

MINUTES OF CROSCOMBE PARISH COUNCIL FULL COUNCIL MEETING

Held at the Church Rooms, Church Street

on

Tuesday 30th July, 2024, at 7:00 pm

Present: Cllrs A Ford, B Gudzelak, A Hargraves (Chair), P Hodge, C Jackson, L Tully

Attending: J McGhee (Parish Clerk)); 5 members of the public

1. WELCOME

The Chair welcomed everyone to the meeting.

2. PUBLIC FORUM

There were no remarks at this point from members of the public.

3. APOLOGIES FOR ABSENCE; ABSENCES

Apologies were sent by Cllr M Lovell (Somerset Council).

4. DECLARATIONS OF INTEREST

Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Localism Act 2011 s33(b-e).

(NB – this does not preclude any later declarations).

None.

5. COUNCILLOR COOPTION

Councillor application form for John Owen circulated to councillors in advance of the meeting.

The co-option process proceeded according to the Council's Co-option Policy Procedure.

Mr Owen spoke briefly to his application. Cllr Gudzelak proposed he be co-opted; Cllr Jackson seconded. Mr Owen was unanimously co-opted as a councillor on a show of hands. He signed the Declaration of Acceptance of Office form and joined the meeting as a councillor.

6. ELECTION OF VICE-CHAIR

Cllr Jackson proposed that Cllr Hodge be elected as vice-chair; Cllr Tully seconded. Councillor Hodge was unanimously elected as vice-chair on a show of hands.

7. MINUTES OF PREVIOUS MEETING

- i. To confirm and sign minutes of the Full Council Meeting held on 18th June, 2024 (Appendix 1).

Resolved. Approved.

14/24-25

8. **PLANNING APPLICATIONS**

None.

9. **FINANCE**

- i. To approve (or not) bank account reconciliation at 18 Jul 24 (Appendix 2).

Resolved. Approved.

- ii. To approve (or not) receipts and payments identified in cashflow from 07 Jun 24 to 18 Jul 24 (Appendix 3).

Resolved. Approved.

- iii. To approve (or not) the Q1 budget review to 30 Jun 24 (Appendix 4).

Resolved. Approved, with caveats. The Clerk pointed out a typographical error showing that the amount budgeted for Website Hosting over the year as £13 instead of £130. Clerk to correct.

There was a brief discussion of how funds raised and expended by the PAWG and OMWG can be reflected in the budget. Clerk to review and bring proposal to council for next meeting.

10. **CLERK'S REPORT**

- i. To note Clerk's Report (Appendix 5).

Resolved. Noted.

11. **LOCAL AUTHORITY REPORT**

- i. To note report from Cllr Lovell of Somerset Council (Appendix 6).

Resolved. Noted.

12. **UNITY TRUST BANK SIGNATORIES**

The Clerk reported on a discussion with Unity Trust Bank on signing authority, legacy authorisations and the opportunity to have someone identified as an account Admin so that authorities could be readily viewed in future rather than an approach having to be made to Unity Trust for the information.

Decisions/actions were:

- The level of approval of payments has been changed from triple authority, requiring submission/approval of each payment by the Clerk followed by approval by two others, to dual authority to ease the process while retaining appropriate scrutiny.

- A number of legacy authorisations must be removed

- Clerk to be made Admin of the account

- Cllr Gudzelak to be moved from having V (View) access to the account to VA (View, Approve) access; this will ensure a degree of resilience in the approval process should Cllr Hargraves, who normally approves as Chair, be unavailable.

Clerk to raise appropriate Unity Trust form and submit the changes.

13. **COUNCIL PRESENCE ON WORKING GROUPS**

Cllr Ford to join Cllr Gudzelak on the PAWG (Play Area Working Group).

Cllrs Hodge and Jackson represent the council on the Flood Group

Cllrs Hargraves and Tully represent the council on the OMWG (Orchard Management Working Group).

14. **PAWG UPDATE**

No meeting scheduled at present; Cllr Gudzelak will provide an update on proposals by email following the

meeting.

15/24-25

15. FEWG UPDATE

Cllr Hodge provided an update on Flood Group developments. Key points were:

- The culvert in Long Street has been surveyed and there are blockages which need to be cleared.
- A geomorphological report has been prepared by the EA (Environment Agency) which states that stones should not be removed from the river bed in case walls are undercut, but boulders should be removed. The stones by the forge may be removed.
- The transfer of water from the top of Old Street Lane is under investigation.
- Kilver Court pond attenuation of flow is in progress.
- Enlargement the drain at the bottom of Fayreway; Cllrs. Hodge and Jackson to contact resident.
- Clearing of the stream by viaduct sink is in progress.
- There was a meeting with the new MP, Tessa Munt, who agreed to determine responsibility for culvert, including repairs and clearance. The EA is to model the culvert to determine current capacity.

- i. Approval of modified Terms of Reference (Appendix 7).

Resolved. Approved, with modifications as follows:

- Item A9 should be changed to 'flood issues' from 'environmental issues'
- Item B1 will specify a minimum of two councillors on the Flood Group
- Item C will have a line added to indicate that a set of notes should be produced for each meeting and sent to the Clerk to log and send on to councillors.

- ii. Approval of updated Flood Plan (Appendix 8)

Resolved. Approved subject to an update with the names of the senior flood warden and depute; Cllr Hodge to update and forward to the Clerk for publication on the website.

16. ORCHARD GROUP PROPOSALS

- i. Detailed document circulated to councillors before the meeting.

To approve (or not) the following proposals with respect to the Orchard Group -

- a) Delegation of one expenditure per month of up to £50 to Jim Scott for orchard maintenance.

Resolved. Approved – expenditure on minor, revenue items with appropriate receipts/invoices.

- b) Contract with Shepton Mallet Landscapes for orchard grass cutting.

Resolved. Approved, subject to firm quotation from Shepton Mallet Landscapes for a specific number of cuts for the remainder of this season at £20 a cut. Clerk to liaise with J Scott and Shepton Mallet Landscapes.

- c) Extension of the orchard to accommodate a further 12 trees.

Resolved. Declined at this stage. Expansion/development will be dependent in part on the results of a survey of the village and consideration of all options including the use of the Wanderlands field on Fayreway. Working Group to explore engagement of a qualified arborist to advise on moving trees within existing location or elsewhere. Cllrs Hargraves, Tully to discuss with other working group members.

Clerk to obtain copies of titles for cemetery and south field from Land Registry and review for

specifications, if any, on use and water supplies.

16/24-25

- d) Orchard event themed on pruning, fruit pressing, tree planting.

Resolved. Declined at this stage. Nature of future events will be dependent on survey results.

- e) Engagement of plumber to fix cistern leak.

Resolved. Approved. The work is necessary to prevent water loss, and is to be funded from funds raised for orchard. However, notice has to be taken of previous requests in writing from Dinder Estate to then chairman not to use the water supply. Approach to be made to Dinder Estate by Cllr Hargraves to see if an arrangement for water supply can be agreed.

- f) Sign for the orchard gate.

Resolved. Approved – competition to design sign can take place, subject to approval of winning design by the Parish Council. Consideration to be given to include reference to the Queen's Green Canopy initiative, commemorating the late Queen Elizabeth.

- g) Applications for commemorative plaques.

Resolved. Declined. Existing plaques can remain, but no further plaques to be installed. Preferred commemoration method covered in item (i) below.

- h) Such plaques to conform to the specification of the existing coronation tree plaque.

Resolved. Declined. As with item (g).

- i) Erection of a notice board in the orchard.

Resolved. Approved. Details of design and management to be developed by the OMWG and presented to the PC for approval. The design should incorporate commemoration method of metal tag on a given tree indicating specific memorial details on the notice board. Design consideration to include durability of the village map outside the former village shop.

- j) Survey of the parish by the working group to update the parish view of the operation and development of the orchard.

Resolved. Approved. Cllr Tully working with other OMWG members to finalise survey for approval.

17. CHANGES TO SOMERSET COUNCIL STREET CLEANING / BIN EMPTYING

A survey of the litter and dog bins in the village has been requested by Somerset Council, to include all bins whether owned by Somerset Council or the Parish Council. They intend charging for emptying certain bins from April 2025. Cllr Jackson volunteered to survey the bins. Clerk will take that information, reference to the Parish Council asset register and send on the information to the appropriate Somerset Council project team.

18. SOMERSET BUS SURVEYS

Two organisations, Somerset Bus Survey and Better Buses for Somerset, have emailed requesting feedback on views locally of bus services. The Clerk will put information and links to the surveys on the usual channels so that parishioners can provide feedback if they wish.

19. WHATSAPP GROUP FOR COUNCILLOR COMMUNICATION

Council resolved a WhatsApp group for minor councillor communication would be useful. Cllr Hargraves to set up such a group.

20. UPDATES ON ACTIONS FROM PREVIOUS MEETINGS

- i. Review of condition of Elderwell Lane – Cllr Jackson.

Lane is relatively clear at the moment. Cllr Jackson and T Ford will strim.

17/24-25

- ii. Investigation of traffic calming measures – Cllr Hargraves.

Feedback on this from parishioners so far has been mixed. Cllr Hargraves will continue to seek feedback with a view to approaching Somerset Council on what could be done.

- iii. Development of ideas for the coming year – Cllr Hargraves.

No significant initiatives have been proposed; focus for the remainder of the current year will be on working with the various working groups.

21. MATTERS OF REPORT – ITEMS FOR NEXT AGENDA

None.

Date of next meeting – Tuesday, 10th September, 2024, at 7:00pm in the Church Rooms.

CLOSE. Meeting closed at 21:00.