

# 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 13<sup>th</sup> October 2014 AT 7.30PM

**Present** Cllr Grant Bolton (GB, Chair), Cllr Karen Mitchell (KM), Cllr Ann Crowcombe, Cllr Christine Smith (CS)

**Also present**  
**In Attendance** Vickie Watts (VW; Clerk) and 6 members of the public.

1 **Apologies for Absence**

Cllr Snelson, Cllr Gallo and District Cllr Cawood.

2 **Declarations of Interest & Dispensations**

There were none.

3 **Agreement of Minutes of Meetings held on 9<sup>th</sup> September 2014 & matters arising**

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

VW

All of the actions mentioned in the minutes dated the 9<sup>th</sup> September were completed and will be covered within this meeting apart from:

- Clerk to continue to press Bo Walsh regarding the cricket field tree VW
- Bins still to be installed at the layby on Piers Road GB
- The deeds for Jill's Close and the Cricket field may be at Shepton Mallet branch of Lloyds. Clerk to check. VW
- Clerk to obtain price for photocopying the deeds and the costs of solicitors holding deeds on our behalf. VW
- Chair read out the original letter dated 1958 explaining that the original deeds were lost. A subsequent statutory declaration dated the 16<sup>th</sup> February confirmed that the land at the cricket field has been in the full and undisturbed possession and enjoyment by the Parish Council and the land has been used as a sports and public recreation field.
- Chair cleared the VH loft which has resulted in finding some historic documents which need to be transferred to Somerset Heritage Centre. Grant to list all items and Clerk to then then contact the center to establish if they will take the documents. GB  
VW
- Quarry Way – Continue to chase Mr. Woodridge. AC raised concerns as to why Doultong had not been consulted on the last 3 Quarry Way applications. AC to draft a letter asking MDC planning why this has happened and circulate to Cllrs for approval prior to sending. VW  
AV
- Jill's close inspections are now being copied to Parish Council

4 **Meeting Opened to the Public**

David Dixon requested support for next year's major art event called Stepping Stones. More information is available on the Parish website.

Concerns were raised over the fading white-lining which is in need of attention. The Chair to photograph and highlight to Highways department as a health and safety risk.

GB

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- The Chair found an old photograph album during the clearance of the Memorial hall loft but it was no longer holding the photographs securely so he requested that a new photo album should be purchased for the CPC photographs. All Councillors agreed that the Chair should purchase the album and then claim back the costs incurred. GB
- The wooden fence near the garages adjacent to 4-13 Crane Cottages on East Cranmore Lane has broken as a result of rot and is in need of replacing. Clerk to contact Aster homes. VW
- 5 **Cricket field**  
The Chair proposed that from now on the cricket field should be referred to as the sports field as it was historically as it continues to be used for tennis as well as cricket.  
Clerk to approach the land registry to see if the area is included in their records. Fence will be addressed prior to next season. VW  
Agenda
- 6 **PCSO report, County & District Reports**
- 6.1 PCSO report  
No report was received.
- 6.2 District Councillor Cawoods Report  
Councillor Cawood did not attend but did provide a report which had been circulated to all Councillors prior to the meeting. A copy of which can be found filed with the minutes. There were no questions.
- 6.3 County Councillors report  
No report had been received from County Cllr Philip Ham.
- 7 **Planning**
- 7.1 2014/1776/FUL  
Change of Use from B1 light industrial use to a B2 general industrial use as a minibus compound.  
All Councillors had considered the above mentioned application prior to the meeting. Mr Vowles attended the meeting, introduced himself and explained to the Council his intentions for the site, which was to be used as a compound for his minibuses. After discussion the Chair proposed the application be recommended for approval on the basis that it should only be for B2 use for the mini bus and only at the times specified as are within sociable hours. This was seconded by Cllr Crowcombe. A vote was taken which was unanimously in favour of approval.  
*Vote: 4 for 0 against and 0 abstaining.*
- 7.2 **Planning updates**
- 7.2.A 2014/1036/OTA  
Outline planning application for a single dwelling house with all matters reserved.  
Land SE of Mullins Tansey, Cranmore  
Application is refused
- 7.2.B 2014/1403/CLP – Demolition and rebuilding of passenger platform toilet blocks  
East Cranmore Railway, Cranmore, Shepton Mallet  
Application is approved
- 7.2.C 2014/1273/LBC – Erection of single storey porch on south east elevation  
Upper Tadhil Farm, Long Cross, Cranmore, Shepton Mallet  
Application is approved with conditions

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## 8 Clerks Annual Review

Cllr Snelson and Cllr Bolton met with the Clerk for the annual review. No issues of concern were raised by anyone and due to exemplary performance and having completed the first year the Clerk would be automatically progressed from pay level 17 to 18 with effect from her employment date of the 3<sup>rd</sup> June 2014. It was also agreed that an extra increment would be given (to pay scale 19) this is to bring salary in line with Holcombe but also to pre-empt her CiLCA qualification which will be gained by February. This would be paid as of the 31<sup>st</sup> of September 2014.

## 9 Review of Village Plan

Adjourn til next month.

## 10 Dates for 2015 and Councillors Contact details

The Clerk had circulated a list of all Councillors along with either an email address of telephone number. Both the web address and Facebook Group page needs to be included along with some other minor amendments but once completed it was agreed that details were correct and ready for display on the notice board and website later in the year. It was suggested that photos of each Councillor and the Clerk should be provided for the website.

## 11 Finance

### 11.1 Financial Statement and budget review

The Clerk confirmed that Cllr Smith had checked the bank reconciliation which balanced. The Chair ran through the current financial statement which was agreed by all Councillors as correct. The Chair duly signed a copy for the records.

### 11.2 Clerks training request

The Clerk has requested financial contribution towards the total cost of completing the WMR Accountancy – AAT Level 2 Certificate in Accounting (Foundation). It was proposed by the Clerk that the cost be split between the 3 Councils. Holcombe have already agreed to pay one third, £250 and Coleford have agreed to pay a minimum of £250. The Chair proposed that £125 seemed an appropriate contribution in light of the size of Cranmore Precept in comparison to Holcombe and Coleford. This was seconded by Cllr Smith. A vote was taken which was unanimously in favour the proposal.

*Vote: 4 for 0 against and 0 abstaining*

### 11.3 Payments

The following cheque was agreed by all Councillors and duly signed:

Clerks salary September (inc HMRC payment of £2.81)	£134.81
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## 12 Review and adoption of the Financial regulations

This needs to be reviewed and adopted prior to the end of the year. It was suggested that the Clerk and Chair will read and agree a provisional draft for the Council to consider. The Clerk suggested that the Council might want to sign up for Internet banking. It was agreed that the Clerk will make enquiries with SALC to ensure that the proper safe guards are in place before signing up.

VW  
VW

## 13 Highway Issues:

Highways department have written to say that they would like to install new "Unsuitable for HGV" signs at the junction of the A361 at Piers Road to prevent lorries progressing through to Batcombe on route to Bruton. They invited any comments from the Parish Council. After discussion it was agreed that this would be acceptable. Clerk to notify the Highways department.

VW

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- The recent rain has highlighted the flooding on the A361 between Cranmore Piers and the bend directly after near to Wolfstone Quarry. The Clerk to write to Highways department and ask for this to be investigated ASAP. VW
- The hedges edging Cooks Lane need cutting back. The Clerk to write requesting they be attended. (The land owners are Mr Ellis, Mr Edmondson and Mrs Frances Wood (who farms Buffalo in the village).
- 14 **Small Grants update 2014**  
Posters have been placed on the noticeboard and a copy will also be sent for advertising on the website and Facebook. VW
- The Community Group would like to apply for the Health and well-being grant for help with the purchasing of a hearing loop for St Bartholomew's Church. The Chair will obtain a quote and the Clerk will forward an application form and guidance on what amount of funding is available. Clerk to seek support from Cllr Philip Ham. GB  
VW  
VW
- 15 **Councillors' Reports**  
Community Group – Advised they would like to apply for funding from the health and well-being grants towards the cost of a hearing loop for the church.  
The firework display will take place on Sunday 2/11/14 with catering and cover available starting at 6.30 for 7. The Halloween party will take place and have free entry for any children in the village with food and drink provided free of charge. The Community Group is currently considering ways of commemorating the centenary of First World War.
- Footpaths – no report
- Quarries – A report had been received regarding Coleman's Quarry – Cllr Crowcombe will read and report back. AC
- 16 **Meetings attended/To be attended**  
22/10/14 – Quarry Liaison meeting. AC to attend AC  
09/10/14 – Presentation and workshop on the proposed Shepton Mallet Health Campus. Cllr Smith was unable to attend but will receive minutes and report back to the Council if required. CS
- 17 **Correspondence**  
Mendip Society Newsletter – Passed to Cllr Mitchell.
- 18 **Date & Time of next meeting**  
10<sup>th</sup> November 2014 at 7.30pm
- Cllr Smith sent her apologies for the next meeting.
- The meeting finished at 9.15pm
- It is agreed that this is a true and accurate record of the meeting

Signed \_\_\_\_\_ Dated: \_\_\_\_\_