

# WIVELISCOMBE PARISH COUNCIL

## *MINUTES of the Meeting of the Parish Council held on MONDAY 11<sup>th</sup> MAY 2009 at 7.00 pm in the Community Centre.*

### 1. **PRESENT**

D Luxton (Chairman), Mesdames B Boyland, L Bedding and M Whitmarsh, R Adams, P Berman, B Collingridge, C Cridland, Sir H Farrington, P Langdon, R Matcham, J Ollerenshaw, P Parker, T Parker, A Somerfield, and M B Wilson. W Whitman was present for part of the meeting. In attendance: David Leggett (Clerk)  
Also present: County Councillor Caroline Smeaton, District Councillor Eddie Gaines and PCSO Judith Tilley.

### 2. **APOLOGIES**

No apologies were received.

### 3. **ELECTION OF OFFICERS**

Dixon Luxton was proposed and seconded for the post of Chairman. As no other nomination was forthcoming, it was unanimously agreed that Dixon Luxton should be appointed as Chairman of the Parish Council. It was proposed and seconded that Brian Collingridge be appointed as Vice-Chairman. In the absence of any further nomination, this was unanimously agreed.

### 4. **ELECTION OF COMMITTEES**

The Parish Council reviewed a list of committees and representatives (copy attached). It was agreed that the Alcohol Prohibition Order Committee was no longer required. It was further agreed that the remaining committees and representatives would be reconstituted with the following amendments: Adrian Somerfield to join the Allotments Committee in place of Peter Parker, Peter Berman to join the Emergency Planning Committee and Bryn Wilson and Peter Berman to join the Parking Committee in place of Sarah Fairfax.

### 5. **MINUTES**

The Minutes of the meeting held on Monday 6<sup>th</sup> April 2009, having been circulated, were agreed and signed by the Chairman as a correct record.

### 6. **MATTERS ARISING**

**Croft Way Proposed Zebra Crossing and Traffic Calming Measures** The Clerk read an email from Dan Martin of Somerset County Council, explaining that "...measured speeds at the site (measured over a week in January 2008) indicate 85<sup>th</sup> percentile speeds around 35mph. Official guidance does not permit, for safety reasons, the installation of a zebra crossing when traffic speeds exceed 35mph and therefore the introduction of speed reducing measures was required." The email detailed the nature of the traffic calming measures (speed cushions and narrowing of the road), and stated that "In view of the nature of Croft Way, they considered that any speed reducing measures adopted should not unduly inconvenience traffic, but should reduce speeds to an acceptable level."

The Parish Council discussed the proposals at some length, whilst regretting that no representative from Somerset County Council had accepted their invitation to come to this meeting to talk about the proposals. It was agreed that the Clerk should submit a formal objection to the proposed traffic calming measures on the grounds that they were costly and unnecessary, proposing that a review of the need for traffic calming should be carried out after the zebra crossing had been installed. It was further agreed to seek an early meeting of members of the Parish Council's parking committee with appropriate County Council officers.

## 6. **MATTERS ARISING** (continued)

**Land Registry** The Clerk reported that registration of the two parcels of land owned by the Parish Council had been completed: Plain Pond Allotments-Title No. ST276642 and Jubilee Gardens-Title No. ST276647. It was agreed that the addresses of the Chairman and Vice-chairman should be added to that of the Clerk.

**Dog Bin Emptying** The Clerk reported that the Parish Council had, at their meeting on 14<sup>th</sup> April 2008, authorised Taunton Deane Borough Council to empty the dog bin at Golden Hill/Burgess Lane during the year ended 31<sup>st</sup> March 2009 at a cost of £2.15 per visit. The Parish Council agreed that the Borough Council's invoice in the sum of £255.68 should be paid and that the service should be continued for the year ending 31<sup>st</sup> March 2010.

**Power of Well-being** The Parish Council decided, as it is unlikely that that Parish Council would wish to use the additional powers available under this legislation and in view of the extent of the work necessary to become eligible, to defer further consideration of whether to seek eligibility until after the 2011 elections. The Clerk confirmed that the limit on spending under section 137 is now £6.15 per elector.

**Grants Lane Nameplate** The Clerk read an email from Hilary Miller, expressing her pleasure at the speedy and efficient way the provision of the nameplate, suggested by her, has been achieved.

**Planning Training** Ralph Matcham reported on the training session attended by him and Tim Parker at Taunton Deane Borough Council on 22<sup>nd</sup> April. Both councillors felt this was an excellent presentation. The main messages from the session received were that the District Council are restricted in their power to refuse planning permission if an application meets government guidelines, and that the Parish Council could meet and talk to officers if they felt that there is good reason to object. The clerk is to express the Parish Council's thanks for a first class presentation.

**Highways Matters** The Clerk referred to an email from Dennis Quick, stating that the worst sections of the B3227 trench reinstatement which have sunk have been marked and will receive remedial works. The sunken cut off drains in Jews Lane will also be dealt with. The white lines at the traffic lights are still awaiting inspection. Ralph Matcham reported that the wall in Gadds Lane had now been made safe.

**Proposed Waiting Restrictions, Wiveliscombe** An email from Ian Titcombe informed that as a result of the Public Notice, one letter of concern had been received from a resident concerning the South Street restrictions. Mr Titcombe had spoken to the resident explaining the reasoning behind this proposal and he is happy for the proposal to go ahead. The works and all the changes should be implemented by the end of July.

**Parking Group** Brian Collingridge reported that a meeting had been held with John Lewis of Taunton Deane Borough Council, when agreement had been reached that the North Street Car Park needs re-marking. It had also been agreed that the designation of the west end of the Croft Way car park should be changed so the entire car park should be for cars only, with appropriate markings to maximise the space available. The Wiveliscombe Area Business group and the Wiveliscombe Civic Society have been consulted, and they wholeheartedly agree with this conclusion. The Parish Council agreed that a letter should be sent to Taunton Deane confirming these proposals and asking for an indication of the steps which have to be taken to change the Croft Way car park's designation, together with an indication of how long it would take to achieve this.

## 6. **MATTERS ARISING (Continued)**

**Library Opening Hours** The Clerk reported that, following the survey undertaken by Somerset County Council, the new library opening hours will be:

Tues: 9.30 – 12.30, 2.30 – 6.00

Thurs: 9.30 – 12.30, 2.30 – 5.00

Fri: 9.30 – 12.30, 2.30 – 5.00

Sat: 9.30 – 12.30

It is hoped that the new library will open on 10<sup>th</sup> June.

**Croft Way Bench** The Clerk reported that Anthony James has offered to meet the cost of repairing in hardwood the bench outside his Funeral Directors premises. The Parish Council agreed to place an order with Simon Smith to undertake this at a cost of £245, the lower of two estimates received.

## 7. **PLANNING**

**The Clerk reported that conditional planning permissions had been granted in respect of the following applications:**

**49/09/0001** 16 North Street, Wiveliscombe. *Erection of two dwellings (Resubmission of 49/07/0073) as amended*

**49/09/006A** Co-op, The Square, Wiveliscombe *Display of one non illuminated fascia sign and one non illuminated hanging sign (as amended)*

**49/09/009/LB 49/08/0066** Greenway Farm, Wiveliscombe *Conversion of barns adjoining farmhouse into ancillary living accommodation and annexe flat (as amended)*

**49/09/0010** Maundown Farm, Wiveliscombe *Erection of 3 bay garage*

**49/09/0011** Uplands, 6 Richard Beadon Close, Wiveliscombe *Erection of a conservatory*

**49/09/0015/T** St Andrew's Church, Wiveliscombe. *Application to fell 2 Cypress trees*

**4/49/09/0012** Kingsmead Community School, Wiveliscombe *Installation of Cedral weatherboard to replace existing wall hung tiles to Block B and parts of block A*

**The Clerk reported that the following application for planning permission had been refused:**

**49/09/0013** Land opposite 4 Palace Gardens, Wiveliscombe *Erection of dwelling*

**The Clerk reported that appeals had been lodged against refusal of the following applications:**

**49/08/067** 16 Palace Gardens, Church Street, Wiveliscombe *Erection of bungalow on adjacent land*

**49/08/0049** Culverhay, Wiveliscombe *Conversion and change of use of agricultural barn to form a single dwelling*

**The Clerk reported that the following applications had been received:-**

**49/09/0014** The Granary, Martin Farm, Wiveliscombe *Erection of a mobile log cabin (retention of development already undertaken) The Parish Council supported the application but recommending a 2 year time limit*

**49/09/0017** 2 Beech Tree Close, Wiveliscombe *Erection of two storey side extension The Parish Council supported the application*

**49/09/0023** Ashbeers, Taunton Road, Wiveliscombe *Conversion of barn to residential dwelling The Parish Council supported the application if in accordance with the District Council's policies*

**49/09/0025** Lower Park Farm, Wiveliscombe *Erection of replacement garage and garden store The Parish Council had no comment to make*

**49/08/0063** Tanglewood, Wiveliscombe *Erection of extension to sheds at north end of garden, erection of stable building in paddock and installation of solar panels to garage roof (Retention of part of development already undertaken) The Parish Council objected to this development of a listed building*

## **8. POLICE REPORT/PACT**

PCSO Judith Tilley reported that the recent month-long spate of thefts from rural outbuildings has abated. Residents are urged to be vigilant, noting and reporting registration numbers of strange vehicles, particularly white tipper trucks or white transit vans. There have been a number of reports of suspicious cold-calling visits to outlying dwellings, by individuals with a battered small blue van and a small red van. The police continue to receive complaints of dog fouling and of parking around the Square in the daytime. Vehicles parked on double yellow lines are moved on, but PCSO Tilley has no power to ticket offenders except when they are causing an actual obstruction. Complaints are being received of speeding through Langley Marsh. PCSO Tilley will be visiting this area with a speed gun, issuing offenders with a written warning.

## **9. CORRESPONDENCE**

**Wiveliscombe Area Partnership** The Clerk reported that Wiveliscombe Area Partnership and Wivey Link are to merge into one company and apply to become a registered charity. The Parish Council has been invited to appoint a representative to become a Director of the new Company. The Parish Council unanimously agreed to appoint Brian Collingridge as their representative.

**Life Education Wessex** A request for a grant has been received. The Clerk is to inform this organisation of the Parish Council's annual procedure for considering grants and to explain that financial support is usually only awarded to organisations operating wholly within Wiveliscombe.

**Jim Laker Fund** The Clerk informed the Parish Council of two letters from the secretary of the Jim Laker Fund. As regards the request for financial assistance with maintenance of the WHAT plaques, the Clerk is to inform the Fund that the monies held in the Parish Council's Arts Fund are earmarked for the maintenance of the Council's seats, gates and totem poles. In reply to the second letter, the Clerk will express the Parish Council's thanks for the offer of financial help to renew the Christmas decorations, and explain that this offer may be taken up following awaited discussions with Taunton Deane Borough Council about the decorations.

**10 Parishes Festival** Pauline Homeshaw has written to inform the Parish Council of their plans to create an artwork depicting the 10 Parishes map and involving the primary schoolchildren, on the house wall adjacent to the North Street car park in late July/early August. The Clerk is to respond, thanking Pauline for the information, informing her of the Parish Council's approval of the scheme, wishing the project well and mentioning that there might be town planning implications.

**Equality and Human Rights - Public Sector Duties** The Parish Council considered a letter from the Equality and Human Rights Commission, advising of the forthcoming Equality Bill, (unlikely to come into force until the latter part of 2011), which will harmonise the existing three public sector duties into one equality duty extended to cover all seven equality strands (Age, Disability, Gender, Gender Identity, Race, Religion or Belief and Sexual Orientation). The letter also intended to underline the importance of the Parish Council continuing to meet their existing obligations under the current race, disability and gender equality duties until then. The Parish Council asked a small group comprising the Chairman, Brian Collingridge, Bryn Wilson and the Clerk to study the leaflet explaining the current duties and to prepare a statement for the next meeting.

## 9. **CORRESPONDENCE (Continued)**

The Parish Council noted receipt of a number of items of correspondence as listed in the agenda for the meeting

The clerk reported the following correspondence received since the agenda was prepared:-

- TDBC** Replacement of small pine tree at 1 Clerkspool, Ford Road, Wiveliscombe
- TDBC** Planning Training “Development & Flood Risk” 11<sup>th</sup> May 6pm (email forwarded)
- TDBC** Affordable Housing Open Day
- TDBC** Agenda 13<sup>th</sup> May
- Clerks and Councils Direct** May 2009 issue

## 10. **FINANCE**

### **Annual Accounts**

The Parish Council approved the accounts for the year ended 31<sup>st</sup> March 2009.

### **Internal Audit**

The Clerk reported that the internal audit for the year ended 31<sup>st</sup> March 2009 has been completed by Mr Bryan Howe who is appointed as the Parish Council’s Internal Auditor. The Clerk read a report from the internal auditor, which drew to the attention of the Parish Councillor the following points:-

- (a) Computer equipment purchased during 2008/9 should be added to the asset register. This has been done.
- (b) The adopted risk register needs to be reviewed and reported. The Parish Council asked the Clerk to undertake this review.
- (c) Natwest Bank should be asked if the Parish Council’s deposits could be moved to an account that provides a higher investment return. The Parish Council instructed the Clerk to write accordingly.
- (d) The leaving Clerk made a claim for expenses in June 2008 but did not provide receipts and was not signed by the Chairman. The Clerk informed the Parish Council that the claim had been made on an estimated basis, in the manner in which claims had been made during the whole of the year 2007/8, and was considered reasonable.
- (e) Income tax was not deducted from the Clerk’s salary for June 2008. The Clerk informed the Parish Council that this oversight would be corrected by a further deduction from the May 2009 salary.

### **External Audit**

The Clerk reported that the external audit would be carried out on 1<sup>st</sup> June 2009 by Moore Stephens, who are duly appointed by the Audit Commission. The Clerk read out the nine questions in section 2 of the Annual Return and in each case it was agreed by the Parish Council that the answer should be “yes” save for question 9 which referred to trust funds and was not applicable. The return was duly completed and signed by the Chairman and Clerk.

### **Accounts**

The most recent book-keeping was signed and the bank statements were endorsed as originals.

The following payments were approved:-

Payroll and expenses (2 cheques)	£438.29
TDBC (Dog Bin Emptying)	255.68
C J Heard (Jubilee Gardens)	44.00
B J Howe (Internal Audit)	139.50
Allianz Insurance plc	781.72

### **Footpath Clearance, etc.**

The Clerk expressed some concern over the lack of control exercised over the tasks undertaken by Mr M Hendy, who carries out footpath clearance, drainage work, etc. on an on-going basis. After due consideration, the Parish Council decided that the present arrangement whereby Mr Hendy carries out necessary work should continue, with the Clerk keeping in touch and receiving regular reports of work undertaken and (at least) quarterly invoices.

## 11. COUNTY COUNCILLOR'S REPORT

Mrs Caroline Smeaton invited questions or problems and explained that this would be the last Parish Council meeting she would be attending, as she would not be seeking re-election in June. Mrs Smeaton thanked the Parish Council for the hospitality extended to her at meetings she had attended. Peter Berman thanked Mrs Smeaton for the support she had given the Parish Council; Mary Whitmarsh and the Chairman added their thanks.

## 12. DISTRICT COUNCILLORS' REPORT

Mary Whitmarsh reported that she had spoken to a number of businesses in the town about their attitude to the idea of hanging flower baskets. Some who do put up baskets do it through the garden shop and wish to continue to do so. Some shopkeepers prefer tubs as they would not be able to reach hanging baskets because of the height of shopfront glass. A member of the public volunteered to offer help to others who may not be able to afford a display and would approach the Somerset Hospice shop which had expressed an interest in the offer.

Following some discussion about the best way dispose of an accumulation of rubbish and to keep Jubilee Gardens tidy in the future, it was decided that Mrs Whitmarsh should talk to Colin Heard and report back to the next meeting.

Mrs Whitmarsh reported that the Rural youth Project Worker had completed his task of documenting existing youth provisions over a wide area stretching from Bishops Lydeard to Wiveliscombe. The excellent document produced will shortly be available in the Community Office.

The Chairman welcomed Eddie Gaines, newly elected District Councillor.

## 10. MATTERS OF REPORT (AOB)

**Wiveliscombe Area Business Group** Ralph Matcham reported that the Business Group are looking for a notice board on which to advertise staff vacancies. It was pointed out that such a board is available for this purpose in Wiveliscombe House.

The Group are seeking help from the Parish Council to update the database of businesses on the Wiveliscombe website. A meeting between two or three Business Group members and the Parish Council Website Committee is to be arranged to explore the needs in this respect.

**Parish Councillors' Interests** Bryn Wilson expressed concern that members' interests on outside bodies is not always recognised. Each member has made a statutory declaration of interests on appointment, but the Clerk was asked to explore how this information could be collated and made readily available.

There being no other business the meeting closed at 9.20 pm.