rob Morgan
Jubilee Gardens – Cllr Andrew Vickery
Playing Field/Amenities – Cllr Mike Phillips
Somerset Association of Local Councillors (SALC) - Clerk
Speedwatch Traffic Monitoring - Clerk
Village Hall – Cllr David Greenslade
Youth – Cllr Jack Popham

10/05/18 Review Committee and Advisory Group membership

The Committee and Advisory Group memberships were reviewed and the following agreed;

Disciplinary – Cllrs Mike Phillips, Dawn Horrobin and Rob Morgan
Emergency planning – Cllrs Colin Allen, Mike Phillips, David Greenslade and Ian Dyer
Finance and Staffing Committee – Cllrs Jack Popham, Andrew Vickery, Chairman & Vice-Chairman
Grievance – Cllrs David Greenslade, Robin Phipps and Kym Wardhaugh
Jubilee Gardens – Cllr Andrew Vickery, Chairman, Vice-Chairman, members of the public: Alison Waters, Dave Tudor & Jan Pettitt
Planning – Cllrs Alan Beasley, Rob Morgan and Dawn Horrobin
Village Brook – Cllr David Greenslade, Chair/Vice-Chair, members of the public: Dave Popham, Dave Sayer, Dave Tudor and Bill Sutton

11/05/18 Review of risk assessments

The Chairman has carried out the review of the Risk Assessments. It was agreed to change the format of the risk assessments.

12/05/18 Planning matters

New Planning applications

1. **13/18/00016/DD** – Erection of a building to provide 3 holiday cottages on site of agricultural buildings (to be demolished) and the creation of 9 parking spaces at Rices Farm, Blackmore Farm, Cannington. After discussions Cllr Alan Beasley proposed to support the application as it was a low-profile holiday unit in keeping with local buildings/structures and there was easy road access. This was seconded by Cllr Mike Phillips and agreed unanimously
2. **13/18/00017/JAB** – Fell 1 No Cypress in Garden of Rest area at St Marys Church, Church Street, Cannington. After discussions Cllr Alan Beasley proposed to support the application as the tree has become too imposing for its location and cannot be successfully pruned and reshaped. A more suitable tree will be planted in its place. This was seconded by Cllr Jack Popham and agreed by a majority.

Planning applications decided

1. **13/18/00008/LE**- Resurfacing of yard at rear of R Tincknell & Son, Main Road, Cannington. **Permission granted**
2. **13/18/00010/LE** – Conversion of loft to living accommodation to include extending the existing dormer windows and the replacement of existing hanging tiles with timber effect Cedral cladding at 3 Portland Close. **Permission granted**
3. **13/18/00012/RM** – DCO Requirement Discharge – Request for partial discharge of requirement relating to C10, Lighting at Combwich Wharf. **HPC – granted/sufficient detail**
4. **13/18/00015/RM** – DCO Requirement Discharge – Request for discharge of requirement relating to CP5, construction hours at Cannington Park and Ride. **HPC – granted/sufficient detail**
5. **96/18/00011** – DCO Requirement Consultation – Consultation on the discharge of requirement relating to PW7 parts (1) and (5) for Work No. 8B, Combwich Wharf. **HPC – granted/sufficient detail**

13/05/18 Correspondence

1. SDC – Gambling Policy consultation
2. Love Musgrove – Thank you letter received for £1,000 donation
3. Avon and Somerset Police – National Rural Crime Survey
4. Kate Slade – grass cutting in village hall garden. A request has been for the Parish Council to take over the responsibility for cutting the grass in the village hall garden. Councillors were concerned as to why the Village Hall couldn't undertake this work themselves and how much it will cost. The Clerk will obtain further information.
5. Catherine Nightingale – Open Gardens. A request has been made to include the Allotments in the Open Gardens being arranged for Saturday 9th June 2018. After discussions it was agreed to seek the opinions of the allotment holders.
6. SDC – Community Infrastructure Levy payment of £3,061.65 received.
7. Mobile Libraries – press release.
8. Planning e-consultation – further correspondence received from Stuart Houlet.

14/05/18 Reports

1. Park and Ride- Will be open on 29th May 2018. An official opening ceremony is being arranged. The 30 mph restrictions have been lifted and the speed limit is now 60mph.

2. The Transport Forum meeting was held on 3rd May 2018 and was attended by Cllrs Alan Beasley and Rob Morgan. Among items discussed were;
- Improvements to Quantock Road Roundabout for pedestrians.
 - The volume of HGV's and buses remain constant
 - C182 – suggestions to reduce the speed to 40mph from Cannington to Biffens Corner, to increase the speed of buses to 50mph and to remove bicycles from the C182

SCC Cllr Mike Caswell left the meeting at 8.15pm.

3. Highways and Parking Issues
- Confirmation of diversion for footpath BW5/1. This footpath through Otters Brook was opened at Easter.
 - Consultation on diversion of footpath BW5/2 (relating to flood scheme). The Parish Council wholeheartedly supported the new route off the A39.
 - Northbrook/Lonsdale Road parking. Following a site meeting with County Highways a scheme has been drawn up to reduce the width of the layby by Priory Close to improve parking. This scheme will cost approximately £16,000. Some of the funding could come from the small scheme budget and the CIL money recently received. This will be agenda item for the next meeting.
 - Layby outside the butchers/bakers. A letter of support will be sent to Highways regarding the ownership of the layby.
 - Rodway layby – a meeting is being arranged with a resident from Rodway.

15/05/18 Financial Matters

1. **Payments Due** – The following cheques to be approved for payment

Name of Payee	Description of cheque	Cheque No.	Amount
Additional payments made since the last meeting: -			
Cannington Village Hall	Hire of Parish Community Room (£230.00) and Council monthly meeting (£20.00)	S/O	£250.00
BT	Phone services April to June 2018	DD	£94.06
Tina Gardener	PAYE for 6 th January to 5 th April 2018	3298	£223.40
Tina Gardener	Clerk's salary for April 2018	3299	£653.33
Aly Prowse	Deputy Clerk's salary for April 2018	3300	£297.89
The following payments are due;			
D M Payroll Services	Administration of payroll services for 2018/19	3301	£130.00
Greenslades Grounds Maintenance	Grounds maintenance for March and April 2018	3302	£1,771.60
B Jarvis	Maintenance on Yew trees in Cemetery	3303	£355.00
Richard Salvage	Replacement taps for allotments and various painting in Jubilee Gardens	3304	£91.00
SDC	Emptying dog bins (8 no) April – September	BGC	£668.93
Colin Allen	Chairman's allowance	3305	£200.00
SALC	Subscription for 2018/19	3306	£538.54
Smilers	Maintenance of Rodway car park	3307	£218.40

2. **The accounts for March 2018** had been previously circulated to all councillors and were agreed as a true record. The closing balance is £63,750.04.
3. **The accounts for April 2018** have not been completed as the bank statements didn't arrive in time.
4. **The recommendations from the Finance and Staffing Committee meeting** held on 1st May 2018 were agreed. The minutes had been previously circulated.
5. **The review of the Insurance provision** has not been undertaken as the new schedule has not arrived.

16/05/18 Annual Audit Return

1. The Annual Governance Statement for 2018/19 had previously been circulated to all Councillors. Cllr Mike Phillips read the statement which was agreed by all and signed by the Chairman and Clerk.
2. The Accounting Statements for 2018/19 had previously been circulated to all Councillors. It was agreed as a true record and signed by the Chairman and Clerk.

17/05/18 Posts of Responsibility – reports where applicable

- a. Allotments – Deputy Clerk. The standpipes in the allotments has been repaired. An allotment plot is becoming vacant at the end of July 2018.
- b. Brook – Cllr David Greenslade.
- c. Cannington in Bloom – clerk. A request has been made to plant daffodil bulbs in Jubilee Gardens. Councillors agreed as long as they were planted around the edges. They would also like to plant shrubs in the verge at the top of Duke Avenue, councillors also agreed to this subject to Highways approval. The watering contract has been let for this year.
- d. Cemetery – Cllr Alan Beasley reported that the yew trees have recently been overhauled. The policies and charges still need to be reviewed.
- e. College – Chairman Colin Allen.
- f. Seed of Hope – Cllr Robin Phipps reported that concerns had been raised to him about the lack of privacy in the garden of rest now that the hedge has been removed. The Clerk will write to Alison waters
- g. Emergency Planning
- h. Jubilee Gardens – Cllr Andrew Vickery. Concerns have been raised about the treatment of the Japanese Knotweed. The Clerk will contact our contractor for details on the treatment of it. Richard Salvage was thanked for the painting he has recently carried out in the Jubilee Gardens. The clerk will chase up our contractor regarding the planting of further hedging.
- i. Playing fields/amenities – Cllr Mike Phillips
- j. Somerset Association of Local Clerks – The Clerks will be attending a training session on 22nd May 2018 regarding the new Data Protection Regulations.

- k. Speedwatch Traffic monitoring and Speed Indicator Device (SID)- Clerk. During April there were 8 speed watches. One was carried out in Jubilee Gardens and there was 1 speeder recorded from 255 vehicle movements, the top speed recorded was 36mph. Seven were carried out on Rodway and there were 35 speeders from 1157 vehicle movements, the top speed recorded was 54mph
- l. Village Hall – Cllr David Greenslade
- m. Youth - Cllr Jack Popham –Youth Unlimited would like to extend the number of weeks the youth club is open, this can be achieved this year in the existing budge. They will be making a grant application to the Somerset Community Foundation to run an outreach service during the summer months.

18/05/18 Matters of Report

- 1. Cannington in Bloom AGM to be held on 16th May 2018. Cllr Andrew Vickery and SDC Cllr Ian Dyer hoped to attend.
- 2. Community Forum meeting to be held on 17th May 2018
- 3. Annual Parish meeting to be held on 21st May 2018
- 4. Hinkley Point SSG meeting to be held on 29th June 2018

19/05/18 Items for the next meeting

- 1. Quantock Road roundabout improvements.
- 2. Northbrook/Lonsdale parking

20/05/18 Date and Time of next meeting

The Annual Parish Meeting with be held on Monday 21st May 2018 at 7.00pm
The next monthly meeting will be held on Tuesday 12th June 2018 at 7.00pm

The meeting closed at 9.10pm.

Signed Date