

CRANMORE PARISH COUNCIL

Parish Clerk – Vickie Watts

cranmoreparishclerk@hotmail.co.uk | 07971 516916 | Gallant Hill Farm, Foxcote, Radstock, BA3 5YB

MINUTES OF MEETING HELD IN THE MEMORIAL HALL, CRANMORE,
ON 12th January 2015 AT 7.30PM

Present Cllr Grant Bolton (GB, Chair), Cllr Crowcombe, and Cllr Jacqui Gallo
Also present District Cllr Gloria Cawood
In Attendance Vickie Watts (VW; Clerk) and 11 members of the public.

1 Declarations of Interest & Dispensations

There were no declarations of interests.

2 Apologies for Absence

Cllr Karen Mitchell and PCSO Nicola Housley all sent apologies which were duly accepted by the Chair.

3 Resignation of Councillor – Councillor Vacancy

A letter of resignation had been received from Mark Snelson. A notice of vacancy will be placed on the notice board, website and Facebook page. Clerk to write a letter of thanks from the Council to Mark. Clerk to raise notice of vacancy.

VW
VW

4 Agreement of Minutes of Meetings held on 8th December 2014 & matters arising

The minutes had been distributed to all Councillors. The minutes were agreed as an accurate record of the meeting, which were then duly signed by the Chair. Clerk to forward a copy for uploading to the website.

VW

Vote: 3 For; 0 Against and 0 Abstained

All matters were completed or will be covered under the agenda items listed apart from:

- The Chair confirmed that he had completed the application for work to be completed on the protected tree adjacent to the Sports Field at Tansey. The Clerk to forward to the Planning department at Mendip District Council.

VW

5 Meeting Open to the Public

- Alastair and Kathryn Campbell attended the meeting and gave a brief introduction into their proposed plans for Cold Harbour Farm on Witherwood Lane, Cranmore which they have recently purchased. Planning permission has been put in for alterations and improvements which will in time be put before the Parish Council.
- A complaint was made regarding the amount of litter which seems to result from the weekly recycling collections. The Clerk to write and highlight the problem to Somerset Waste Partnership.
- It was suggested that it might be a good time to arrange a litter pick with the weekend of the 21st March being a possible date. The Chair will liaise with the Community group and try to drum up volunteers. Clerk to prepare a draft poster. Agenda item for next month.
- The bus consultation resulted in a large number of complaints against the reduction in the 161 service.
- David Dixon said that he had included some history and photos of the Chapel at Dean to the website – similar stories or photographs would be most welcome.
- It had been reported that a lady is allowing her 4 small dogs off the lead at the Sports field at Tansey. It was suggested that a letter will be written to the owner asking for them to keep the dogs on the lead whilst using the footpath across the sports field.

VW

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6 Jill's Close Committee

Diana Reader attended on behalf of the Jill's Close Committee. She confirmed that the annual inspections cost in the region of £80 each year and there was always an amount needed for general improvements. After discussion it was agreed that the Parish Council would allocate £550 for Jill's Close. Wherever possible any purchases should be made directly by the Parish Council and donated to the committee so that any VAT can be claimed back. This was proposed by Cllr Crowcombe and seconded by Cllr Gallo. A vote was taken which was unanimously in favour of the proposal.

Vote 3 For, 0 Against and 0 Abstained

7 Reports

7.1 **PCSO** – Nicola had emailed her apologies and reported that there had been a RTA at the Piers Road crossroads on the 30th December. Her colleague Guy did attend but sadly had to leave before he had an opportunity to speak.

7.2 **District Councillor** – District Cllr Cawood attended and reported as follows:

1. If comments made by the parish Council on Planning applications differ from the view of the planning officer then the application will be automatically referred to the District Councillor for comments.
2. The Community environment budget has now all gone with Doultling Pre School having a successful application on this occasion.

7.3 **County Councillor** – Cllr Ham did not attend or forward a report. The Clerk was asked to arrange a meeting in order to discuss the Parish highways and concerns over speeding.

VW

8 Planning

8.1 2014/2588/FULL – Conversion of two barns. 55 Dallimore Lane, Dean
All Councillors had considered the plans. The Applicant attended and explained his intentions for the site. After discussion it was proposed by Cllr Crowcombe that the application should be approved on the basis that the current disused building would be enhanced and when finished would provide affordable family homes. It was noted that the neighbours would like to see the buildings developed in line with the application. This was seconded by Cllr Gallo. A vote was taken which was unanimously in favour of the proposal.

Vote: 3 For; 0 Against and 0 Abstained

8.2 2014/2552/HSE – Demolition of existing porch and construction of 2 storey extension. Piers Cottage, Piers Road, Cranmore.
All Councillors had considered the plans. The Applicant attended and explained his intentions for the site and answered Councillor questions when required. After discussion it was proposed by Cllr Crowcombe that the application should be approved on the basis that it would improve the cottage and make it into a useable family home. This was seconded by Cllr Gallo. A vote was taken which was a majority in favour of the proposal.

Vote: 2 For; 0 Against and 1 Abstained

8.3 2014/2553/HSE – The construction of agricultural vehicle store. Piers Cottage, Piers Road, Cranmore.
All Councillors had considered the plans. The Applicant attended and explained his intentions for the site and answered Councillor questions when required. After discussion it was proposed by Cllr Gallo that the application should be approved on the basis that it was in keeping with the existing buildings and was required to sustain the type of use on the land. It was also felt that it would offer screening to the A361 from the existing lighting. This was seconded by Cllr Bolton. A vote was

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taken which was unanimously in favour of the proposal.

Vote: 3 For; 0 Against and 0 Abstained

9 Planning updates

Ref 2014/1668/FUL, Errection of two general industrial units B2 use with access and parking. Unit 1 Quarry Way, Waterlip, Shepton Mallet, BA4 4RN
Approved with conditions

Ref 2014/1958/FUL, Construction of 1 stable block comprising of 4 loose boxes and a tack/storage area. Land North of A361, Dean, Shepton Mallet, BA4 4RZ
Approved

10 Finance

10.1 Bank reconciliation

The Clerk had prepared the bank reconciliation which was yet to be verified by a Councillor. It was agreed that Cllr Bolton would complete the verification after this meeting.

10.2 Financial Statement and third quarter budget review

The Chair ran through the documentation provided by the Clerk. It was agreed by all Councillors that the budget was in line with expectation and on target as agreed. The Chair duly signed a copy of both documents for the records.

10.3 Setting of Precept

Councillors had considered the budget proposed for 2015/16 and given consideration to what the precept should be over the last couple of months. It was proposed that the precept should remain the same as last year, namely £7500. It has been confirmed by MDC that we will also receive the Council tax support grant which amounts to £311.77 making the total to be received £7811.77 – The Clerk to notify MDC

VW

10.4 Adoption of Financial regulations

Cllr Crowcombe to amend the values stated in the draft document which will then be circulated to all Councillor with the intention that it will be then adopted at the February meeting.

AC
Ag

10.5 Adoption of Code of Practice for handling complaints

All Councillors had considered the code of practice for handling complaints. It was proposed by Cllr Crowcombe that the code should be adopted which was seconded by Cllr Gallo. A vote was taken which was unanimously in favour of the proposal.

Vote: 3 For; 0 Against and 0 Abstained.

10.6 Changes to bank mandate

It was proposed that both the Clerk and Jacqui Gallo should be added to the mandate and Mark Snelson should be removed. All Councillors agreed to the proposal which was voted unanimously in favour of amending the mandate.

VW

Vote: 3 for 0 against and 0 abstaining.

10.7 Clerk Pay award

NALC has confirmed that the 2014 – 16 national salary awards have been agreed. The new pay scales are to be implemented as of the 1st January 2015. The clerk is currently on SCP 19 at a rate of £9.35 which has now been increased to £9.551. The Clerk is also eligible for a one of consolidated payment which amounts to £15.39 (5.7hrs per week x award of £2.70). All Councillors agreed that the award should be implemented and paid in accordance with the NALC recommendations.

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10.7 Payments

The following cheques were agreed by all Councillors and duly signed by the Chair.

Clerks salary December (Inc HMRC payment)	£175.31
Expenses	£ 51.89
Memorial Hall – Donation towards heating	£150.00
Small Grant -St Bartholomew's Church	£ 50.00
Small Grant -Mendip Community Transport	£ 50.00
Small Grant -Cranmore Memorial Hall	£150.00

Mr Crowcombe said that he would deliver the cheques for the Memorial hall and the Church.

The annual payment of £550 to St Bartholomew's Church towards the upkeep of the churchyard is due and should be an agenda item for next month.

AG

Cllr Jacqui Gallo left the meeting at 9pm

11 **Sports Field registration with the Land Registry**

The Clerk confirmed that Mr Tim Berry of Harris and Harris Solicitors (Wells Branch) has agreed to undertake the work involved at cost which is much appreciated. The Clerk will drop the original Statutory declaration in to his offices. A land registry compliant map with the field outlined in red needs to be produced and also passed to Mr Berry. The Clerk to action.

VW

12 **Village Plan**

Adjourn until February meeting

Ag

13 **Highway Issues:**

It was agreed that the policy for road closures would be adjourned to the February meeting

Ag

14 **Councillors' Reports**

Community group – Table top sale arranged for the 28th March 10 – 1pm
Defibrillator training – This will take place on 26th January 2014 at 7.30pm at the Memorial Hall.

15 **Meetings attended/To be attended**

Rural Forum will take place on the 3rd February 2015 at Council Chamber at Shepton Mallet. Agenda items will be:

- Planning Policy - Adopted Plan and Updates
- Planning Process Updates (to include Rights of Parish Councils)
- Neighbourhood Planning (Community Council for Somerset)

16 **Correspondence**

- Transparency code for parish councils with an annual turnover not exceeding £25000 – Clerk to read
- Avon and Somerset newsletter – No action required
- Clerks and Councils Direct – Clerk to read and pass on to Councillors

17 **Date & Time of next meeting - Monday 9th February 2015**

The meeting finished at 9.30pm

It is agreed that this is a true and accurate record of the meeting

Signed _____ Dated: _____