

# BATCOMBE PARISH COUNCIL

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## You are Summoned to the Monthly Meeting of Batcombe Parish Council to be held on Wednesday 3<sup>rd</sup> October 2018 at 8.00pm in the Old School, Batcombe

*Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety and Human Rights.*

### Agenda

**1. Election of Chairman & Chairman's Acceptance of Office**

*This item should be chaired by the Vice Chairman. The Council should formally note the resignation of the Chairman due to ill health. A Chairman has to be elected before the Council can do any other business.*

**2. Election of Vice Chairman**

*If the current Vice Chairman is elected as the Chairman, the Council should elect a new Vice Chairman. The Council can proceed without a Vice Chairman but that would mean that if the Chairman was absent or had a pecuniary interest in an item, the Council would need to elect a Chairman for that meeting or item.*

**3. Apologies and Acceptance of Reasons for Absence**

**4. Declarations of Interest**

*It is the Councillors' responsibility to declare any interests they may have in any item on the Agenda. If you are uncertain please ask the Clerk before the meeting.*

**5. Public Participation** – Open village meeting for fifteen minutes for any member of the public to raise any issue relevant to Batcombe Parish. *The Chairman can invite members of the public to speak at this or at any other appropriate point in the meeting.*

**6. Minutes of the Meeting held on Wednesday 5<sup>th</sup> September 2018** to be agreed and signed.  
*Enclosed.*

**7. Matters Arising** – information updates only.

*Allotments – A new lease has been drawn up and delivered to the owners of the allotment field for them to sign.*

**8. District and County Councillors' Reports**

*An opportunity for the District and County Councillors to report on matters relevant to the parish, either in person or in writing.*

## **9. Footpaths and Highways**

*No news yet as to whether Batcombe has been re-instated on the presalting network, but this is unlikely given that the County Council are cutting the presalting network from 23 to 16 routes in order to save money.*

*There has also been no response yet from Somerset Highways to the request for the provision of a No HGV sign at the Hedgestocks crossroads.*

## **10. Emergency Plan**

*Justin Witcombe to report back on the open meeting held in September. There were some volunteers to help in an emergency. No progress yet on finding a friendly solicitor to draw up an agreement regarding the placing of the defibrillator at The Three Horseshoes.*

## **11. Playground - Maintenance Report.**

*The mole(s) are still active. The multi-play equipment needs careful monitoring.*

**New Play Equipment** – *Two additional play equipment companies have been asked to provide similar quotes to the one already provided for similar pieces of equipment (replacing the existing multi-play with a smaller multi-play and an accessible roundabout suitable for wheelchair use, and the additional of a basket seat swing and a pair of goals with basketball hoops). Representatives of these companies have visited the Playing Field but we haven't yet received the quotes.*

*I should have more information on the grant application process for both the Big Lottery Fund and Viridor Credits. The Council can then consider whether it wishes to go ahead with one or both grant applications at this stage or defer a decision until the budget for next year is considered in November. One point to bear in mind is that once a grant application is approved there is a fairly tight timetable to get work completed. Another is that the level of grant from Viridor Credits depends on the amount of third party funding we have (i.e how much fundraising we have).*

## **12. Planning Applications:**

Planning Application No: 2018/2200/LBC – Alterations to conservatory roof and glazing and addition of solar panels. Re-siting of kitchen, creation of external doorway to include alterations to adjacent fenestration, and the provision of external stair and railings

Chandlers, Kale Street, Batcombe – Listed Building Consent

*The proposal is to replace the existing conservatory at the end of the rear wing with a garden room, which will have a slate roof and inline solar panels. An external door will also be created on the side of the rear wing with steps and railings to access it. The kitchen will also be re-sited in the room behind the garden room. Chandlers has a prominent position in the Conservation Area and the Conservation Officer has in the past objected to solar panels on the main roof of the building.*

### **Planning Application Updates.**

*The District Council had no objection to tree works at Kings Hayes. These consisted of a 30% height reduction (approximately 4m) and shaping of crown to a Holm Oak and 20% crown thin and crown lift to a maximum of 4m on two Sycamores. The Parish Council was not consulted on this application.*

## **13. Review of Complaints Procedure and Code of Conduct**

*Copies of the Complaints Procedure and the Code of Conduct can be downloaded from the Parish Council website from the Parish Council Documents page. All Councillors should be familiar with the Code of Conduct. Please ask the Clerk if you require a paper copy of either document. The Complaints Procedure only deals with complaints about the administration and procedures of the Parish Council. Complaints about the Clerk are an employment matter and should be dealt with by the Staffing Committee. Complaints about individual Councillors are dealt with under the Code of Conduct and investigated by the District Council's Monitoring Officer.*

*I am not aware of any need to amend either the Complaints Procedure or the Code of Conduct. However it should be noted that a recent Court case (the Ledbury Town Council Judicial Review 2018) means that any complaint by the Clerk about a Councillor has to be dealt with under the Code of Conduct by the Monitoring Officer and not under the Parish Council's own grievance procedure. The Society of Local Council Clerks recommends adopting a member/officer protocol to help avoid any such issues and I enclose a copy for Councillors to consider.*

#### **14. 1918 Armistice Commemoration**

*To consider a Parish Council contribution to this event. Chris Wildridge has suggested two possible contributions. One is the purchase of a silhouette of a soldier. These are near life-size and can be attached to a wall or to a post. They are provided by the Royal British Legion (RBL) in return for a suggested donation of £250. The RBL will have to have received our order (and donation) by 8<sup>th</sup> October at the latest for us to receive the silhouette by November 11<sup>th</sup>. (The local branch of the RBL have noted that there is a question about what you do with the silhouette after the commemoration is over.) The other option would be a wreath that the Parish Council could lay at the Act of Remembrance. Chris has been in contact with the local branch of the RBL who would favour this option and I have followed this up. We considered the possibility of a specially made wreath, but this would cost more than one purchased from the RBL and so the suggestion is that we go for a WWI Commemorative Wreath (No. 7) which can be ordered from Lady Haig's Poppy Factory at a cost of £36 plus £5 postage. A photo of the wreath which is 20" in diameter can be found at:*

*<https://www.ladyhaigspoppyfactory.org.uk/product/ww1-commemorative-wreath-w7/>*

*Laying the wreath would be a duty of the new Chairman (although it could be delegated).*

#### **15. Authorisation of Payment**

£???.00 Dominic Conway – Grass cutting in September. (Invoice not yet received.)

£996.72 The Clerk – Salary for 2<sup>nd</sup> Quarter. *See enclosed sheet.*

£181.58 The Clerk – Expenses for 2<sup>nd</sup> Quarter. *See enclosed sheet.*

*The "Clerk's Expenses" include £35.97 for hosting the website; £34.99 for internet security for the Parish Council's laptop and £49.94 for encrypted memory sticks to back up the laptop. These are items paid for by the Clerk and re-imbursed rather than actual expenses.*

#### **16. Other Business – matters of information only.**

*The next meeting will begin to consider the budget for 2019/20. I will prepare a budget as usual but it would be helpful to have any ideas for additional items of expenditure.*

*The Parish Council has received a letter from a resident of Westcombe asking the Parish Council to consider the setting up of a Community Land Trust to provide the needed affordable housing. I have replied to state that, as the landowner the proposed Trust would need to come to an agreement with with is a member of the Parish Council, the Parish Council cannot be involved these discussions. I understand that there is a Steering Group ready to set up a Community Land Trust, but they would need to set up the Trust, come to an arrangement with the landowner, find a developer or Housing Association to build the houses before coming to the Parish Council with a proposal to consider.*

#### **17. Date and Time of Next Meeting:** Wednesday 7<sup>th</sup> November 2018 at **7.30pm** in the Old School.

*Rob Sage*

Rob Sage – Clerk

26<sup>th</sup> September 2018