ABBAS AND TEMPLECOMBE PARISH COUNCIL
Minutes of the Meeting held on the
14th January 2020

PRESENT Councillors R Cave (Chairman), S Webb (Vice Chair), C James, G Wilson, P Batchelor, C Hukins, A Kerry, G Kerry, D Seares, S Pumphrey

IN ATTENDANCE
4 Parishioners, Mr Hayward Burt (District Councillor)
Chairman welcomed everyone to the meeting and commenced the open session.
Manor Farm – Parishioner handed a letter to the Chairman detailing his response to the planning application no 19/03416/OUT
Mr Hayward Burt referred to the disposal of Churchfields which would be discussed at the Area East meeting on 15.1.20. He also referred to the take up of the SSDC Great Parish Tree Giveaway.

It was agreed that all Members would be referred to, in the minutes, by their initial and surname.

1 APOLOGIES FOR ABSENCE
Mr William Wallace (Disrict/Councty Councillor), PCSO Jan Sparkes

2 DECLARATIONS OF INTEREST AND DISPENSATIONS
G Kerry declared an interest in respect of Agenda item 6 8) Thales – Slades Hill, as an employee of Thales. P Batchelor declared an interest in the Templars Tennis Club, as a Member of the club.

3 MINUTES OF THE PARISH COUNCIL MEETING HELD ON THE 10TH DECEMBER 2019 AND 7TH JANUARY 2020
It was proposed by C Hukins and seconded by A Kerry that the draft Minutes, as previously circulated, dated 10th December 2019 be agreed as correct and signed by the Chairman.
It was proposed by S Pumphrey and seconded by G Kerry that the draft Minutes, as previously circulated, dated 7th January 2020 be agreed as correct and signed by the Chairman.

4 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THE 10TH DECEMBER 2019 AND 7TH JANUARY 2020
Chairman referred Members to the following explanation as to minutes of meetings:-
Minutes of proceedings of a council and of its committees must be kept. They are intended to be formal records of official acts and decisions, not reports, still less verbatim reports, of the speeches made by councillors. Minutes should, therefore, be as short as is consistent with clarity and accuracy, and the arguments used in the discussion need be recorded only if the decision cannot be clearly expressed in any other way. Short simple minutes are less likely to be defamatory than long reports.

5 CORRESPONDENCE
Received since the last meeting as discussed:-
1) J Grierson (Poppy Appeal) – Acknowledgement of donation. Chairman read out letter of acknowledgement.
2) Somerset Waste Partnership (SWP) – December briefing 2019. Noted.
3) Future of Local Government in Somerset – Next Steps – letter ate 8.1.20 – D Fothergill – Somerset County Council (SCC). Noted.

4) Somerset Association of Local Councils (SALC) – The Good Councillor's Guide to Transport Planning. Members considered Highways should be made aware of the Guide and given a copy. P Batchelor commented on the reference to community transport and thanked the Parish Council for its support. S Webb felt that Section 106 Agreements should be used to support community transport and this should be considered when looking at future planning applications.

5) Rochford Garden Machinery – letter dated 17.12.19. Chairman referred to the letter stating that Rochford Garden Machinery had been sold to AL-KO in 2018 and with immediate effect had closed their retail shop. The Parish Council have some items of machinery still under warranty which would need servicing along with the other items in due course.

6 PLANNING

1) Determination of Applications

None.

2) Notification of Area East Committee Meeting to be held on the 15th January 2020 at 9.00 am at The Council Offices Churchfield Wincanton (Sarah Webb)

Disposal of Churchfields is included on the Agenda for the meeting on 15.1.20

3) Application no 19/03409/REM – Reserved Matters application following approval 18/03322/OUT for the erection of 2 dwellings and construction of vehicular access thereto – Land opposite The Orchard Combe Hill Templecombe

S Webb had circulated her notes prior to the meeting. It was noted that the exit has been moved and approved on a subsequent planning application but this was prior to the proposed Manor Farm development and the anticipated 80 dwellings using the existing entrance to Manor Farm. Members had concerns regarding the close proximity of both planned access points, including the splays and visibility and felt this could be an issue. Clerk would reply accordingly.

4) Application no 19/03154/COU – Change of use of land to garden to be used in association with 1 Warwick Close – Land to the rear of 1 Warwick Close Templecombe

It was noted that the applicant intended to purchase surplus land to be included within 1 Warwick Close as garden. Members had no objections to the application.

5) Submission of planning application at Manor Farm Templecombe – email dated 17.12.19 – Jo Manley – Origin 3

Chairman read out the e mail indicating that an application for 80 dwellings had now been submitted. Origin 3 thanked the Parish Council for assisting with organising the consultation event and the wider community for actively engaging in the process.

6) Application no 19/03416/OUT – Outline application for the demolition of existing buildings and residential development of up to 80 dwellings including the creation of a new vehicular access and pedestrian accesses, open space, landscape planting and surface water attenuation (all matters reserved except access) – Land at Manor Farm Combe Hill Templecombe

Chairman reported that the application had been received on 10th January and a separate meeting would be held to discuss the application. Chairman invited a Parishioner to read out a letter he had sent to the Planning Officer expressing his concerns on the above application; a copy of the letter was given to the Clerk. G Wilson referred to a statement he had prepared on the A357. It covers a number of issues including sewage and waste disposal, heritage and historical sites, environmental habitats, current housing developments in the planning system and archaeological sites. He also read out comments made by Prof Dr Lawrence Lewis.

D Seares commented on the thorough approach Origin 3 has already given the application. S Webb referred to the guidance, available on the website, as to responding and making comments on planning applications. She felt we needed to get the best outcome possible for the Village/Villagers if the application goes ahead. A Kerry also felt it important that Parishioners in support of the application respond. The applicants are responsible for their own transport issues and this is not an overview as a whole. G Wilson intended to send visual traffic photos to Highways.
It was agreed to have a meeting to discuss the application on Wednesday 29th January at 7pm in the Village Hall. S Webb suggested that portfolio holders look at the various areas they deal with i.e. proposed woodland, cycleway, footpaths and LEAP.

7) South Somerset District Council (SSDC) – Services and facilities audit survey 2020
Clerk had completed and submitted Services and Facilities Audit Survey 2020.

8) Thales – Slades Hill – update if applicable
No matters to report

9) Other
A Kerry referred to the Local Plan consultation and the issue of Templecombe, currently a rural settlement becoming a village. He felt that the Ward Members should be asked if they support or otherwise the suggestion and would like to know their views on the issue. Mr Hayward Burt (District Councillor), present, stated that he felt there was no reason to put in a fifth tier level. It was felt a letter should be sent to Mr William Wallace (District/County Councillor) asking his views.

7 ACCOUNTING MATTERS
Clerk reported that prior to the January meeting a cheque was drawn for £852.53 payable to Cotswold Transport Planning Limited in respect of the traffic calming sketch options/budget costs/OS Mapping.

1) To approve accounts and sign cheques
It was proposed by S Webb and seconded by A Kerry that the following cheques be paid:-

Martin Haskett Agricultural Contractors Limited – Hedge cutting at the Recreation Ground 22.10.19	183.60
Glasdon UK Limited – 2 x bins for Play Area/replacement bin for BMX track, fixings And tool	677.07
Sterling Technical Services Limited – Fee for Asbestos report and sampling – Sports and Social Club/Changing rooms	343.00
Elite Playground Inspections – 1 x invoice – Quarterly inspection fee 1 x invoice – Adjustment of pedestrian gates	98.40
Playdale Playgrounds Limited – Remainder due for timber cradle swings and delivery	944.40
Star Rubber Environmental Limited – surfacing for new cradle swings	2,160.00
Play UK Playgrounds Limited – installation of Playdale Cradle Swings	582.00
J Pratt (Groundsman) – Salary/Expenses December 2019 – Recreation Ground/Burial Ground/Churchyard	62.50
T Chapman (Clerk) – Salary/Expenses – January 2020	441.32

2) PRECEPT/BUDGET 2020/21
Chairman circulated proposed draft Budget 2020/21. He referred to information received from SALC indicating that the 1894 Act prohibited spending on Church property. In light of this the Parish Council will not be able to make a donation towards the restoration works. Clerk will inform the Fundraising Committee.

An enquiry had also been raised in respect of VAT and purchases on behalf of other societies. The Council must place the order or award the contract in accordance with its financial regulations and the VAT invoice must be addressed to the Council.
Members discussed the budget requirements 2020/21taking into account recent expenditure on the Sports and Social Club and future support to the Village Hall. It was proposed by S Webb that the precept for 2020/21 is increased by 32.83%. This would equate to £1 per month for a Council Tax Band D property. Unanimously agreed by all Members.

3) OTHER

Clerk reported that the Utility Warehouse electricity account for December amounted to £31.09
The following interest had been received as at 29.11.19

NatWest Business Reserve Account	-	3.09
NatWest Business Reserve Account (Play Area)	-	0.10

8 TEMPLECOMBE SCOUT GROUP REPORT/SCOUT HUT – C HUKINS

C Hukins reported that the next meeting would take place on the 21st January and the AGM is scheduled for Monday 13th April.

9 VILLAGE HALL

1) Proposed new Lease/Charitable Status – update

C Hukins had circulated report on the Committee meeting held on the 16th December. Chairman read out e mail received from Battens – Solicitors giving information as to the pros and cons of setting up the Charity as a CIO and the associated cost implication. Chairman proposed that he and the Clerk made an appointment, with Battens, to discuss the options and also establish whether it would be necessary to have a lease.
The WI had made a gift to the community of a digital projector for use in the Village Hall.

10 PARISH COUNCIL WEBSITE – (Communications Working Group)

The Communications Group had circulated their report prior to the meeting, highlighting concerns about web hosting, accessibility and budgeting for the future. The following comments were made:-

- Chairman did not want the Members, who keep the website updated, to feel the task becoming a liability. G Kerry reported that updating the website content is not difficult and the new look is closer to where we should be. Chairman suggested asking Nigel Ferguson how much he would charge to update the website with G Kerry monitoring the site. It was also suggested asking Henstridge, Milborne Port and SALC who updates their websites.
- A Kerry gave an indication of the number of people accessing the website

a) Websites and Mobile Applications – Accessibility Regulations – SALC email dated 16.12.19

The Members agreed with the approach to the Accessibility Regulations deadline. Chairman thanked A Kerry and G Kerry for their work in keeping the website updated.

11 ENVIRONMENT

a) SSDC – Great Parish Tree Giveaway – email dated 20.12.19

Chairman referred to the email that had been circulated prior to the meeting. Members were in agreement to applying to join the Great Parish Tree Giveaway to receive 50 trees.

12 HIGHWAY MATTERS

1) Road Scheme/Draft A357 Templecombe Scheme Traffic Review – update if applicable

Input for January meeting had been circulated prior to the meeting. The meeting with SCC, CTP and Ward Members would take place on the 6th February at the Sports and Social Club.

A Kerry asked if Cllr David Fothergill, SCC Leader and our MP David Warburton should be sent details of the meeting at this stage or wait for a response from SCC. It was agreed details of the meeting on the 6th February at this stage should only be sent to Cllr David Fothergill.

2) Parking issues – update

At the meeting held on the 7th January it was agreed to introduce the following changes to the School Lane car park with the new yellow line restrictions being installed at some key junctions in the Spring:-

- Make the car park short stay during the day (8am to 6pm) with a maximum stay of 3 hours
- Residents-only parking permit scheme to allow parking overnight (6pm to 8 am)
- Proposed changes will only come into effect once new signage has been installed. Updates and details will be made available on the website.

It was also noted parking is taking place on the junction of Westcombe with Bowden Road.

3) Other

P Batchelor reported that the cycleway at Combe Dip traffic lights had been cleared.
Clerk had reported missing name plates at West Street/Vine Grove and had requested a name plate for Alexander Court at the entrance to Hillcrest Road. One of the 20 mph signs had come out of the ground on Lily Lane this had also been reported.

13 FOOTPATHS

P Batchelor had circulated her report prior to the meeting and had completed the Rights of Way contact form. Following points noted:-

- Notice and copy of diversion order received – WN 29/4
- SCC had received application to divert WN/21 – comments required by the 12th February
- Leaves/soil had been cleared off the tarmac footpath and steps – Kington View footpath, off of the High Street

a) Repair to footbridge/site WN/29 – update

Fault reported to Vicky Taylor, Rights of Way Diversion Officer. She had replied indicating if it is on a new proposed route it will depend on what works have been agreed with District Council as this is one of their diversions. She indicated she would follow the matter up. P Batchelor would speak to Thales as to the re-use of a gate.

14 TREE WARDEN'S REPORT

C James had no matters to report.

15 BURIAL GROUND/CLOSED CHURCHYARD

1) Maintenance of closed Churchyard and Burial Ground – update

No matters to report.

2) Other

Clerk reported that an application had been received and signed off by the Church in relation to a headstone for C B Willcox deceased. A cheque had been received from the Church in excess of the Parish Council's fees. Clerk would contact the applicant.
It was agreed to review fees at the February meeting and in due course include details of the Burial Ground on the website.

16 RECREATION GROUND MATTERS/CHILDREN'S PLAY AREA

Recreation Ground working group had submitted their report prior to the meeting.

A) Play Area

1) Weekly/Quarterly/Annual Play Area Inspection Reports/Maintenance Action Plan

Noted. The Quarterly report had been received from Elite Playgrounds. A repair had been carried out to the pedestrian gates to the Play Area. The one by the car park was slow to close and would be monitored. New closures may be needed.

P Batchelor reported that Simon Williams had checked the zip wire and this was in order. He had looked at the BMX track to see how it had settled and he felt it may benefit from a light dressing layer. The wording on the BMX track needs updating.
It was noted from the weekly reports that there had been issues with broken glasses and this would be mentioned to the Sports and Social Club.

2) Replacement of cradle swings – update

Completed and open for use.

3) Installation of replacement litter bins

Clerk reported that the bins and fittings had been delivered. R Cave volunteered to install them. P Batchelor said C Batchelor would be able to assist. Clerk would see if there installation instruction sheets are available from Glasdons.

4) Other

None

B) Social Club

1) Social Club Report

C James reported that he had attended the Committee meeting held on the 7th January. The Committee indicated they would like more security lighting. The defibrillator had been installed. There would be some ongoing maintenance i.e. replacement of the pads and battery at various times and the Parish Council would be happy to pay for the maintenance. Also a collection tin would be placed on the bar towards the maintenance

a) Confirmation of Parish Council representatives

C James and C Hukins were happy to take on the role of representatives on the Sports and Social Club Committee.

b) Other

Chairman reported that a letter had been received from a Parishioner who has recently been given a six month ban from the Sports and Social Club. It was noted that some of the paperwork, displayed on the notice board, may be out of date and this would be raised with the Chairperson.

2) Electrical Inspection Report/Fire detection an alarm system – Wessex Response – update – Quotations for resulting actions/works that need to be taken – update

Emergency lighting replacement – Clerk had accepted quote from Wessex Fire and Security and awaiting a starting date.
Fire alarm system – Two further quotes had been requested from P G Fire and Security and P D Fire and Security.

a) Asbestos survey requirement – update

Sterling Technical Services Ltd had carried out the survey. The report had been received and circulated to firms asked for quotations for lighting/fire alarm works.

D) Templars Tennis Club – Agreement of Usage

Copy of latest draft circulated prior to meeting. Members were in agreement to the contents and a copy would now be sent to the Tennis Club.

E) Other

No matters to report.

17 ANY OTHER BUSINESS/ITEMS FOR AGENDA FOR THE NEXT MEETING ON TUESAY 11TH FEBRUARY 2020

A) Co-option of one Parish Councillor – SSDC had confirmed it was in order to co-opt and a notice had been displayed on the notice board and website.