

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 13th April 2015 AT 7.30PM

Present Cllr Grant Bolton (GB) Cllr Ann Crowcombe (AC) and Cllr Karen Mitchell (KM)

Also present District Cllr Gloria Cawood

In Attendance Vickie Watts (Clerk) took the minutes. 5 members of the public attended.

1 **Declarations of Interest & Dispensations**

Cllr Crowcombe declared an interest in the planning application – agenda item

2 **Apologies for Absence**

Cllr Gallo, Cllr Van Dyk and County Cllr Philip Ham PCSO Nicola Housley had sent apologies which were duly accepted by the Chair.

3 **Agreement of Minutes of Meetings held on 9th March 2015 & matters arising**

The minutes had been distributed to all Councillors and 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.

Vote: 3 For; 0 Against and 0 Abstained

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

- Bus shelter – Clerk has been told that the bus shelter maintenance is the responsibility of the Parish Council. Clerk to press SCC or MDC re ownership and repairs. VW
- The layby on A361 – County Cllr Ham reported to the Clerk that he has asked the Highways dept to inspect the layby to see if it can be improved but also to repaint the white lining.
- Cllr Crowcombe was unable to attend the Quarry liaison meeting but she reported that there was to be a further meeting held on Thursday 16th April at 6pm at the Somerset Earth Centre, Stoke St Michael. AC & GB to attend

AC/GB

4 **Meeting open to the public**

John Reakes noted that the Insurance must be due imminently and requested that he be notified of the amount due so that the cheque can be raised. His new email address is john.reakes@trotman-builders.co.uk Clerk to update the records. VW
VW

David Dixon said that he felt that the Parish notice boards needed attention. Alan offered to investigate further. He also said that the problem with bagged dog poo being left hung from hedgerows had become bad – it was agreed that Cllr Bolton would draft some wording to be included within the next edition of the Grapevine. GB

5 **Reports**

5.1 **PCSO** – PCSO Nicola Housley did not attend and no report had been received.

5.2 **District Councillors report** – Cllr Cawood explained that she was standing down as a District Councillor after 32 years. She expressed thanks to the Parish Council for supporting and welcoming her during her time as a District Councillor. Cllr Bolton thanked Gloria and wished her all the best in her retirement. Clerk to write a letter of thanks.

5.3 **County Councillors Report** – County Councillor Ham did not attend and no report

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had been received.

6 Planning

- 6.1 2015/0356/OTA - Erection of a dwelling house, office and covered parking with occupational tie (forestry). Land North East Of Dean Dallimore Lane To Slait Hill Dean
Cllr Crowcombe had declared an interest and therefore played no part in the discussion regarding the consideration of this application.

The Chair explained that members of the Council had attended a site visit on 21st March and had all considered the detailed plans extensively. After discussion it was proposed by Cllr Bolton that the application be refused for the following reasons:

- The proposed dwellinghouse would be outside the permitted development boundary which would be contrary to the Local plan.
- Cranmore is a tertiary village as stated within the Local plan and development in the proposed area will promote a need to travel.
- The need does not justify the scale of the proposed development.
- The proposed development will detract from the view and setting of the Cranmore Tower which is a grade 1 listed building and landmark.
- Access on to the A361 would be poor.

VW

This was seconded by Cllr Mitchell and therefore agreed. Clerk to notify the Planning Office.

7

7.1 Planning updates

2015/0291/FUL

Erection of Livestock shed

Wellington Farm, East Cranmore, Shepton Mallet

Approved with conditions

7.2

2015/0138/PAA

Application for prior approval to the change of use of livestock sheds to a dwelling house (Use class C3)

Wellington Farm, Cranmore, Shepton Mallet

Notice received that prior approval is not required.

7.3

2014/2588/FUL

Conversion of two barns to form a dwelling including an extension to link barns together (as amended by plans received 25/03/15)

Barns to South of 55 Dallimore Lane, Dean, Somerset

Notice to say that amendments have been received – any comments should be made in writing prior to 28/04/15.

7.4

Email received from Wainwrights notifying of an exhibition being held at The Somerset Earth Centre 4-6 on 16/04/15 for Quarry Liaison Committee members regarding a planning application which is being prepared to develop a number of landscaped tips.

The Chair decided to deal with agenda item 10 - Update of registration of the sports field and the Cricket field fence.

8 Update of registration of the sports field and the Cricket field fence.

The Chair explained that he had sought a quote for the materials to provide a temporary fence with netting for the sports field, which can be purchased within budget. Alan has agreed to investigate the cost of a permanent fence or comparison purposes. This will be discussed further at the next meeting.

Ag

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The Chair explained that he was keen to seek pledges for money to help fund the building work to provide storage on the sports field. GB will arrange a meeting with the working party to try and get this off the ground.

GB

Harris and Harris had been in touch to ask for supporting evidence to show that the Parish Council owns the sports field. GB to review the old minutes and the Clerk to check the Deeds.

GB
VW

9 Finance

9.1 Bank reconciliation

The Clerk confirmed that both the Internal auditor and Cllr Crowcombe had checked the bank reconciliation which balanced.

9.2 Review and adopt Risk Assessment statement

The Clerk had supplied a draft risk assessment to each Councillor which was reviewed line by line with some minor amendments being made. It was agreed that the document was robust and should be adopted and was duly signed by the Chair.

Vote: 3 For; 0 Against and 0 Abstained.

9.3 Review and adopt Asset register

The Clerk had supplied a draft copy of the asset register to each Councillor which was reviewed line by line. It was agreed that the document was a good working document which should be adopted. The Clerk to pursue Tom Killen for a valuation on the Sports field and Jill's Close. Agenda item for June.

VW
Ag

Vote: 3 For; 0 Against and 0 Abstained.

9.4 End of financial year review

All Councillors had received a copy of the end of year figures alongside the agreed budget figures. Everyone agreed that the accounts were as predicted and happy with the accounts.

9.5 External Audit 2014/15 timetable

The Clerk provided a photocopy of the annual audit return for the year end 31st March 2015. The Clerk confirmed that the notice of announcement is currently being displayed on all 3 notice boards which shows that the accounts are available for inspection between the 17th April until the 15th May by appointment with the Clerk. The Clerk confirmed that the internal audit had been completed by Adrian Mason who was happy with the accounting systems being used by the Clerk.

The Chair then read out Section 1 the accounting statement and signed to approve the statement. He then read each question from Section 2 the annual governance statement 2014/15 and asked Councillors to help answer each question. Upon completion the Clerk and Chair duly signed the annual governance statement. The Clerk will insert the relevant minute reference once the minutes have been drafted.

The Clerk explained that the Annual return must be submitted before the 8th June 2015

9.6 Payments

The following cheques were agreed by all Councillors and duly signed by the Chair and Cllr Crowcombe:

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Clerks salary March (Inc HMRC payment)	£167.14
Expenses (in payment to GB)	£ 75.19
Wickstead - Invoice for swings	£245.87

Vote: 4 For; 0 Against and 0 Abstained

10 Grass Cutting Contract

This will need to be adjourned until the next meeting as the Clerk has been unable to contact Chris Brown. Clerk to pursue.

Ag
VW

11 Village Plan

Adjourned to the next meeting

Ag

12 Somerset Emergency Community Contacts & Emergency plans

Cllr Mitchell and the Chair, Cllr Bolton will provide details to become points of contact in the event of an emergency.

13 Highways Issues

Information regarding transfer of Speed indicator devices has been received but it was agreed that this would be adjourned until the next meeting for the clerk to check the cost of insuring the unit. At the last meeting Cllr Van Dyk had agreed to manage the SID scheme. Clerk to let Dave Grabham from the Highways department know that we are interested as are Doulling.

Ag
VW

There continues to be concerns over the stones which are strategically placed along the road side outside the Lodge, East Cranmore which prevents cars from passing in that layby. Clerk to report to highways department.

VW

14 Councillor Reports

- Community Group – the village fair will take place on the 25th July 2015.
- The PCC managed to raise £500 during a fundraising at a local supermarket.
- Neighbourhood planning – the clerk attended a recent workshop on this. Agenda item for June.

15 Meetings attended/To be attended

- Annual Meeting of the Parish – date agreed for 27th April at 7.30pm. Cllr Bolton will give a demonstration with the defibrillator and arrange refreshments.
- It was agreed that a planning meeting will be held prior to the Annual meeting to consider applications to avoid missing the deadline.

VW

16 Correspondence

St Bartholomew's thank you letter	No action required
Came & Co – Newsletter	No action required
Harris & Harris - Registration of the Sports field	Already discussed
MDC - House extension design guide	No action required

17 Date & Time of next meetings

Annual Meeting of the Parish 27th April 2015 and Full Council meeting Monday 11th May

The meeting finished at 9.30pm

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

Signed _____ Dated: _____