

SHEPTON BEAUCHAMP PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE SHEPTON BEAUCHAMP PARISH COUNCIL

**Held on Tuesday 16th September 2019 at 7:30 PM
in the Village Hall, Middle Street, Shepton Beauchamp, TA19 0LQ**

Councillors Present: Nigel Wylie Carrick (Chairman) Angle Joy (Vice Chairperson)
Roger Cripps Richard Martin (PO & RFO)
Clare Lillywhite Andrew Rowswell
Ed Wakely Sarah Brunt
Innis Finlay

District/County Councillors in Attendance. SSDC Cllrs Crispin Raikes left on conclusion of Agenda 222 and SCC Cllr Adam Dance attended wef Agenda 222.

Members of the Public. 7 members of the public attended.

Opening. The Chair opened the Meeting at 1930 and welcomed the members of public attending.

211. To receive apologies for absence and to approve the reasons given (LGA 1972s85(1)).

Resolved. All councillors in attendance.

212. Declarations of interest – Members to declare any interest, including Disclosable Pecuniary Interest they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for dispensations that accord with the Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations)

Angela Joy Agenda item 18 planning application 19/02478/HOU neighbour.

213. To approve and sign as a correct record the minutes of the Parish Council Meeting held on Monday 30th July 2019. (LGA 1972 sch 12, para 41(1))

Resolved. That the minutes of the Parish Council meeting held on the 30th July 2019 be signed as correct.

214. Resignation and election of vice chairperson. Cllr Joy resigned as Vice Chairman.

Resolved. Cllr Martin was elected, proposed by Cllr Rowswell, seconded by Cllr Cripps and carried unanimously.

PLANNING. The Chairman welcomed the members of the Public Attending and advanced the Planning Applications up the Agenda.

226. Planning Application. 19/01634/FUL. **Branston Potatoes.** Loading Bay extension. (Replies by 20 Aug 19) As the loading bay will not result in any increase of traffic, no comments were made.

Resolved. No Objections. Clerk to respond.

227. Planning Application. [19/02051/OUT](#). Dawn Lea. Mr & Mrs England. The erection of two dwellings and garages and associated access improvements. The demolition and relocation of a double garage for Dawn Lea. Jo Fryer (The Town & Country Planning Practice Ltd) agent for Mr & Mrs England briefed the Council on the Planning Applications, previously briefed to the Council in

Dec 2018. Current plans meet the recommendations of the SSDC Planning Officer. The principle of development is acceptable, buildings to be 1 ½ storied bungalows, central tree removed, and business use to be relocated.

Resolved. No objections. Clerk to respond.

228. Planning Application. [19/02478/HOU](#). Touraine Church Street Shepton Beauchamp Ilminster Somerset TA19 0LQ. The installation of 3No. rooflights.

Resolved. No objections. Clerk to respond.

229. Railing for Steps by Angies Shop and Church Gate. Cllr Joy explained that within the past 3 months there had been two accidents involving the call out of an ambulance. The first on the steps leading from the Church Street up to the pavement by the War Memorial entrance, the second on the two steps leading from Church Street onto the pavement near Angies Shop. It was suggested that hand railings may help prevent further accidents. Discussion points were wide ranging and included; area was within the conservation area within curtilage of Listed Grade 1 Church and Grade 2 buildings; metal railings planned for the Primary School opposite were rejected on 1 Jul 19 by Somerset Heritage as out of keeping; potential misuse as swings by children; potential arguments for hand rails along raised pavement area; Cllr Dance observed that the Church may have better chance of obtaining permissions if required; within collective memory, no other accidents noted in past 10 years.

Deferred. Cllr Wylie Carrick to speak with the Rev'd Wade on the Church's view on hand railings.

On conclusion of the Planning Application items, all members of the public, less one, left the Meeting.

REPORTS FROM COUNCILLORS/COMMITTEES

215. Staffing Committee. To approve the selection of the Parish Clerk and RFO and Pay Scale.

The Council reviewed the DRAFT Minutes of the Staffing Committee and selection processes.

Resolved. Selection of Mrs Stella Davies as the new Parish Council Clerk approved.

216. Appraisal Report Mrs Jane Brown. The Council reviewed the Appraisal written by Cllrs Cripps and Rowswell covering the period 1 Aug 2018 – 9 Aug 2019.

Resolved. The Council approved the Appraisal for Mrs Jane Brown. Cllr Wylie Carrick agreed to give the appraisal to Mrs Brown.

217. Lethbridge Recreational Field. The Council reviewed the Briefing Note (Enclosure 1) prepared by the Chair. Following discussion the Council favoured Option 3, for the Council as landlord to register the Head of Piece; the Lethbridge Recreational Field to consider registering itself as a Charity for fund raising purposes; the Council to issue a Lease or Memorandum of Understanding to the Lethbridge Recreational Committee.

Resolved. The Council resolved to allocate £2,000 to cover potential legal costs.

Deferred. The Council delegated authority to Cllr Wylie Carrick to contact Mr Roger Taylor of Wellers Law Group and discuss taking this forward in a series of three steps, with associated costs:

Step 1. Register the Parish Council land known as 'Head of Piece' with the Land Registry.

Step 2. The Lethbridge Recreational Field Committee to take your advice on establishing itself as a Charity with the Charity Commissioners. This would give the Committee Members better financial protection and improve its status for fund raising. Would the Charitable Incorporated Organisation Foundation Governing Document be appropriate for them?

Step 3. Take advice on the requirement for a formal Lease or Memorandum of Understanding between the Parish Council and the newly created Lethbridge Recreational Field Charity.

Mr Bruce Barton will continue to represent the Lethbridge Memorial Recreational Field Committee which is independent of the Parish Council.

Cllr Wylie Carrick and Mr Bruce Barton would work closely together to produce a recommended course of action with costs at the next appropriate Council Meeting.

218. Devon & Somerset Fire & Rescue Proposed Changes. Cllr Cripps was unable to attend the 'Have your Say' consultation displays in Yeovil.

Resolved. No further action.

PARISH COUNCIL

219. Statutory Documents. The Chairman highlighted that the following Statutory Documents required to be updated:

- a. Revised Financial Code of Conduct 2019.
- b. Code of Conduct (May 2018).
- c. Use of Personal Devices.
- d. Data audit and retention.
- e. Six steps to data sharing.

Deferred. The Clerk was to distribute the revised documents for review by councillors before formal adoption at the next October or November Council Meeting.

220. Asset Register. The Council reviewed the Revised Asset Register (as at Aug 2019).

Resolved. The Clerk to amend the Asset Register as follows:

- a. Shepton Beauchamp name stones to be increased to three.
- b. Two defibrillators to be added.
- c. Land Registration.

(1) **Resolved.** Head of Piece Land Registration. See under Item 217.

(2) **Deferred.** The Slope & Fives Wall Land Registration. As part of Item 217, Cllr Wylie Carrick undertook to enquire the estimated costs with Wellers Law Group.

221. Review of Leases. The Council reviewed the leases.

- a. **Deferred.** The Lethbridge Recreational Field Lease dated 15 Oct 1966 between SBPC & LMRF Committee. See item 217.
- b. **Resolved.** 'The Slope' leased for £50 rent between SBPS and SC was taken out 7 Mar 94 for 21 years expired in Mar 2015. The request for renewal by SCC on 2 Dec 14 was never renewed? The lease is to be transferred from SCC to Bath & Wells Diocesan Multi Academy Trust when the latter takes over the SBPS. The Clerk is to liaise with SCC, Mr David Price (SCC Estate & Valuer)

dprice@somerset.gov.uk tel: 01823 355387, for a copy of the old lease in preparation of making a new lease with the B&W Diocesan Multi Academy Trust..

222. Council Member Training Requirement. The Chairman highlighted the importance of all Councillors to take every opportunity to update themselves on their current duties as Councillors. A list of courses can be found on the SALC Website under [Councillor & Clerk Training](#).
Deferred. For discussion in October 2019.

SSDC Cllrs Crispin Raikes left on conclusion of Agenda 222. SCC Cllr Adam Dance attended the .

FINANCIAL

223. Request from SB Primary School for a £1,000 Financial Grant to purchase Reading Books.

The Council discussed the letter submitted by Mrs T D Gibson (Chair of Governors, Shepton Beauchamp Primary School).

Resolved. That the Council in accordance with its powers under s.137 and 139 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council is in the interests of its inhabitants and will benefit them in the manner commensurate with the expenditure to purchase books to the sum of £1,000. Parish Clerk is to reply direct to Chair of Governors.

224. Income. PC to claim 15% Community infrastructure Levy (CIL)

Deferred. Cllr Wylie Carrick & District Councillor Adam Dance to follow-up.

225. Expenses. To approve the following payments:

SSDC Ranger Services 12-31 July 2019	£603.84
SALC Councillor training 9 th August 2019	£25.00
SSDC Ranger Services 13 th & 28 th August	£301.92

Resolved. Payments agreed and cheques issued.

QUESTION FROM THE PUBLIC

The Chair closed the meeting to allow the remaining member of the public to address the Committee.

Car Parking for 1 Belmont Terraces. The member of the public commented that despite each house in Silver Springs having two parking places allocated to the rear of their houses cars continue to park on Silver Street which took the space previously used by 1 Belmont Terrace. He requested for a polite note to be sent to residents asking them to park in their allocated car parks and not use Silver Street as their main place of parking. He added that during the construction phase he was assured that space would be available. **Deferred.** The Chair noted the comments and made. This would be considered at the next meeting.

DEFERRED ITEMS FROM PREVIOUS MEETINGS

Councillors are asked to review Annex A of Deferred Items from previous Meetings and update the Council when Items have been completed for resolution.

168 & 183. Speed Cameras. The Chair confirmed that the Auto Speed-watch was not endorsed by Somerset Constabulary and was therefore unlikely to be a suitable item to purchase. Lopen had reported that they had received a retrospective contract with some far reaching 'over-bearing' terms. Cllr Dance suggested the problems were overstated and recommended that SBPC should consider to purchase their own SID at approx. cost £3K and would be able to assist.

Deferred. The council agreed to reconsider the purchase of SID for 2020. The Clerk to include the cost of purchase within the 2020/21 Budget.

204. IT-E Mail Addresses & Web Site. The Chair encouraged all Councillors to use their official e-mail address for all official e-mails rather than using a private e-mail address. E-mails can be accessed direct from the [Webmail login](#) on the internet using their given e-mail address and password. The Webmail account can also be added to personal computers and smart phones. Further advice on how to add an account to smart phones/computer can be obtained from the mobile phone hardware provider.

Deferred. The Chairman undertook to review the use of council business using official e-mails addresses in 6 months' time, in April 2020.

187. VE Day (8 – 10 May 20). The Chair offered the Councils full support to the Events Team in their plans for VE Day Celebrations. The Events Team plans include:

Friday 8th May 20.

a.m. Children's Street Party on, commencing with a children's street party - giant bubbles and face-painting booked, plus other children events.

p.m – 10.00pm. Themed Street party (Red, white & blue, 40s style dress, uniforms) with Steel band, "Us" (tbc), 40's band music and DJ music.

3pm Nation's Toast to the Heroes,

6.55 pm. Cry for Peace around the world

7pm. Church bells pealing (tbc)

Sunday 10th May 20.

Tbc. Church Service of Celebration and Commemoration, including Tribute to the Million Last Post.

Deferred. This item to be deferred for further discussion in 2020.

OTHER OFFICIAL COMMUNICATIONS RECEIVED

Councillors are asked to review the list of Communications received but not circulated by the Clerk at Annex B.

AGENDA ITEMS

Updated Standing Orders

Parish Council Structure

Competency of Councillors

Lethbridge Memorial & Head of Piece

Financial Quarterly Statement for end of Sep 2019 (Parish Clerk to prepare the Financial Statement)

Improving Lives Grant Scheme

MUGA Lines need restoring

Parking at 1 Belmont Terraces and Silver Springs Houses

Closing. The Chairman closed the meeting at 2100hrs.

Annexes:

- A. Deferred Item's Register.**
- B. Official Correspondence Received.**

Enclosure: Item 217 - Lethbridge Recreational Field – Update as at 29 Sep 19