

Priddy Parish Council

Minutes of Priddy Parish Council

held on **Wednesday 1st September 2021**
at **7:00pm** in Priddy Village Hall

Present: Cllrs R Thompson (Chairman); Gemma Butterell; Michelle Phippen; Dean Collier.

In attendance: G Pettitt (Parish Clerk), Cllr Mike Pullin (Somerset County Council), Cllr Tom Killen (Mendip District Council), three members of the public.

1. Apologies for Absence: Cllrs Dyke and Keith;

RESOLVED: To approve reasons for absence from Cllrs Dyke and Keith. Approved.
Leann Chinnock, Avon & Somerset Police apologised for absence.

2. Declarations of Interest: There were no declarations of interest.

3. Public Forum: The Chair adjourned the meeting to allow public participation.

A question was raised regarding hybrid meetings, to allow members of public to attend virtually. The Chair asked the member of public to email the clerk and notified them of the website consultation.

4. Acceptance of the Minutes of the Previous Meeting:

RESOLVED: To approve the minutes of 4th August 2021. Approved. The minutes were signed as a true record.

5. Appointments:

- a. **Vice Chair Acceptance:** Signed Declaration of Acceptance of Office was received from Cllr Phippen.
- b. **Casual Vacancy:** Council has received two enquiries for the vacancy. Cllr Phippen will speak with the most recent enquirer. Clerk will send both the Candidate's Pack. Noted the closing date for applicants is 31st October 21. Election will be held at the Council November 21 meeting.
- c. **Appointment of Parish Clerk:** Gill Pettitt was welcomed as Parish Clerk to the Council, currently serving a three month probationary period.

RESOLVED: To approve the appointment of Gill Pettitt as Parish Clerk to the Council and the conditions of contract.

6. Reports:

- a. **Somerset County Council** – Cllr M Pullin – attended part of the meeting. He enquired whether the Parish would be interested in joining a Local Community Network, (LCN), prior to the move to Unitary Authority. Council may ask Cllr Faye Purbeck for more information/to talk at Full Council. St Cuthbert (Out) Parish Council (SCO) and Exmoor are leading the creation of LCNs in their areas, Cllr Pullin encouraged PPC to engage with this. Clerk will forward the last email from SCO to the Chair. Cllr Pullin suggested one of the potential changes may be to employ a Community Ranger for minor repairs. Areas that PPC may become involved with, if it wishes, include: Tourism; road safety; rights of way; shops; campsites. The Precept would need considering in conjunction with this as it may need to be raised. Consultation with the community is important.
Principal Authorities are considering how the move will be accomplished and administered. Councillors will have to be more responsible as the current 250 Councillors will reduce to 85 eventually, (District Councillors will remain in place for a year). The election will be held in 2022 and will also be affected by the boundary changes. 'Vesting Day' on 1st April 2023 will mark the complete turnover to Unitary Authority. Planning is likely to remain in Shepton Mallet.
Noted that Wells City Council is holding a Unitary Council meeting for neighbouring parishes. Three members, including the Chair, are invited to attend.
Regarding Highways issues, Sara Davis is expecting a call from Cllr Butterell to look at the issues with her.
- b. **Mendip District Council** – Cllr T Killen – attended part of the meeting. Cllr Killen similarly covered the UA changes. Highlighting the changes for Unitary Authority Councillors who will have much larger constituencies. Officers will largely stay in post and maintain continuity.
Cllr Killen also noted the difficulties for Somerset Waste Partnership with the driver shortage – garden waste collection to be restarted soon.

Focus is also on economic recovery, with apprenticeship schemes and supporting financial services for young people.

Some discussion over the choice for Parish Councils – whether to hold next Parish Council elections in 2022 or 2023. Clerk will forward the consultation to Councillors.

- c. **Avon & Somerset Police** – The Chair informed the meeting of L Chinnock’s report: erratic driving on the B3135; suspicious activity in Stockhill wood.
- d. **PPLO vacancy** – deferred to October Full Council.
- e. **Traffic Calming Advisory Group** – The TCAG will meet on 15th Sept. The March Traffic Calming report is being reviewed and the group is furthering actions within it. Cllr Collier will update the Clerk.

7. Procedural Matters

- a. **Adoption of parish council policies and procedures** – Adoption of the NALC Financial Regulations dated 2019
RESOLVED: To approve the NALC Financial Regulations, 2019, in principle, subject to drafting the Priddy Parish Council specific items. Approved.
Noted the Responsible Finance Officer (RFO) role will be transferred to the Clerk at the Oct meeting.
- b. **Training arrangements** – Essential Councillor Training 16 September. Councillors will book through the website and email Clerk to notify her of bookings.
Noted Code of Conduct Training is useful basic Councillor training.
Clerk to contact SALC to find out why emails are not coming through.
- c. **Document Retention Policy** – Cllrs Collier & Keith are reviewing secure retention of electronic documents as required by Financial Regulations. Some discussion regarding secure storage of documents generally the Village Hall filing cabinet was suggested. To be updated at next meeting.

8. Planning

- a. **Report on informal pre-application meeting held with Yeo Valley** – Councillors were invited to Yeo Valley Headquarters regarding plans at Burrington Coombe, Ubley Warren and Compton Martin to explore what would be acceptable. Proposal is to provide attractions in the centre of Mendip with parking facilities, various attractive trails and pods for holiday stays. Concerns were expressed as the road is already heavily used by walkers, cyclists and horse riders. Traffic management will be an issue and safety must be a priority.
- b. **2021/1873/FUL** Provision of agricultural Workers Dwelling to support existing agricultural business. King Down Farm, Velvet Bottom. Council debated this application in depth. Noted lack of information on materials to be used, details do not fit the normal Mendip construction requirements. Detail is inadequate.
RESOLVED: To object to application 2021/1873/FUL. Approved.
Cllr Phippen will email Councillors and send the Clerk final comments.
- c. **2021/1898/HSE** Erection of a detached 2-bay car port, Meadows Pelting Drove. Concern expressed that the construction did not follow the building line; obstructed view of other householders; is not comparable to restrictions that were imposed on newer properties.
RESOLVED: To object to application 2021/1898/HSE. Approved.
Cllr Phippen will email Councillors and send the Clerk final comments.

9. Highways and Rights of Way Matters

- a. Byways and public paths report – Cllr Thompson: Noted that there is a broken stile at Little Batch. Members of public are encouraged to report rights of way issues on the Somerset County Council site, Roam, that is dedicated to this - <https://www.somerset.gov.uk/waste-planning-and-land/public-rights-of-way/>
- b. **Proposal to create a right of way (RoWG) group** – Cllr Thompson: RoWG deferred to November meeting.

10. Clerk’s Report

- a. **Village Green Maintenance**
RESOLVED: To keep a 6ft wild border at St Cuthberts Farm. Approved.
- b. **Memorial trees** – Four holly trees to be planted in memory of those lost in the Great War – two either side of the road on the upper green. To be purchased at Chew Valley trees or Rocky Mountain.

RESOLVED: To purchase relatively mature trees; to not use plastic guards. Approved.

c. **Unitary Authority / Parish Council arrangements** – discussed at item 6a. & 6b.

11. Financial Matters / Assets

a. **Banking arrangements** – Cllr Dyke: The bank has approved Cllrs Collier, Dyke and Thompson as signatories to the account. Cllr Dyke is investigating online banking.

b. **Removal of Top Green bin** – Cllr Collier: The bin will be reclaimed by Mike Phippen.

c. **Proposal to pay the following**

- i. Parish Clerk expenses / printer - £55.67r
- ii. Major Maintenance strimming greens - £250
- iii. Mendip District Council election costs - £1,883.70
- iv. RP & S Main mowing village greens - £720
- v. Salary - £244.83
- vi. Traffic Calming Advisory Group - £400

RESOLVED: To remove item vi. TCAG £400. To approve payments i. – v. Approved.

12. Events:

a. **Open air cinema arrangements** – Cllr Butterell – To be held 2nd October; assemble at 6pm for 6:30pm start – a free, post-covid gift funded by the £500 raised from the implement sale. The bar will raise funds for the school. Films to be chosen next week. Marquee is pencilled in.

Responsibilities:

Cllr Phippen: food

Cllr Collier: Risk Assessments; Bar; arrange marquee with Bevis Miller

Cllr Butterell: advertising and film

13. Parish Council Initiatives – Cllrs Keith & Collier

a. **Consultation with the parish regarding projects** and consultation

<https://surveymonkey.co.uk/r/MB36PWX> The small survey will be closing soon. A new, fuller survey will be brought to Full Council.

b. **Parish Plan** – contingent on 13 a.

c. **Website Update** – Cllr Phippen showed those present the rebranding. The website update is ongoing.

d. **Matters of Report** –

- i. Ash trees – to consider whether these will be replaced. Funding opportunities were mentioned
- ii. New fingerpost on Draycott Steep needed. Money is earmarked.
- iii. Budget to be considered at next meeting.

Date of next Meeting: Wednesday 6 October 2021, 7pm

ACTIONS

Item 5b. Speak with new applicant to casual vacancy	Cllr Phippen
Item 6e. Update Clerk on the Traffic Calming Advisory Group and the Traffic Calming Report	Cllr Collier
Item 7b. Self-book onto SALC Essential Councillor Training, 16 September. Notify clerk once booked	All Councillors
Item 7b. Investigate why SALC emails are not coming through to parish clerk email address	Clerk
Item 7c. Review of secure retention of electronic documents – ongoing	Cllrs Collier & Keith
Item 6a. Meet with Sara Davis to discuss Highways issues	Cllr Butterell
Item 6a. Forward most recent email from St Cuthbert Out re UA to Rachel	Clerk
Item 6b. Forward SALC consultation on when next PC elections are held	Clerk
Item 8b & 8c. start email chain to finalise comments to 2021/1873/FUL & 2021/1898/HSE	Cllr Phippen
Item 11a. ongoing investigation into online banking	Cllr Keith
Item 12 – open-air cinema Food Risk Assessments; Bar; arrange marquee with Bevis Miller Advertising and film	Cllr Phippen Cllr Collier Cllr Butterell