

**Minutes of Compton Bishop Parish Council Meeting held on January 25<sup>th</sup> 2012**  
**at Cross Memorial Hall**

**Present:** Parish Councillors Bell (Chairman), Campbell (Vice-Chairman), Parker, Rolfe, Vickerstaff, Woolley, Passmore and Sandra Broadbent (Temporary Parish Clerk).

1. **Apologies for absence:** There were no apologies.
2. **Approval of minutes:** The minutes of the meeting held on December 14<sup>th</sup> 2011 were approved unanimously, and were signed by the Chairman as a true record.
3. **Members' Declarations of Interest:** Cllr Wooley declared a Personal Interest regarding a planning application in agenda item 6 for Land at Rackley Lane.
4. **Matters arising from previous minutes:**

Cllr Parker commented with reference to 7.4 of the minutes that Cross Lane footpath hedge at A38/Cross Lane – has been cut back by Liz Scott, thanks to Robert Wooley.
5. **Finance matters:**
  - 5.1. Nothing to report.
  - 5.2. No payments or invoices
  - 5.3. Cllr Bell asked Clerk to look into finding a 'Chairman's' badge.
6. **Planning matters:**
  - 6.1. The following applications from SDC were considered and recommendations made:
    - 6.1..1. **Application Number: 21/2/00002/DRT**

Applicant:  
Proposal: Remove caravan and dilapidated store and replace with stables.  
Location: Land South East of, The Lodge, Barton Road, Webbington, Compton Bishop,  
Parish Council's Comment : It was suggested that a site visit by the Planning Advisory Group was required in order to make an informed decision.
    - 6.1..2. **Application Number: 21/12/00003**

Applicant: Mr R Ashman  
Proposal: Erection of agricultural building  
Location: land at Rackley Lane, Compton Bishop, Axbridge  
Parish Council's Comment : It was decided that the application would be discussed further by the Planning Advisory Group.

Clover Farm, Webbington Road, Compton Bishop, Axbridge, BS262HW.

Cllr Rolfe explained that the planning application was turned down and then went to appeal which ruled in the favour of the Applicant. Cllr Rolfe raised concerns about the number of planning applications related to Barn conversions; he suggested writing to SDC expressing these concerns. Clerk to submit letter.

It was noted that Tessa Munt MP was present at the appeal meeting. The report on the appeal clearly demonstrates that the Planning Inspectorate do not take into consideration that Councillors are representing the views of the community who may wish to remain anonymous when expressing opinions concerning planning applications. The Planning AG to write to Tessa Munt MP and Sedgemoor District Council expressing this view and also to ask what her role was at the appeal meeting.
  - 6.2. The Council had received a reply from Mr Rickards in response to the Council's concerns regarding Compton House change of use. Cllr Rolfe explained that he had asked the Enforcement officer, Pam Berry to define a 'dwelling House'. Cllr Rolfe and Parker to write to Tessa Munt MP to ask what her role was in planning meetings.
  - 6.3. The meeting with SDC regarding Electronic Consultation will be attended by Cllrs Rolfe and Parker. The meeting, 'Local Choice' will be attended by Cllrs Passmore and Woolley.
7. **Highways matters:**
  - 7.1. Cllr Parker asked the clerk to write to Lydia Howarth asking for the plans for the safety improvements on the A38/Cross Lane also asking her to erect a sign 'Pedestrian on Road'. Action to be on the agenda for discussion at the next Parish Council meeting. Also, on the subject of safety on A38/Cross Lane dangerous parking was raised by the Cllrs. It was agreed that dangerous parking would be recorded on a 'name and shame record'. Cllr Parker offered to devise something to record dangerous parking. Agenda item for next PC meeting.
  - 7.2. Cllr Parker wrote to SCC concerning the proposed reduction in subsidised local bus services. Cllr Parker asked that the 831 service to Weston-Super-Mare and the 375 service from Wells to Bridgwater be

**Minutes of Compton Bishop Parish Council Meeting**  
**held on February 15<sup>th</sup> 2012 at Cross Memorial Hall**

**Present:** Parish Councillors Bell (Chairman), Campbell (Vice-Chairman), Parker, Rolfe, Woolley, Passmore, and Mr Robert Woolley, Councillor John Denbee and Mr Alex Evans (reporter from The Mercury) and Sandra Broadbent (Temporary Parish Clerk).

1. **Apologies for absence:** Councillor Vickerstaff.
2. **Approval of minutes:** The minutes of the meeting held on January 25<sup>th</sup> 2012 were approved with the inclusion by Cllr Passmore under item 10 audit commission not audit fee and SALC fees, and were signed by the Chairman as a true record.
3. **Members' Declarations of Interest:** There were no declarations.
4. **Matters arising from previous minutes:** There were no matters arising from the previous minutes.
5. **Finance matters:**
  - 5.1. Nothing to report.
  - 5.2. No payments or invoices
  - 5.3. Request from Mr McColgan, churchwarden, St Andrew's, Compton Bishop for a contribution towards grass cutting. The approval of a 5% increase over last year's contribution of £350 was approved. Clerk to write and acknowledge approval of £367.50.
  - 5.4. Request for funding to decorate Memorial Hall for Jubilee Celebration. Item referred to next meeting. Clerk to find out how much Cllrs had previously offered to fund the Jubilee celebration.
  - 5.5. There were no reports from the Finance Advisory Group.
6. **Planning matters:**
  - 6.1. The following application would be considered by the Planning Advisory Group.
    - 6.1.1. **Application Number: 21/2/00004/**  
Applicant: Mr N P Lincoln  
Proposal: Extension of 1<sup>st</sup> and 2<sup>nd</sup> floor to existing extension with balcony on first floor.  
Location: Winsor House Old Coach Road, Cross,  
This application would be referred to the Planning Advisory Group.
    - 6.1.2. **Application Number: 21/12/00003**  
Applicant: Mr R Ashman  
Proposal: Erection of agricultural building  
Location: Land at Rackley Lane, Compton Bishop, Axbridge  
Parish Council's Comment: It was decided to approve the application but the height of the structure was of a concern.
    - 6.1.3 **Application Number: 21/2/00002/DRT**  
Applicant: Miss K Redman  
Proposal: Remove caravan and dilapidated store and replace with stables.  
Location: Land South East of The Lodge, Barton Road, Webbington, Compton Bishop,  
Parish Council's Comment: It was decided not to approve this Application. However, it was thought that SDC had decided that an Application was not required for this application.
  - 6.2. LDF and Core Strategies – SDC Planning Officer gave a seminar on Core strategies and it was reported that there needs to be clearer understanding as to what we are judging planning applications against. There is a meeting in the next ten days and it will be made clearer as to what SDC understand by the concept of Core Strategies.
  - 6.3. It was reported that Burnham-on-Sea, Puriton, Cheddar and Compton Bishop PC were in one group for the Electronic Consultation on Planning Applications. As revenue for planning applications has gone down, applications dealt with electronically will cut down on time and cost. The Council welcomed the new initiative but said that viewing drawings online can be difficult because of their size. SDC has promised each Council in the group a lap-top and a possible option to purchase a projector. The Project scheme is going live on the 1<sup>st</sup> March.
  - 6.4 There was nothing to report on the Localism Bill.
  - 6.5 There were no further reports from the Planning Advisory Group.
7. **Highways matters:**
  - 7.1. Cllr Denbee said that he would chase up work required on the A38 Cross Roads. He would send an email on Monday to Mr Gary Frecknall, Principle Highways Improvement Programmer. A list of improvement was catalogued by Cllr Parker. It was noted that the height of the signs caused an obstruction to pedestrians and a visibility hazard to drivers. Cllr Parker reported on the severe accident on the Cross Roads. Cllr Denbee said that there is an annual budget worth £2.3 million for safety improvement works. The budget was for small schemes. It was suggested that Cllr Parker draft a letter to Ms Howarth and inform her of the accident and send a parishioners experience identifies the main cause of accidents being obstruction of line of sight to the



south and static vehicles encouraging vehicles to exit Cross Lane, 'blind'. The members of the A38 Joint Working group are to be informed of the proposed improvements.

- 7.2. It was noted that the PC had written to Ms Howarth with concerns about the low positioning of the signage along the Cross Lane footpath.
- 7.3. Works starts cutting the hedge opposite White Rock cottage tomorrow, 16<sup>th</sup> February.
- 7.4. Cllr Rolfe mentioned that the police and Highways had been contacted about dangerous parking in Old Coach Road (east). Councillors were urged to note any infringement to build up 'intelligence' to assist the police.
- 7.5. This item on the agenda was brought forward as Cllr Denbee had to leave the meeting. Cllr Rolfe had a quote of £125 for a 4 bike cycle rack plus a £40 installation and fixing charge. Dangerous parking was raised with Cllr Denbee as a Highways Safety Issue. A previous quote for the cost of plastic bollards from Chris Betty had been received at £180 each which Mr Betty said was rechargeable. Clerk to write to Mr Betty and ascertain what 'rechargeable' means.
- 7.6. Clerk to contact Mr Peel about his offer to 'adopt' the kennel Lane sign post. Mr Chris Betty advised council that this is not permitted. The Clerk will write to Mr Peel explaining the above and thank him for his offer.
- 7.7. There were no further reports from the Highways advisory Group.

**8. Environmental matters:**

- 8.1. Cllr Parker gave an update on fast Broadband access in Somerset and had completed the documentation required from this Parish..
- 8.2 Cllr Parker advised Council of a critical Strategic Community Forum meeting on 28<sup>th</sup> February of the National Grid consultations regarding Hinkley C Connection. There will be a report on this at next month's meeting.
- 8.3 Cllr Parker asked for confirmation of the council's view about the proposed Pilrow wind turbines. The consensus was their height is out of keeping with the environment and so should be opposed.
- 8.4 Cllr Parker reported that, as requested, he had registered this council's interest in the proposed Cheddar Reservoir development. We will be informed on any aspect of the project.
- 8.5 Emergency Planning. Cllr Passmore would draw up a template to look at emergency planning and asked councillors to advise her on suggested topics to be included. As this is an on-going project the PC would be updated in due course. This matter is to be included in AGM agenda.
- 8.6 It was reported by Cllr Parker that the village Litter Picking was a success. The Parish Council expressed thanks to all the Parishioners who took part. The Clerk was also instructed to write to SDC (Somerset Waste Partnership) thanking them for the timely delivery of the bags, gloves etc. and the collection of the village waste. It was mentioned that there was a mess on the verge and broken glass by the Parish Notice board opposite the White Hart pub. The Chairman to contact Nick, the landlord, and ask him to clear the mess.
- 8.7 Posters have been received from SDC concerning dog mess. It was stressed at the meeting that the problem is increasing and dog owners should be made aware of their legal responsibilities which extends from paved footpaths to any designated public right of way whether it is through fields or an access to the hill. These signs will be places strategically throughout the parish.
- 8.8. There was no report concerning Springfield Wildlife Site.

**9. Website:**

- 9.1 The website has been updated
- 9.2 All the Cllrs said the Parish Council Website was brilliant. Cllr Parker said that it would be great if more people would use the site.
- 9.3 Items to be included are – Sea Cadets and information regarding dog fouling footpaths.
10. Cllr Parker showed the meeting a table of 'Advisory Group and task Allocations', this table outlined present responsibilities and current tasks for the Parish Councillors. The Chairman offered to give input.
11. Clerk received a letter from Baz Hamblin concerning Axbridge Sea Cadets. Publicity is needed not funds.
12. Cllr Parker has received excellent feedback on 'Contact', new items to be emailed to Cllr Parker before the deadline of 1<sup>st</sup> March.
13. **Urgent Correspondence:** The Clerk had nothing new to present to councillors but the Chairman produced an email concerning a pot hole on the cattle drove. The clerk was instructed to take urgent action.
14. **Annual Open Parish Meeting :** The annual meeting will be held on Friday 20<sup>th</sup> April. Agenda items will be discussed at the next meeting.
15. **Date, time and place of next scheduled meeting:**

Wednesday 14<sup>th</sup> March 2012, 7.30 p.m. at Cross Memorial Hall

SIGNED:

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CHAIRMAN

DATE:

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There being no further business the meeting closed at 9.50 hours.

Minutes of Compton Bishop Parish Council Meeting held on March 14<sup>th</sup> 2012 at Cross Memorial Hall

**Present:** Parish Councillors Bell (Chairman), Campbell (Vice-Chairman), Parker, Rolfe, Woolley, Passmore, and Mr Robert Woolley, Paul Passey (Parish Clerk).

- Vickerstaff  
A
- PR
1. **Apologies for absence:** There were none.
  2. **Approval of minutes:** The minutes of the meeting held on February 15<sup>th</sup> 2012 were approved
  3. **Members' Declarations of Interest:** There were no declarations but Cllr Parker drew to members' attention the fact that SDC Standards Committee had addressed the issue of a potential conflict of personal interest for parish councillors involved in National Grid ~~local~~ Community Forum groups. No declaration is necessary.
  4. **Matters arising from previous minutes:**
    - 4.1. Item 6.1.2 This planning item was subsequently found to be a "notification" and not an "application".
  5. **Finance matters:**
    - 5.1. It was RESOLVED to approve the financial reconciliation provided by the clerk.
    - 5.2. It was RESOLVED to pay invoices etc. as follows:
      - £65.00 to Cross Memorial Hall for Hall hire.
      - £367.50 to St. Andrews Church as a grant towards churchyard maintenance
    - 5.3. It was RESOLVED to pay £32.00 to Mrs Sandra Broadbent for expenses incurred as Temporary Parish Clerk against invoices/receipts provided.
    - 5.4. There were no further reports from the Finance Advisory Group but it was RESOLVED that Mr. John Gravell should be formally invited to act as the Council's External Auditor for one more year. He had indicated that he would undertake the task for one final year.
  6. **Planning matters:**
    - 6.1. The following application had been considered by the Planning Advisory Group.
      - 6.1.1. **Application Number: 21/2/00004/**

Applicant: Mr N P Lincoln  
Proposal: Extension of 1<sup>st</sup> and 2<sup>nd</sup> floor to existing extension with balcony on first floor.  
Location: Winsor House Old Coach Road, Cross,  
It was RESOLVED to accept the report of the Planning Advisory Group which recommended that SDC should approve the application subject to 3 conditions. The clerk would inform SDC accordingly.
    - 6.2. It was reported that progress towards the Electronic Consultation on Planning Applications had not progressed beyond the parish being accepted onto the scheme, being promised a laptop and being invited to buy a suitable projector. The clerk was instructed to find out exactly when the laptop would be available. It was RESOLVED that the council would consider buying a projector once SDC had provided the laptop.
    - 6.3. It was RESOLVED that the clerk should seek to arrange a meeting between SDC and the Planning Advisory Group so that specific queries about the effects of the Localism Bill and other planning changes may be discussed.
    - 6.4. The Planning Advisory Group was aware of a proposed equestrian arena along Old Coach Road in Weare Parish. The Group would produce a report for onward transmission to Weare Parish Council.
  7. **Highways matters:**
    - 7.1. The clerk reported his understanding that the maintenance of droves was the responsibility of the landowners over whose land the drove ran. Further advice from the Sedgemoor Footpaths Officer Chris East was awaited. It was RESOLVED that the clerk should write to landowners who may be affected by this requirement to maintain and request that work be carried out as necessary.
    - 7.2. Only Axbridge had to date responded positively to a possible meeting of the Joint Parishes A38 Group. It was RESOLVED that the clerk should would contact Cheddar and Weare Parishes once more.
    - 7.3. It was RESOLVED that the matter of the possible purchase and erection of bollards opposite the New Inn, at the council's expense, should be an item for discussion at the Annual Open Meeting.
    - 7.4. PC Wills and Chris Betty of SCC Highways had both agreed to attend a meeting to discuss the parking problems in Cross. The dates suggested by Chris Betty would be passed to PC Wills and a mutually convenient date agreed. Members had to hand a map provided by SCC setting out the ownership boundaries in the affected section of Old Coach Road.
    - 7.5. There were no further reports from the highways Advisory Group
  8. **Environmental matters:**
    - 8.1. Cllr Parker reported on his report, dated and circulated to councillors on 12<sup>th</sup> March 2012 regarding meetings between National Grid and the Community Forums. It was RESOLVED as follows:
      - That CBPC continues as an active member of the Community Forums, the Somerset Alliance against Pylons (SAAP), and any relevant sub-group of locally affected Parish Councils. It will also support any local organisation represented on the Community Forums.
      - That any National Grid network connection option should not compromise the position of adjacent parishes, i.e. Badgworth and Loxton.
      - That this council re-affirms its position regarding Hinkley C Connection i.e. that it does not support Overhead Lines (pylons) and will support and promote the alternate options of Sub-sea or Underground routing.

PR

- That a representative of Parish Councils (PC) should attend the HCCF Hinkley C Connection Group (which are Statutory Consultees for all affected District Councils) meetings that this council would support Cllr. Chris Ambrose of Wraxall and Failand Parish Council as its representative.
- 8.2. Cllr Parker reported that the proposed plans to expand Bristol International Airport had been largely curtailed and so there would be no further action of the part of affected parishes.
  - 8.3. Matters relating to Hinkley "C" Connection Group meetings had been dealt with in Cllrs Parkers report (8.1 above).
  - 8.4. Cllr Woolley outlined some of the recent history of the Cheddar Yeo in the parish and the damage to the sluice at Bleadon which had severely affected the level of the Yeo, to the detriment of the river banks, the fish stock and water table generally beside the Yeo. It was RESOLVED that Cllr Woolley should write a letter to Bristol Water, the owners of the sluice, which would outline the problems and seek to know when matters would be rectified. The letter would be forwarded by the clerk, with a copy to the Environment Agency.
  - 8.5. It was RESOLVED that Cllr Woolley should make a short presentation at the Annual Open Meeting of material produced by Cllr Passmore on the SCC "Local Choices" initiative. This would also include some of the ideas put forward by Cllr. Rolfe about encouraging more community involvement in aspects of parish life.
  - 8.6. It was RESOLVED to publicise a notice produced by Cllr Rolfe intended as a warning to dog owners who failed to clear their dog's mess from public areas. This notice would be included in publicity for the Annual Open Meeting.
  - 8.7. There was no report concerning the Springfield Wildlife Site.
  - 8.8. There were no further reports from the Environment Advisory Group.
9. **Jubilee Celebrations sub-group:** The Chairman reported that group's plans were proceeding satisfactorily, both in fund-raising and in terms of general planning for the event. He reported that all aspects required by the Parish Council's insurers were being taken into account. The numbers of residents likely to attend still remained uncertain.
  10. **Parish Emergency Plan:** Material had been circulated by Cllr Passmore, but it was agreed to defer this matter to the April meeting.
  11. **Agenda for Annual Open Meeting:**
    - 11.1. It was RESOLVED that the clerk should circulate to members a draft agenda to include:
      - A Chairman's Report, which would incorporate all the work done by council. Advisory Group Leaders would provide him with material.
      - The Cray Charity report.
      - A Springfield Wildlife report
      - A "Local Choices" presentation
      - A clear agenda item for public participation of suggestions and questions
    - 11.2. It was RESOLVED that the clerk should invite District and Local Councillors and the local MP to attend, but that it should be made clear that there would be no agenda item given over specifically to them for verbal reports.
  12. It was RESOLVED that the Open Meeting Agenda, combined with the Cross Memorial Hall Agenda and the notice referred to at 8.6 above should be distributed with the "Contact" magazine for April. The clerk would co-ordinate this.
  13. **Correspondence:** A list of correspondence received had been circulated prior to the meeting. The clerk drew attention to a letter from Tessa Munt MP reminding parishes of the "Community Payback" scheme and the kind of jobs undertaken as part of Community Service Orders imposed by the courts. A request for £350 for this year's installation of a Speed Indicator Device had been received from SCC and it was agreed this would be put to the Annual Open Meeting. Cllr Passmore asked that the clerk respond to a request, previously received, from Cllr Barry Hamblin of Axbridge, that Compton Bishop should express its support for the setting up of a Sea Cadet Branch in the Youth Club premises in Axbridge. It was agreed this should be done.
  14. **Date, time and place of next meeting:**

Wednesday 11<sup>th</sup> April at 7.30 p.m. at Cross Memorial Hall  
Annual Open Meeting 20<sup>th</sup> April at Cross Memorial Hall

SIGNED:

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CHAIRMAN

DATE:

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There being no further business the meeting closed at 21.55 hrs.

**Minutes of Compton Bishop Parish Council Meeting held on April 11<sup>th</sup> 2012 at Cross Memorial Hall**

**Present:** Parish Councillors Bell (Chairman), Campbell (Vice-Chairman), Parker, Rolfe, Woolley, Passmore, Vickerstaff and Mr Robert Woolley (co-opted member of Highways Advisory sub-group), Paul Passey (Parish Clerk).

1. **Apologies for absence:** There were none.
2. **Approval of minutes:** The minutes of the meeting held on March 14th 2012 were approved, subject to Cllr Vickerstaff's name being added to the list of those present at that meeting.
3. **Members' Declarations of Interest:** There were no declarations.
4. **Matters arising from previous minutes:** There were none. A report by the clerk of actions taken by him since the previous meeting was noted and accepted.
5. **Finance matters:**
  - 5.1. It was RESOLVED to approve the financial reconciliation provided by the clerk.
  - 5.2. It was RESOLVED to pay invoices etc. as follows:
    - £25.00 to the Clerk for use of office space at his home.
    - £50.00 cheque agreed payable to "Cash" to meet Petty Cash outgoings against invoices.
    - £5.84 to Mr Ian Tabrett for materials used to protect a wooden seat in the Springfield Wildlife area – against voucher.
    - £152.20 to Somerset Association of Local Councils – annual subscription
    - It was RESOLVED that in the event of Axbridge Benefice providing an invoice for the production of leaflets recently distributed with "Contact" magazine (agendas for Annual Open Meeting) that requires urgent payment, the Chairman, Vice-Chairman and clerk may write a cheque for the appropriate sum.
  - 5.3. The Planning Advisory Sub-Group was mandated to select and order a suitable digital projector for use in the "E-planning" trial instituted by Sedgemoor District Council at a cost of no more than £250.00.
  - 5.4. It was RESOLVED to pay £500.00 into the Jubilee Celebrations Sub-Group funds as previously agreed.
  - 5.5. It was noted that the external auditors Moore Stephens has sent through this year's papers for completion.
  - 5.6. It was noted that Mr. John Gravell had agreed to act as the Council's External Auditor for one more year.
  - 5.7. A draft summary of the year's end financial position was provided by the clerk and, subject to a minor adjustment, was accepted (£7,975.18 as draft year end working balance – not £7,976.18). A more detailed draft summary, showing Income and Expenditure for the year, would be provided by the clerk for presentation at the Annual Open Meeting.
  - 5.8. The clerk and Cllr. Mrs. Woolley would investigate with SALC and other Parish Councils if there is an account into which council funds may be deposited to produce a better return than the current HSBC Business Money Manager.

6. **Planning matters:**

6.1. The following application had been considered by the Planning Advisory Group.

**Town and Country Planning Act 1990 (As Amended)**

**Town and Country Planning General Development Orders 1995**

**Proposal:** Erection of single storey rear extension

**Location:** 8 Wavering Down Rise, Shute Shelve, Axbridge, BS262JJ

**Applicant:** Mr and Mrs Wood

It was RESOLVED to recommend to SDC that this application be approved.

- 6.2. It was reported that SDC had handed over a laptop computer to Cllrs. Rolfe and Parker for use in Electronic Consultation (E-consultation) on Planning Applications. They had also been given a set of instructions for its use and guidance as to the system to be implemented once E-consultation is in full operation. These papers would be forwarded to the clerk. The clerk was instructed to enquire if the Parish Council is now the owner of the laptop, and dependent upon the answer, who should insure it. The clerk was instructed to buy a 4 gigabyte USB flash-drive, or similar, for use in E-Consultation.
  - 6.3. Cllr. Rolfe and Parker had met Ms Julie Cooper at SDC and been given some guidance on the likely effects of the Localism Bill and of recent changes in planning regulations. As a result it was agreed that the matter of the future development of the parish should be a matter for public discussion at the Annual Parish Open Meeting and that an addendum to the existing Village Design Statement, using material produced by SDC as a basis, would be a valuable exercise.
7. **Highways matters:**
- 7.1. The clerk reported that there had been no responses to a general letter delivered to a group of residents in Old Coach Road asking for information about ownership of, or responsibility for, the surface of Cross Moor Drove between Bow Bridge and A38. In order to progress repairs to the drove surface the clerk was instructed to contact the Environment Agency and the Levels Drainage Board; a contact at the Board would be provided by Cllr. Woolley.
  - 7.2. The chairman reported on a meeting held on 30<sup>th</sup> March with Chris Betty (SCC Highways) and PC Wills to review the problems of parking in Old Coach Road between the White Hart and the New Inn. The general conclusion was that whilst parking in that area caused some problems it also had the effect of slowing traffic; Rather than any total action the targeting of specific vehicles would be more productive. Stones placed on

AKC

SCC verges and flower tubs on the highway were not seen as major issues by SCC. However, if stones on verges resulted in public injury the householder would be personally liable, household insurance would be void. Parking would become "decriminalised" in May and then SDC would be responsible for solving difficulties through its Traffic Wardens – the police would be much less involved.

- 7.3. The clerk was instructed to write to Alvis Brothers of Redhill to ask that the company remains alert to the likelihood of mud on the Webbington Road near Bourton Lane and to its becoming a potential hazard as it had been in the past and to urge that they have plans in place for clearing up after their vehicles have been at work in the fields.
8. **Environmental matters:**
- 8.1. Cllr Parker reported on the latest meetings between National Grid and the Community Forums and also of the local Parishes group. A critique of the Statement of Community Consultation for stages 1 and 2 of the consultation process has been drafted. A copy has been given to Paul Sobczyk (SDC) for comment and will, when completed, be sent to National Grid and to the National Infrastructure Planning Authority (previously the IPC). Councillors wished to record their thanks to Cllr. Parker for his hard work in overseeing this issue and that of the Hinkley Pint "C" Connection Group(s) on behalf of the parish.
- 8.2. It was noted that the expansion of Bristol International Airport need no longer be an agenda issue.
- 8.3. Cllr. Parker gave details of a visit made by a local farmer and member of the Community Forum Group to see National Grid's access and construction works in Ross-on-Wye. The access road for construction works would consume significant areas of farm land and could remain in place for up to 4 years.
- 8.4. There was no report from the Springfield Wildlife Site, but councillors expressed thanks to Mr Ian Tabrett for his work on maintain the wooden seat in the site.
- 8.5. The bridge on the east side of Cross Moor remains severely damaged by an unknown vehicle and could be a hazard to walkers. The Clerk will advise SCC's footpath officer?
- 8.6. The stile on footpath AX15/10 from Cross Quarry onto Mrs Lovell's land is in need of repair. Mr East has indicated that, subject to satisfactory discussions with landowners, a Bristol Gate will be fitted.
9. **Jubilee Celebrations sub-group:** The Chairman reported that the group was compiling a written Risk Assessment document for retention by the clerk. The clerk was awaiting clarification from Came and Company (parish insurance brokers) in respect of insurance cover for different aspects of the farm, its permanent buildings and the temporary structures brought onto site for the day of celebration.
10. **Parish Emergency Plan:** Material had been circulated by Cllr Passmore, but it was agreed that as there had been no specific amendments that she should issue a suitable document as soon as possible.
11. **Correspondence:** A list of correspondence received had been circulated prior to the meeting.
- 11.1. The clerk drew attention to a letter from SCC Highways in respect of A38 crossroads works. He was instructed to copy this and circulate to all members by email.
- 11.2. The clerk presented a breakdown of RLT2 and RLT3 funds available to the parish (RLT2) and to the Valley Cluster (RLT3) for expenditure of leisure and youth facilities. The clerk was instructed to make it clear that Compton Bishop would support any move by Axbridge to obtain funds for the ex-Youth Club building at Axbridge so that the Sea Cadets may be well catered for in that building. He was also to enquire of SDC what funds may be made available to support the youth and leisure work of Cross Connections.
- 11.3. Waste Partnership timetable posters had been received and would be displayed.
- 11.4. Tessa Munt MP's surgery dates had been received and would be displayed.
12. **Date, time and place of next meeting:**  
Wednesday 9<sup>th</sup> May at 7.30 p.m. at Cross Memorial Hall  
Wednesday 13<sup>th</sup> June at 7.30 p.m. at Cross Memorial Hall

SIGNED:

*x Alison Campbell*  
Vice CHAIRMAN

DATE:

*9th May 2012*

There being no further business the meeting closed at 21.55 hrs.

**Minutes of Compton Bishop Parish Council Meeting held on May 9<sup>th</sup> 2012 at Cross Memorial Hall**

**Present:** Parish Councillors Campbell (Vice-Chairman), Parker, Woolley, Passmore, Vickerstaff, Paul Passey (Parish Clerk) and two members of the public.

**Both members of the public wished to comment on item 11 of the agenda and its relevance to the non-appearance of contact details for the local MP. One resident felt that this was useful and important information.**

1. **Apologies for absence:** Cllr. Rolfe's apology was accepted and the clerk read a letter of resignation from Cllr. John Bell. His resignation was noted with regret by members. The clerk had already made Sedgemoor District Council aware of the vacancy.
2. **Approval of minutes:** The minutes of the meeting held on April 11th 2012 were approved and signed by Cllr Campbell in the absence of Cllr Bell.
3. **Members' Declarations of Interest:** There were no declarations.
4. **Matters arising from previous minutes:** There were none. (See item 4a below)
5. **Election of Officers and appointment of Advisory Groups**
  - 5.1. **Chairman** Cllr. Allison Campbell was elected unanimously

*Note: It was RESOLVED to take item 11 on the agenda at this point in the meeting so that members of the public might hear the discussion and if appropriate be allowed to speak in a period when the meeting would be suspended.*

11. **Communications with residents:** The Council considered a request from the local Branch of Wells Conservative Association asking that the Parish Council revert to a previous practice of not including details of the sitting Member of Parliament in the Parish Council's notice boards. It was RESOLVED that the clerk should produce an A4 information sheet for inclusion in Parish Council notice boards, where room permits; this would include simple contact details and photographs of – Tessa Munt MP, County and District Councillors John Denbee and Liz Scott, together with the Parish Clerk's details. The MP's Surgery dates, times and places would also be included.

*Note: It was RESOLVED to suspend the meeting for members of the public to add any further comments. They thanked councillors for their decision and the opportunity to speak. The meeting then was re-convened after 2 minutes.*

11. **Communications with residents (contd.):** It was RESOLVED that the clerk should create a simple apolitical information notice giving contact details for County and District Councillors, the clerk and the local MP together with her latest surgery dates and to include an item in the June meeting agenda to consider and adopt a more comprehensive policy for communicating with residents via newsletters, notice boards and the website.

5.2. **Vice Chairman** Cllr. Annie Vickerstaff was elected unanimously

*Note: It was RESOLVED that both the Chairman and Vice-Chairman would serve in these offices for 3 months, with the intention that the Vice-Chairman should take on the role of Chairman for the following 3 months. This "sharing" arrangement had been suggested by the SDC Monitoring Officer, Ms Melanie Wellman.*

5.3. **Advisory Groups** were appointed as follows:

- **Finance** Advisory Group: Chairman of Council *ex officio*; Councillor Sue Passmore
- **Planning** Advisory Group: Councillor Mike Rolfe; Councillor Caroline Woolley; Councillor Allison Campbell; Councillor Richard Parker
- **Highways** Advisory Group: Councillor Richard Parker; Councillor Mike Rolfe; Mr Robert Woolley to be invited to be part of this group
- **Environment** Advisory Group: Councillor Richard Parker; Councillor Annie Vickerstaff; Councillor Sue Passmore
- **Jubilee Celebrations** Advisory Group: Councillor Caroline Woolley would replace ex-Councillor Bell and all other members would remain.

5.4. **Public Rights of Way Representative** – Mr Ian Tabrett would be invited to continue.

5.5. **Springfield Wildlife Site Liaison Representative** – Dr. Sarah Ayling would be invited to continue.

5.6. **Parish Council's Cray Charity Trustee** Mr John Stuchbury would be invited to continue

5.7. **Internal Accounts Examiner** – It was RESOLVED to invite Mr. David Windmill to take on this role.

4a. **Clerk's Report:** The clerk's report of actions taken between meetings was noted. It was noted that no reply had been received from Alvis Brothers in respect of possible problems created by agricultural vehicles leaving mud on the highway. He was reminded to buy a 4gb. memory stick and to ensure that SCC Highways receive a copy of the council's letter concerning the community response to A38 crossroads improvements. Clerk was asked to contact Chris Betty at Somerset Highways about the broken bridge parapet on the drove leading to Newlands Farm.

6. **Finance matters:**

6.1. It was RESOLVED to approve the financial reconciliation provided by the clerk.

6.2. It was RESOLVED to instruct Sedgemoor District Council to pay to the clerk the sum of £88 for travelling expenses for the 4 months of October 2011, March 2012, April 2012 and May 2012. It was further RESOLVED that a monthly figure of £22 would be appropriate as a regular monthly travel allowance

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- payable by Sedgemoor District Council as this would enable a more accurate forward prediction of annual expenditure to be made. SDC would be instructed accordingly.
- 6.3. It was RESOLVED to renew the agreement with Somerset Highways for the installation of a SID device during 2012/13 in the sum of £350 subject to a device being installed on the roadway after the sign to indicate what "slowing" effect the SID was having. It was further RESOLVED that Somerset Highways should be asked to indicate the cost and feasibility of a solar powered permanent Speed Indicator such as exists in Shipham.
  - 6.4. It was RESOLVED to accept the Annual Audit papers presented by the clerk for onward transmission to Moore Stephens. It was RESOLVED that the section on Governance should be completed in the affirmative as previously and that the clerk should forward all papers, together with any explanation of variances as soon as convenient.
  - 6.5. It was RESOLVED that for the 2012/13 Audit process the Finance Advisory Group should revert to its former practice of working through the end of year papers with the clerk.
  - 6.6. It was RESOLVED to renew the Council's insurance policy through Came and Company at a premium of £572.03. The clerk was instructed not to renew for the three years offered by the company at a discount. In future years the option to renew would be investigated by the Finance Advisory Group at an earlier stage in the renewal process.
  - 6.7. It was noted that other non-personal interest bearing accounts from NatWest Bank seemed no better than those with HSBC. It was RESOLVED that the Finance Advisory Group would look at this matter again.
7. **Planning matters:** There were none
  8. **Highways matters:**
    - 8.1. The clerk reported that there had been no response from neighbouring parish councils in respect of re-convening the Joint Parishes A38 Group and so this group would now be considered to be in abeyance.
    - 8.2. It was RESOLVED that a general notice to residents be prepared setting out their own responsibilities for any rocks, flower tubs or other obstructions placed by them on verges owned by Somerset Highways.
    - 8.3. It was RESOLVED not to fund cycle racks, bollards or extra fencing at the New Inn area.
    - 8.4. It was RESOLVED that the clerk should contact Somerset Highways for an update on the installation of electronic warning signs at the northbound approach to A38 crossroads.
  9. **Environmental matters:**
    - 9.1. Cllr Parker had produced a report entitled "National Grid – Hinkley C Connection, which would be attached to the minutes of the meeting, and the council noted and endorsed its comments.
    - 9.2. Cllr. Woolley reported on the intentions of the Environment Agency to undertake repair work before the end of the year on the sluice gates at Bleadon in order to better control the flow of the Yeo.
    - 9.3. Cllr. Parker reported that he had heard that the Hinkley "C" power station may now be delayed until a completion date of 2023.
    - 9.4. It was RESOLVED to invite Tim Baker to cut grass within the parish in line with his previous instructions and that he be invited to quote a price for including a regular strimming of the grass verge in lower Cross Lane between A38 and the PROW entrance.
    - 9.5. The clerk was instructed to contact BT about the status and general care of the public telephone box opposite the White Hart Inn. It was felt that it might be an item to be adopted by volunteers, such as youngsters working for their Duke of Edinburgh Awards.
  10. **Jubilee Celebrations sub-group:** The clerk believed that a Risk Assessment had now been formulated for the event at Bramble Farm with some further comments to be added nearer the date. The clerk was instructed to forward the document to all councillors as soon as possible. Cllr. Woolley would take up, with Charly Higman, any issues that she and other councillors felt were still outstanding after they had read the assessment.
  11. **Item rescheduled above.**
  12. **Annual Parish Meeting Review:** Members expressed some disquiet at the lack of enthusiasm expressed by residents for certain initiatives but determined to place "Local Choices" on the June agenda.
  13. **Correspondence:** A list of correspondence received had been circulated prior to the meeting and all matters had been dealt with during the meeting.
  14. **Date, time and place of next meeting:**  
Wednesday 13<sup>th</sup> June at 7.30 p.m. at Cross Memorial Hall

SIGNED:

*M. S. Campbell*  
CHAIRMAN

DATE:

*13-6-2012*

There being no further business the meeting closed at 22.00 hrs.

**Minutes of Compton Bishop Parish Council Meeting held on June 13<sup>th</sup> 2012 at Cross Memorial Hall**

**Present:** Parish Councillors Campbell (Chairman), Parker, Rolfe, Paul Passey (Parish Clerk) and two members of the public.

**Both members of the public were invited to comment on item 8.3 of the agenda and car parking issues in general at the eastern end of Old Coach Road Cross.**

1. **Apologies for absence:** Cllrs. Woolley, Passmore and Vickerstaff had sent an apology for absence and these were accepted.
2. **Approval of minutes:** The minutes of the meeting held on May 9th 2012 were approved and signed by the chairman. The clerk was asked to forward to all councillors a copy of the agreed minutes.
3. **Members' Declarations of Interest:** Councillors Parker and Rolfe declared a personal interest in item 7.1.2 as they both were personal friends of the applicant Mr. Tyas.
4. **Clerk's Report:** The clerk's report of actions taken between meetings was noted.
  - The clerk was asked to contact BT once more on the matter of cleaning the public phone box opposite Big Tree. Concerns were expressed that the hinges appear to have seized and the open door is now very close to the roadside so it is a possible danger to passing vehicles.
  - The clerk was asked to contact SCC Highways Bridge Engineer in respect of the Newlands Drove bridge parapet.
5. **Matters arising from previous minutes:** There were none, but it was noted that the Council's board opposite the White Hart Inn was currently inaccessible to the clerk as the lock appeared broken. Cllr. Rolfe offered to investigate.

**Note:** It was RESOLVED to move Highways Matters (Item 8) forward to be the next item on the agenda,

**8. Highways Matters.**

- 8.1. **Repair of droves:** The clerk had made contact with the Country Landowners Association on this matter and was awaiting a response.
- 8.2. **SID installation:** The clerk was asked to contact SCC Highways with a view to instituting a test of the effectiveness of SID installations. This would take the form of a set of speed measuring strips across the road for two weeks with data collected before SID installation. A two week installation of SID and strips, with data collected and finally two week installation of speed measuring strips after the removal of SID. By comparing the speed data it should be possible to discover how effective, or ineffective the SID has been.
- 8.3. **Parking regulation changes:** It was noted that as from 11<sup>th</sup> June parking regulations, with the exception of dangerous parking or parking on yellow lines, would be enforced by a private company engaged by Somerset County Council and Sedgemoor District Council. This would have relevance for Old Coach Road Cross and at this point the meeting was closed for five minutes for further comments from two interested residents. The meeting was then reconvened and it was agreed that a meeting be convened with the new overseer of parking regulations at SCC, Mr Brian Cull.
- 8.4. **PROW A38 to Axbridge:** It was RESOLVED that Councillors Rolfe and Parker should make contact with some volunteers who had made themselves known and who would be willing to help promote an improvement in the pedestrian route from A38 to Axbridge.
- 8.5. **Further reports from the Highways Advisory Group:** It was RESOLVED that the Highways Advisory Group should write a response to Ms. Lydia Howarth's recent letter which had referred to an alleged lack of consensus about possible improvements to the A38 crossroads at Cross Lane. Residents had largely supported either a roundabout or traffic light solution and Cllr Parker undertook to provide statistics to back up local expression of views.

**Note:** At this point the agenda reverted to its original order.  
*Cllr. Parker agreed to draft a letter to SCC in respect of road surface on the A38.*

**6. Finance matters:**

- 6.1. It was RESOLVED to approve the financial reconciliation provided by the clerk subject to an amendment requested by Councillor Parker.
- 6.2. It was RESOLVED to pay an invoice submitted by Axbridge Benefice in the sum of £35, for photocopying.
- 6.3. It was RESOLVED not to subscribe to the Community Council for Somerset.
- 6.4. There were no further reports from the clerk.
- 6.5. It was RESOLVED to accept a report from the Finance Advisory Group and to adopt its recommendations as follows:
  - The clerk should seek competitive insurance premium quotes in September
  - The clerk's contract and performance should be reviewed annually, re-commencing July/August 2012.
  - The clerk should prepare a Year End Financial Prediction in readiness for precept setting in October with final council agreement at the November meeting.

x/kec

- Review of Bank Accounts - in the absence of good interest rates, it was agreed that Community Project funds would be better spent than being devalued further.

**7. Planning matters:**

7.1. The following planning applications were considered, as required by Sedgemoor District Council:

7.1.1 **Proposal:** Erection of agricultural workers dwelling, garage and formation of access  
**Location:** Bramble Farm, Webbington Road, Compton Bishop  
**Applicant:** Mr B Flood **Ref No:** 21/12/00006/LE

It was RESOLVED to recommend that SDC refuse permission for this application

7.1.2 **Proposal:** Conversion and extension of outbuilding for use ancillary to main building  
**Location:** Prospect Cottage, Webbington Road, Compton Bishop  
**Applicant:** Mr and Mrs RKG Tyas **Ref No:** 21/12/00007/DRT

It was RESOLVED to recommend that SDC approves this application.

7.1.3 **Proposal:** Erection of Stables on site of existing barn (to be demolished)  
**Location:** Glebe House, Vicarage Lane, Compton Bishop  
**Applicant:** Mrs T Ledger **Ref No:** 21/12/00008/RM

It was RESOLVED to recommend that SDC refuse permission for this application

7.2. **Purchase of a digital projector for use by Planning Advisory Group:** Councillor Parker was given authority to purchase a digital projector in a sum of less than £250 and that a cheque for the purchase price should be signed between meetings if necessary.

7.3. **Further reports from the Planning Advisory Group:** It was noted that Planning Officer (SDC) Mr Colin Arnold had been contacted for clarification about the permissions required for the construction of any "annexe" to a dwelling. A reply was awaited.

**9. Environmental matters:**

9.1. Cllr Parker had had produced and circulated a report on both the recent Strategic and Local Community Forum meetings, Crook Peak walk and a Proposal for an alternate Undergrounding route for National Grid's Hinkley C Connection Project. Its contents were noted.

9.2. **Further reports:**

- Councillor Rolfe would represent the Parish Council at the Mendip Walk on 24<sup>th</sup> June.
- Councillor Parker was asked to write to Somerset Highways about resurfacing the A38 near Lunn's Garage.
- The PROW Officer, Mr Chris East had cut the vegetation back on path AX 15/10 at Cross Quarry.

10. **RLT3grant money** had been requested from SDC by Mark and Wedmore Parish Councils. The council RESOLVED to make no recommendation to the Cluster Group as neither project would affect the parish of Compton Bishop.

11. **Jubilee Celebrations:** The Chairman read a letter from Mrs Margaret Jordan thanking councillors for their support of the Jubilee event at Bramble Farm. The clerk was asked to write to the other members of the organising group and thank and congratulate them on the success of the event.

12. **Communication with residents:** Council reconfirmed that notices on council boards would take the form of a comprehensive list of contact numbers on an A4 sheet of paper and would not single out material from the local MP.

13. **Correspondence:** A list of correspondence received had been circulated prior to the meeting. Concern had been expressed about apparent non-collection of rubbish at Compton House and the clerk was asked to write to the owner for clarification of the arrangements he had made for such collection. SDC had asked for comments on its revision of its Gambling Licence Policy. This would be an agenda item at the next meeting.

10. **Date, time and place of next meeting:**

Wednesday 11<sup>th</sup> July at 7.30 p.m. at Cross Memorial Hall

SIGNED:

x *Miss E. Campbell*  
 CHAIRMAN

DATE:

*11th July 2012*

There being no further business the meeting closed at 21.05 hrs.

**Minutes of Compton Bishop Parish Council Meeting held on July 11<sup>th</sup> 2012 at Cross Memorial Hall**

**Present:** Parish Councillors Campbell (Chairman), Vickerstaff (Vice-Chairman), Passmore, Woolley, Parker, Rolfe, Paul Passey (Parish Clerk) and Mr. Robert Woolley, as an elector of the parish willing to be co-opted as councillor.

1. **Apologies for absence:** There were none.
2. **Approval of minutes:** The minutes of the meeting held on June 13th 2012 were approved, subject to an amendment to item 8.5 as follows: "Cllr. Parker agreed to draft a letter to SCC in respect of the poor road surface on the A38". The minutes were signed by the chairman.
3. **Members' Declarations of Interest:** Councillors Campbell and Vickerstaff declared a personal interest in Planning application 21/12/00012/LE as neighbours and Cllr Woolley declared personal interest in the same application as the applicant is her landlord.
4. **Clerk's Report:** The clerk's report of actions taken between meetings was noted.
5. **Co-option of an elector as Parish Councillor:** It was proposed by Cllr Parker and seconded by Cllr Rolfe that Mr Robert Woolley should be co-opted as a member of the Parish Council. This was RESOLVED unanimously.
6. **Chairmanship of the Council:** Councillors confirmed that the Chairman for the August monthly meeting, and for the two subsequent meetings, should be Cllr. Vickerstaff.
7. **Matters arising from previous minutes:**
  - It was agreed that whilst there had been a clear response from the owner of Compton House to enquiries about the removal of rubbish from the premises, it might be helpful if a written and photographic record were kept of any future problems with overflowing, or animal disturbed bins of sacks at the property. The clerk would keep the record of observations supplied by councillors.
  - It was noted that the two BT payphones in the parish were now clean and the door of the one at Big Tree was operative.
  - A reply had been received from Ms Howarth at SCC concerning the perceived outcome of the A38 crossroads exhibition and it was noted by members that the Parish Council's letter had been placed on SCC files.
8. **Finance Matters.**
  - 8.1. It was RESOLVED to approve the financial reconciliation provided by the clerk.
  - 8.2. It was RESOLVED to pay the following invoices:
    - Moore Stephens audit fee £144.00
    - Tim Baker grass-cutting £55.00
    - CPRE subscription £29.00
    - Cost of a projector £240.00
  - 8.3. **Audit report:** The clerk had received a satisfactory audit report for the year 2011/12 from Moore Stephens the external auditors, with a reminder that the Notice of Electors' Rights to inspect the accounts must be displayed for 14 days before the period of permitted inspection begins. A notice of satisfactory completion of the audit would now be displayed on public boards.
  - 8.4. **Finance Advisory Group:** It was agreed that the Finance Advisory Group would now consist of Cllrs. Campbell, Vickerstaff, Passmore and Woolley (R).
  - 8.5. **Appraisal of Clerk:** It was agreed that this should take place at 18.45 on 8<sup>th</sup> August prior to the August council meeting. The clerk would supply all members of the Finance Advisory Group with a copy of his present contract and details of the current applicable pay scales. Cllr Campbell was provided with a copy of the clerk's previous appraisal statement.
  - 8.6. **Provision of public notice boards:** The clerk was asked to find out what would be the costs and permissions required to erect open notice boards at Kennel Lane and The White Hart and to replace the board at the bus shelter at Big Tree/Church Lane. These would be for public use. The other lockable boards should indicate that they are for Parish Council material only.
9. **Planning matters:**
  - 9.1. The following planning applications were considered, as required by Sedgemoor District Council:
    - Application No: 21/12/00012/MR – Stable block at Glebe House Vicarage Lane.  
Refusal recommended as per Advisory Group report.
    - Application No: 21/12/00011/LE – Two storey extension Orchard End, Webbington Road.  
Approval recommended conditionally as per Advisory Group report
    - Application No: 21/12/00010/LE – Extension at 26 Church Lane, Compton Bishop.  
Refusal recommended as per Advisory Group report
    - Application No: 21/12/00009/DRT – Erection of extension to side elevation, Glebe House, Vicarage Lane.  
Approval recommended as per Advisory Group report
  - 9.2. It was noted that a projector had now been bought for use in determining planning applications and Cllr. Parker was to inform the Memorial Hall Committee of this fact, so that its members might consider the purchase of a screen for use with the projector, in the hall.
    - The clerk was asked to arrange a meeting with an appropriate officer at SDC to review the functioning of e-consultation on planning applications. The clerk would also contact Cheddar Parish Council clerk to discuss how the Cheddar Council was dealing with this innovation.

AV x

- 9.3. Members noted the helpful letter from SDC defining an "annexe" in planning terms, and the letter from Mrs Pam Berry, Enforcement Officer, confirming that the "annexe" at Webbington Farm required no planning consent.
- 9.4. Members were told of proposed developments that would affect the area. Four 130m. high wind-turbines were being proposed for Pilrow and large scale expansion at Castle Mill Industrial Estate at Biddisham. The Planning Advisory Group was asked to produce comments and forward them to SDC on the council's behalf.
- 10. Highways Matters:**
- 10.1. It was RESOLVED to accept the offer of SCC Highways Officer, Mr. D. Grabham, to install both a SID and a VCC at Old coach road Cross as described in his email dated 27<sup>th</sup> June.
- 10.2. There was further discussion about parking problems at the east end of Old Coach Road, Cross.
- 10.3. Members noted that following a recent site meeting with Mr Liam Gill of Somerset Highways, it was possible that some detailed advice would be given by SCC to householders whose properties abut Old Coach Road where congestion often occurs. Further white lining, of an advisory nature, might also be carried out by SCC.
- 10.4. Members noted the installation of the electronic warning sign on the northbound approach to the Cross Lane Junction with A38. The clerk was asked to write and point out that in its present position it is badly obstructed already by vegetation and ask what further action SCC proposed, even to the extent of re-siting the sign altogether.
- 10.5. The clerk was asked to write to Chris East the PROW officer and ask that he arrange for the ruts in Crossmoor Drove to be filled at SCC's expense.
- 11. Environmental Matters:**
- 11.1. Cllr Rolfe reported that about 140 walkers, including Tessa Munt MP, had taken part in the Mendip Walk on 24<sup>th</sup> June. No representative of National Grid had taken part.
- 11.2. Councillor Parker circulated a report on recent meetings with National Grid (NG) to all councillors prior to the meeting. Its contents were noted by councillors and accepted. A further document responding to NG's Stage 3 Consultation was also circulated and its contents were noted by councillors and accepted. It was RESOLVED that this should form the council's response to the Stage 3 Consultation process.
- 11.3. Cllr Parker agreed to draw up a plan, to include the names of possible volunteers, for the improvement of pedestrian access to Axbridge. He would present it to the August meeting.
- 11.4. Mr Ian Tabrett the Council's volunteer PROW liaison Representative had provided a report on recent clearances of paths and stile installations. The clerk would write a letter of thanks.
12. It was RESOLVED not to make comment on SDC's Licensing and Gambling Policy Review.
13. Cllr. Rolfe had attended a presentation at Blackford, organised by Tessa Munt MP, on the likely impacts of the new Localism Bill. This included a suggestion that the council might consider the creation of a Neighbourhood Plan document that would have credence in SDC's planning process. The Village Design Statement could form the basis of this document, but inputs from the residents of the parish would be an integral part of any such new document. The Planning Advisory Group would discuss this and report to the August meeting on the possible next steps.
14. Members were concerned about the spread of weeds in the gutters and on the footpaths through Cross. The clerk was asked to discover what, if any, weed control was carried out by SDC or SCC each year. Also he was to ask Mr Tim Baker for his estimate for spraying the affected areas. It was suggested that under the new Localism Bill the parish might have the power to undertake the work and charge it to the local authority that had a statutory duty to carry out the work. The clerk would investigate. Members felt that the problem had not been dealt with properly at the time of the "top-dressing" of the road surface in 2010. The clerk would endeavour to follow relevant correspondence from that time.
15. Members noted the degree to which verges in the Springfield Close area had become overgrown. The area in front of the Close was a responsibility of SDC and the verge opposite was not. It was suggested that the possibility of seeding the areas with a wildflower mixture might reduce the need for frequent cuts. The clerk would investigate with SDC and Cllr. Vickerstaff would draft a letter asking residents' views in the area.
16. **Correspondence:** A list of correspondence received had been circulated prior to the meeting.
- It was RESOLVED that the clerk and Cllrs. Passmore and Campbell should attend a course on the new Model Code of Conduct organised by the Somerset Association of Local Councils. This would be at Draycott on 2<sup>nd</sup> August and the fees of £20 per attendee would be met by the parish council.
17. **Date, time and place of next meeting:**

Wednesday 8<sup>th</sup> August at 7.30 p.m. at Cross Memorial Hall

SIGNED:

x *[Signature]* x  
CHAIRMAN

DATE:

08/08/12

There being no further business the meeting closed at 21.29 hrs.

**Minutes of Compton Bishop Parish Council Meeting held on August 8<sup>th</sup> 2012 at Cross Memorial Hall**

**Present:** Parish Councillors Vickerstaff (Chair), Passmore (Vice-Chairman), Mrs. C. Woolley, Campbell, Parker, Rolfe, Mr. R. Woolley, Paul Passey (Parish Clerk).

1. **Apologies for absence:** There were none.
2. **Approval of minutes:** The minutes of the meeting held on July 11th 2012 were approved and signed by the chairman.
3. **Members' Declarations of Interest:** Councillors Campbell and Vickerstaff declared a personal interest in Planning application 21/12/00013/LE as neighbours and Cllr Woolley declared personal interest in the same application as the applicant is her landlord.
4. **Clerk's Report:** The clerk's report of actions taken between meetings was noted. The clerk had made contact with SCC about the spraying of weeds in gutters since the report was circulated and was awaiting a response. Cllr. Woolley signed documents of Acceptance of Office and Declaration of Interests.
5. **Matters arising from previous minutes:** There were none.
6. **Review and allocation of ongoing issues.** A list of ongoing issues produced by Cllrs. Rolfe and Parker was discussed. New and current tasks were identified and allocated to Advisory Groups. An updated task list will be circulated to all members who will indicate which tasks they would take responsibility for and confirm allocation within each Advisory Group. The results are to be confirmed at the next PC meeting and target dates agreed for each task.  
The clerk was asked to provide to the Finance Advisory Group the agreed schedule for grass-cutting to be undertaken each year by Tim Baker.
7. **Finance Matters.**
  - 7.1. It was RESOLVED to approve the financial reconciliation provided by the clerk.
  - 7.2. It was RESOLVED to pay the following invoice and make the following donation:
    - Somerset Association of Local Councils invoice for a training course £40.00
    - Citizens Advice Bureau at Bridgwater £50.00
  - 7.3. **Provision of Public Notice Boards:** It was RESOLVED that Cllr. Robert Woolley's offer, to purchase materials for three open notice boards and any support posts, should be accepted and that he should be reimbursed against vouchers/receipts up to a sum of £150.00. This sum had not been in the annual budget for this financial year, but it was agreed that the sum expended could be met from the Community Project Fund.
  - 7.4. **Future methods of payment by Parish Councils.** The clerk was asked to respond positively to Local Government Associations consultation paper which described proposals to allow councils to change the way in which payments of invoices are to be made over the next few years, whilst noting that this council would not be using electronic banking in the near future.
  - 7.5. **Queen Elizabeth II Playing Fields.** Although financial support might be available from outside sources the Council felt that in view of earlier failed attempts to create a playing field for the parish, this scheme could not be supported.
  - 7.6. **Further reports from the clerk:** There were none.
  - 7.7. **Finance Advisory Group Report:** The report had been circulated prior to the meeting and it was RESOLVED to accept its contents and recommendations for action.
8. **Planning matters:**
  - 8.1. The following planning application were considered, as required by Sedgemoor District Council:  
***Proposal: Erection of single storey rear extension and front porch***  
***Location: 26 Church Lane, Compton Bishop, Axbridge, BS262HB***  
***Applicant: Mr. and Mrs. J Crawford***  
***Application No: 21/12/00013/LE***  
Refusal recommended as per Advisory Group report
  - 8.2. It was RESOLVED that in future the Leader of the Planning Advisory Group should be copied in to emails containing the council's reports/recommendations sent to SDC Planning Development hub. This would be a double confirmation of their onward transmission. It was also RESOLVED that the clerk should respond to Mr Steve Atkinson's invitation to lead discussion about the ongoing e-consultation pilot scheme at local council training evenings (12<sup>th</sup> & 25<sup>th</sup> September). It was the council's view that any such public discussion would be inappropriate as a there has been no formal review by the pilot study group which will be formally requested to be held as soon as possible. The Planning Advisory Group would prepare a *critique* of the scheme in advance of any such meeting.
  - 8.3. It was noted that in a recent letter sent to SDC the Planning Advisory Group had raised the issue of businesses being set up in open countryside to the detriment of the rural scene.
  - 8.4. It was RESOLVED that the clerk should investigate the current legal requirement for the archiving of council papers in particular the length of time that planning papers must be kept in the light of limited storage space and the future use of e-consultation when there will be no hard copies of documents to store.
9. **Highways Matters:**
  - 9.1. It was noted that the installed SID and a VCC at Old Coach Road Cross were apparently operating satisfactorily, most of the time.

A. Vickerstaff

- 9.2. It was noted that SCC had now taken action in respect of encroachment onto the highway by householders in the eastern end of Old Coach Road, Cross. This included the sending of letters and an agreement to cut back overhanging vegetation. Some perceived problems had not been tackled; for example the possibility of advisory white-lining on the roadsides, but council agreed that a photographic record of incidents of congestion would be maintained by members.
- 9.3. Members noted with some disappointment the response of SCC to council's comments about the siting of the electronic warning sign on the northbound approach to the Cross Lane Junction with A38 and its obstruction from view by vegetation.
- 9.4. The Highways Advisory Group would write again to Mr Liam Gill at SCC Highways about the state of the A38 road surface in the parish.
- 10. Environmental Matters:**
- 10.1. It was RESOLVED that the clerk should enquire of SCC Highways what restrictions there might be if the council were to agree to create a "Welcome" garden on council verges opposite the New Inn and at Kennel Lane.
- 10.2. A report from Cllr Parker on the latest pylon issues, including NG's cancellation of the SCF and LCF meetings, was accepted.
- 10.3. Footpath AX/10 from Old Coach Road is severely overgrown. The clerk was asked to make contact with Mr Knife and Mr Farley to ask if they would cut back vegetation running through their respective properties. This path has, historically, had vehicular access for Bristol Water and land owners which the National Trust needed to use for the removal of ragwort from the Cross Quarry area. It was believed that there might be a covenant on the two landowners for such restricted vehicular access. The clerk will confirm with the landowners.
- 10.4. It was reported that residents near to the White Hart Inn were unhappy with the hours of opening and the noise from the premises. The clerk was asked to contact PC Peter Wills to enquire if he had had any complaints from residents and to therefore bring the matter to his attention.
- 10.5. It was noted that, in some parishes, there has been a move to upgrade footpaths to bridleways. It was also noted that National Trust has increased the numbers with extra permitted bridleways. In view of the significant increase in the number equine related properties it was agreed that the parish would continue to protect and preserve existing footpaths.
11. It was RESOLVED that before the September meeting the clerk should obtain copies of the National Association of Local Council's new Model Code of Conduct and Standing Orders and to amend to suit Compton Bishop's needs. The clerk would try to do this by simply obtaining versions adopted by Wedmore and Axbridge Councils. It was further RESOLVED to rename the Finance Advisory Group, "*The Finance and General Purposes Advisory Group*" (FAGPAG) so that it might deal with such issues as may arise between meetings upon which the clerk requires guidance. The two documents referred to above would be presented to FAGPAG before the September meeting of Council.
12. **Correspondence:** All necessary items had been dealt with. The clerk was given leave to display posters concerning fostering and adoption on the council's notice boards.
16. **Correspondence:** A list of correspondence received had been circulated prior to the meeting.
17. **Date, time and place of next meeting:**

Wednesday 12<sup>th</sup> September at 7.30 p.m. at Cross Memorial Hall

SIGNED:

x.....*A. Vickers*.....x  
CHAIRMAN

DATE:

12/9/12.....

There being no further business the meeting closed at 21.32 hrs.

Minutes of Compton Bishop Parish Council Meeting held on September 12<sup>th</sup> 2012 at Cross Memorial Hall

**Present:** Parish Councillors Vickerstaff (Chair), Passmore (Vice-Chairman), Mrs. C. Woolley, Campbell, Parker, Rolfe, Mr. R. Woolley, Paul Passey (Parish Clerk).

1. **Apologies for absence:** There were none.
2. **Approval of minutes:** The minutes of the meeting held on August 8th 2012 were approved and signed by the Chair.
3. **Members' Declarations of Interest:** There were none.
4. **Clerk's Report:** The clerk's report of actions taken between meetings was noted.
5. **Matters arising from previous minutes:** There were none.
6. **Finance Matters.**
  - 6.1. It was RESOLVED to approve the financial reconciliation provided by the clerk, subject to a minor adjustment in the carried forward working balance, now to read £3,185.38.
    - It was RESOLVED to instruct HSBC bank to combine the Business Money Manager Account with the Community Project Account as they both earn the same level of interest.
    - It was noted that SDC had invoiced (FN013708) in the sum of £250.85 for the second half of the annual dog-bin emptying service. This had already been deducted from the precept payment.
  - 6.2. It was RESOLVED to pay the following invoices and to give instruction to SDC to pay the clerk's travel allowance:

• Cross Memorial Hall for hall hire	£50.00
• Tim Baker for grass-cutting	£159.00
• Spanglefish for website hosting	£24.95
• Parish Clerk travel allowance for June, July, August, September	£88.00
  - 6.3. **Provision of Public Notice Boards:** Cllr. Robert Woolley had been working on three open notice boards. He had been donated a quantity of wood but would submit invoices for such materials as preservatives. He was thanked for his efforts, especially in sourcing the free materials.
  - 6.4. **New external audit arrangements:** The clerk reported that Moore Stephens would no longer be acting as external auditors but that the provisions for small authorities such as Compton Bishop seemed unlikely to change significantly with the new auditors. He was asked to keep members of the Finance and General Purposes Advisory Group (F&GPAG) informed.
  - 6.5. **Community Infrastructure Levy Consultation.** It was RESOLVED that Cllr. Parker should prepare a response to a Sedgemoor District Council (SDC) consultation on a Community Infrastructure Levy; contributions by developers to be used by the community. Cllr Parker would circulate his comments to members before being forwarded by the clerk
  - 6.6. **Projection screen for the Memorial Hall.** Cllr. Parker had spoken to Mrs Gold, the Booking Secretary of the Memorial Hall and had offered advice on the placement and type of screen that might be suitable for use in the hall, when combined with the Parish Council's projector.
  - 6.7. **Further reports from the clerk:** There were none.
7. **Report and Recommendations from F&GPAG** The notes of the F&GPAG had been received by all members and its contents were noted. (Note: At this point 20.10 hrs. Cllr. Passmore left the meeting). fwp.
  - 7.1. The following resolutions resulted from the notes and associated discussion:
    - It was RESOLVED that the idea of using some form of IT "Cloud" system for document storage and amendment would be studied further by Cllr. Parker and reported back to council.
    - It was RESOLVED to increase the clerk's hours of work from 20 hours to 24 hours per month from April 2013 at his present salary scale.
    - It was RESOLVED that the clerk should produce a suitably amended Contract of Employment and Job Description to meet the changed circumstances.
    - It was RESOLVED that the clerk should establish if the derelict bus-shelter at Webbington and the Millennium Bench at Bow Bridge were considered to be part of the council's Asset Register.
    - It was RESOLVED to adopt, with slight amendments as directed by Somerset Association of Local Councils, the version of a Code of Conduct prepared by the clerk and circulated to members prior to the meeting, which had been based upon the National Association of Local Council's recommended model. It was RESOLVED that the clerk should inform SDC of this adoption.
  - 7.2. **Standing Orders:** It was RESOLVED that for the time being the council's Standing Orders could remain unchanged ~~for the time being~~. fwp.
  - 7.3. **Budget preparation:** In order to prepare for the setting of a Precept at the November meeting it was RESOLVED that:
    - 7.3..1. The clerk should produce for the October meeting, or an interim F&GPAG meeting, a prediction of overall year-end expenditure and current expenditure against each area of expenditure.
    - 7.3..2. The members should consider what areas of new expenditure they predict or wish to propose for 2013/14 and what cuts if any in regular expenditure they would like to propose.

A. Vickerstaff

X



**8. Planning Matters:**

- 8.1. There were no planning applications for recommendation to SDC.
- 8.2. It was noted that there was to be a meeting on e-consultation of planning applications on 24<sup>th</sup> October. Cllrs Parker and Campbell were intending to be present. It was RESOLVED that a letter on this subject, prepared by the Planning Advisory Group (PAG), and agreed by the meeting, should be forwarded by the clerk to Mr Atkinson (Planning Development Manage – SDC).
- 8.3. It was RESOLVED that two separate letters, agreed in principle by members, on the subject of SDC's interpretation of its own Core Strategy document when determining applications in rural parishes should be sent by the clerk; one letter to Mr Atkinson at SDC (copied to the District Councillors, MP and Chair of SDC Planning) and the second to a number of local rural parishes seeking views on this matter.
- 8.4. It was RESOLVED to invite local parish councils for a meeting on common problems encountered regarding the Core Strategy, Localism and planning officers.
- 8.5. It was noted that the application to further develop at the Castle Mills was opposed by Somerset Highways and is now recommended for refusal by SDC.

**9. Highways Matters:**

- 9.1. The data so far gained from the speed measuring devices in Old Coach Road was considered insufficient to make any valid judgements and so this would remain on next month's agenda.
- 9.2. It was noted that council had not been informed if the appropriate authorities, police and Somerset Highways had yet contacted householders at the east end of Old Coach Road on the matter of on-street parking. It was RESOLVED that the council should contact some of the households in that area with a letter of its own, offering advice and suggestions on how to deal with perceived problem parking.
- 9.3. It was RESOLVED that the clerk should enquire of SCC Highways what action was proposed in respect of clearing the footpath on the east side of A38 and the area around the waste bin in the lay-by in that area.

**10. Environment Matters**

- 10.1. The clerk was asked to co-ordinate a meeting between Liam Gill of Somerset Highways and Cllrs R. Woolley, Vickerstaff, Rolfe, Campbell to discuss the possible siting of "Welcome Gardens" at parish entrances.
  - 10.2. A letter from Mr E. Farley in respect of the rights of access across Public Right of Way (PROW) AX10 from Quarry House to National Trust land to the north was read. As a result the clerk was instructed to write to Mr. Broadbent of Cleevehead and Mrs. Lovell after taking advice from the SCC PROW Officer, Chris East.
  - 10.3. The project to establish a better pedestrian access to Axbridge via Cross Lane was ongoing. It was RESOLVED to pay any costs for holding an A371/Cross Lane footpath meeting for interested residents in the Memorial Hall.
11. **Archiving Policy:** It was agreed that the amended version of this policy provided by Cllr. Parker should be adhered to; with the proviso that advice from SALC was also taken into account.
  12. It was RESOLVED that Cllr. Mrs Woolley should be regarded as the council's official liaison representative with the Cross Connections group.
  13. It was RESOLVED that the "Workload Planning Document" should be reconsidered by members and suggestions for the removal of items or the re-allocation of tasks should be brought forward at the October meeting.
  14. No councillor was expected to attend the Cheddar Valley Cluster Group meeting on 20<sup>th</sup> September.
  16. **Correspondence:** A list of correspondence received had been circulated prior to the meeting.
  17. **Date, time and place of next meeting:**

Wednesday 10<sup>th</sup> October at 7.30 p.m. at Cross Memorial Hall

SIGNED:

*A. Vickerstaff*  
.....  
CHAIRMAN

DATE:

*10/10/12*  
.....

There being no further business the meeting closed at 21.32 hrs.

**Minutes of Compton Bishop Parish Council Meeting held on October 10<sup>th</sup> 2012 at Cross Memorial Hall**


**Present:** Parish Councillors Vickerstaff (Chair), Mrs. C. Woolley, Campbell, Parker, Rolfe, Mr. R. Woolley, Paul Passey (Parish Clerk).

1. **Apologies for absence:** Cllr Passmore had sent an apology for absence. This was accepted.
2. **Approval of minutes:** The minutes of the meeting held on September 12<sup>th</sup>. 2012 were approved, subject to the correction of minor typing errors and the time of Cllr Passmore leaving the previous meeting. They were then signed as a correct record by the Chair.
3. **Members' Declarations of Interest:** There were none.
4. **Clerk's Report:** The clerk's report of actions taken between meetings was noted. All delegated actions had been undertaken but the following aspects were discussed:
  - 4.1. The combining of funds in the Business Money Manager Account with those in the Community Project Account. It was agreed to refer this issue back to Finance and General Purposes Advisory Group (F&GPAG).
  - 4.2. The clerk's Job Description and amended Contract of Employment would be presented to the next F&GPAG meeting for discussion.
  - 4.3. Having discussed the matter with Chris East (SCC Footpath Officer) the clerk would write to two landowners whose property abuts PROW AX10 about overgrowing vegetation.
  - 4.4. Councillors had tried the SkyDrive system for uploading and amending documents, but most had found it unsatisfactory. A decision on its use was deferred until Cllr. Passmore was present.
5. **Matters arising from previous minutes:** Cllr. Robert Woolley reported that a second notice board was complete and he would coat all boards, old and new, with preservative shortly. The clerk would line the inside of closed boards with white Corex material.
6. **Finance Matters.**
  - 6.1. It was RESOLVED to approve the financial reconciliation provided by the clerk.
    - It was noted that the SDC invoice (FN013708) in the sum of £250.85 for the second half of the annual dog-bin emptying service was not due for payment according to a conversation between the clerk and SDC Exchequer officer Tanya Mather. This had already been deducted from the precept payment.
    - It was RESOLVED to pay the following invoices
    - Tim Baker (Invoice 873) for grass-cutting £87.00
    - Calico UK for website domain name £18.00
    - It was RESOLVED to make a donation to "Contact" magazine of £250.00
  - 6.2. **Community Infrastructure Levy Consultation.** It was RESOLVED that the response coordinated by Cllr. Parker and previously approved by councillors and sent to Sedgemoor District Council (SDC) should be regarded as the council's formal response to the consultation on a Community Infrastructure Levy. In essence the response was that this was an ill-conceived proposal.
  - 6.3. **Precept preparation:** It was RESOLVED that the process for setting the council's 2013/14 precept request should go ahead with a view to submission prior to the SDC deadline date in January. It was noted that in view of the uncertainties in local government finances the Somerset Association of Councils had advised delay in submission until the latest practical moment.
  - 6.4. **Summary of income and expenditure predicted to 31/03/13.** It was RESOLVED to accept the clerk's paper on income and expenditure to the year end and to use the figures as the basis for precept setting. This process would be progressed by F&GPAG.
  - 6.5. **Further reports:**
    - Cllr. Passmore had attended the September meeting of the Cheddar Valley Cluster Group and urged members to respond online to the SDC survey on budget and other matters.
    - Cllr Passmore recommended that members also complete the consultation on Localised Council Tax support (email from SDC 14/09/12 refers).
    - ~~Cllr. Parker agreed to attend the Cluster Group meeting on 13<sup>th</sup> December.~~ *M.P. A.*
    - Cllrs Passmore and Woolley intended to attend a "Local Choices" meeting on 6<sup>th</sup>. November.
    - The clerk was asked to establish with the Memorial Hall booking clerk which evenings of the week the hall might be available for meetings to discuss local community projects.
7. **Planning Matters:**
  - 7.1. There were no planning applications for recommendation to SDC.
  - 7.2. It was confirmed that Cllrs. Parker and Campbell would attend the meeting with SDC on the "planning e-consultation" on 24<sup>th</sup> October.
  - 7.3. It was RESOLVED that the clerk should send a letter expressing disbelief to SDC and other interested bodies about the contents of a recent Press Release from the District Council which appeared to eulogise the efficacy of the Planning Department. This contradicted the Parish Council's experience.
    - Cllrs. Rolfe and Parker had attended a recent Development Training Meeting and found it quite valuable. It was noted that the government proposes the creation of permitted development rights to assist some changes of use without the need for planning permission from existing buildings used for agricultural purposes to other uses supporting rural growth

- It was RESOLVED that the clerk should try to organise a meeting with local parishes about SDC planning procedures and Core Strategy matters on dates 20<sup>th</sup> to 23<sup>rd</sup> November inclusive or 27<sup>th</sup> to 29<sup>th</sup> November inclusive.
8. **Highways Matters:**
- 8.1. No complete data was yet available from the speed measuring devices in Old Coach Road.
- Despite some changes in the criteria for the installation of SID's it was felt that the area in Cross currently monitored, would remain eligible.
- 8.2. A meeting had been arranged with Liam Gill of SCC Highways for 17<sup>th</sup> October. In addition to discussions about possible "Welcome Gardens" at village entrances the clerk was asked to bring to his attention, potholes, blocked drains near the junction of Bourton Lane, damaged verges in Church Lane, obstructed road signs in several places and the dangers of the bends at Dunnett Farm.
9. **Environment Matters**
- 9.1. It was RESOLVED to support the views expressed in a recent *critique* of the National Grid pylon consultation process which had been sent to council by the local parish councils' coordinator Mr Richard Parker. The clerk was asked to write to him accordingly.
- 9.2. Councillor Parker reported on other environmental matters affecting the parish.
- The details of the proposed pylon route will be displayed at Mark Village Hall on 6<sup>th</sup> November to 18<sup>th</sup> December.
  - Axbridge is to be part of the SCC experiment to turn off some street lighting for part of each night-time.
  - A proposal to change the bus subsidy system could have adverse affects on rural communities.
  - A date for the next Village Clean-up should be an item for the November agenda.
- 9.3. Cllr. Woolley would make contact with Mr Ian Tabrett about electric fencing attached to a gateway on the Rackley to Kennel Lane PROW.
- 9.4. The clerk was asked to contact Tim Baker with a view to tidying grass around the dog-bin at Bow Bridge. Cllrs. Parker and Rolfe would also inspect the bench at the bridge and recommend action to renovate and/or to re-site it away from an encroaching tree.
10. Cllr. Robert Woolley completed a new Declaration of Acceptance of Office as required by SDC as he joined council after 9<sup>th</sup> July. All councillors may have to complete new Declaration of Interest forms. The clerk will investigate this.
11. It was RESOLVED to accept the latest version of the "Workload Planning" document produced by Cllr. Parker. This would need regular revision.
12. **Correspondence:** A list of correspondence received had been circulated prior to the meeting.
- The Mendip Society and CPRE newsletters were passed to Cllr. Parker. He would respond to the Mendip Society's failure to supply him directly with a copy of the newsletter, despite his personal membership.
  - An invitation for the Parish Council and guest to attend the Civic Service at Axbridge in February 2013 was tabled and would be brought before the November meeting.
13. **Date, time and place of next meeting:**

Wednesday 14<sup>th</sup> November at 7.30 p.m. at Cross Memorial Hall

SIGNED:

x  x  
CHAIRMAN

DATE:

..... 14 November 2012 .....

There being no further business the meeting closed at 21.42 hrs.

**Minutes of Compton Bishop Parish Council Meeting held on November 14<sup>th</sup> 2012 at Cross Memorial Hall**

**Present:** Parish Councillors Passmore (Chair), Mrs. C. Woolley, Vickerstaff, Campbell, Parker, Mr. R. Woolley, Paul Passey (Parish Clerk).

*Note: Before the meeting councillors were required to complete new Declaration of Interest forms to comply with the Council's new Code of Conduct. All councillors present complied. In addition all were provided with Dispensation of Interest request forms to be considered at the December meeting before a precept bid for 2013/14 can be approved.*

1. **Apologies for absence:** Cllr Rolfe had sent an apology for absence. This was accepted.
2. **Approval of minutes:** The minutes of the meeting held on October 10<sup>th</sup> 2012 were approved, subject to the removal of item 6.5 (spot 3) referring to Cllr. Parker and attendance at a meeting on 13<sup>th</sup> December. He had not agreed to attend.
3. **Members' Declarations of Interest:** There were none.
4. **Clerk's Report:** The clerk's report of actions taken between meetings was noted. All delegated actions had been undertaken with the exception of contact with the owners of land abutting, on the west side, the footpath beside Quarry House (PROW AX10).
  - 4.1. The combining of funds in the Business Money Manager Account with those in the Community Project Account would be on the agenda of the next Finance and General Purposes Advisory Group (F&GPAG) meeting.
  - 4.2. The clerk's Job Description and amended Contract of Employment would be presented to the next F&GPAG meeting for discussion.
5. **New Declaration of Interest Forms:** These had been distributed before the meeting (see note above).
6. **Matters arising from previous minutes:**
  - 6.1. Cllr. Robert Woolley reported that all new notice boards were complete and he would arrange their installation. He confirmed his intention to renovate the board outside Cross Memorial Hall
  - 6.2. Members confirmed their acceptance of the document previously circulated by Cllr. Parker on Information Policy and Records Management Policy. These and other similar documents would be placed on the Parish Council's website.
7. **Finance matters:**
  - 7.1. It was RESOLVED to approve the financial reconciliation provided by the clerk, subject to the working balance being amended to £3621. It was noted that the SDC invoice (FN013708) in the sum of £250.85 for the second half of the annual dog-bin emptying service had now been confirmed for payment by cheque. It had not already been deducted from the precept payment, but the sum involved had been in the annual budget. The sum for the whole year 2013/14 would be deducted by SDC from precept at the start of the year.
  - 7.2. It was RESOLVED to pay the following invoice and request for payment:

SDC for dog-bin emptying (1/2 year)	£250.85
Neighbourhood Watch signage (request)	£37.50
  - 7.3. The clerk had produced a revised end of year prediction to be used to decide the 2013/14 precept bid at the December meeting
  - 7.4. It was RESOLVED to defer the setting of a precept for 2013/14 until the December meeting when Dispersations would be on the agenda and the revised end of year prediction had been studied by members. The clerk would seek insurance estimates in time for that meeting.
8. **Planning Matters:**
  - 8.1. There were no planning applications for recommendation to SDC.
  - 8.2. Cllrs Campbell and Parker attended a review meeting on 24<sup>th</sup> October with the SDC project team regarding the pilot e-planning system. A number of system and operational problems have been resolved. Other issues of font sizes, document reference, download speed and scale are being addressed. The main problem PC's have experienced is that the Planning web site updating process sometimes fails to be maintained accurately and up to date. SDC recognise that administrative resources are limited for the initial scanning process.
  - 8.3. The Planning Advisory Group would attend a meeting with other local parish councils (Mark, Weare, Chapel Allerton, Badgworth) in Cross Memorial Hall on 28<sup>th</sup> November at 1930. An agenda was being prepared.

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9. **Highways Matters:**
- 9.1. A report on a meeting with Liam Gill (SCC Highways) held on 17<sup>th</sup> October had been circulated; it was noted and approved.
- 9.2. The clerk was instructed to contact SCC highways (Mr. Grabham) and request the installation of a Speed Indicator Device in Old Coach Road, at no cost, during 2013. The clerk was instructed to contact Liam Gill about flower tubs apparently on the highway in Old Coach Road. There were also concerns about the recent spate of hedge-trimming in Compton Bishop which had resulted in run-down verges and gullies being blocked. The clerk would write to both the land-owner and SCC about this.
10. **Environment Matters:**
- 10.1. It was RESOLVED that the clerk should arrange a meeting between Cllr. Rolfe and Tim Baker to discuss and revise the grass-cutting schedule (2009) for the 2013 season.
- 10.2. It was RESOLVED that there should be a Village Clean-Up on Saturday 16<sup>th</sup> February 2013. There would be an item in Contact magazine and on the website. The clerk would write to SDC requesting safety jackets, litter-pickers and black sacks for that day.
- 10.3. There is a deadline of 18<sup>th</sup> December for responding to the National Grid's proposed pylon route. Cllr. Parker would respond.
- 10.4. Cllr. Parker would also respond to a "Flood Aware" survey.
- 10.5. The clerk was asked to contact SDC about possible supplies of bulbs for planting.
- 10.6. It was noted that a leaflet about the Cheddar 2 Reservoir had been delivered to some households.
- 10.7. Councillors were given sets of planning booklets produced by CPRE.
- 10.8. Cllr. C. Woolley reported that Bristol Water and the Environment Agency appeared to be at cross-purposes over the repair of the Bleadon Sluice and so this would now be delayed until the spring. The clerk would make County Councillor Denbee aware of this.
- 10.9. It was agreed that a police alert about recent break-ins in the area would be placed on the website.
11. **Local Choices:** Cllrs Passmore and C. Woolley had attended a meeting with SCC on the "Local Choices" initiative. The Youth Services session had not been informative and it was agreed to await further developments in respect of the Community Warden ("lengthsman") Scheme.
12. **Attendance at forthcoming meetings:**
- 12.1. Cllr Passmore would attend a meeting at Bridgwater (SDC and SALC) on 29<sup>th</sup> November.
- 12.2. The Planning Advisory Group would attend a meeting with local parishes at Cross Memorial Hall on 28<sup>th</sup> November.
- 12.3. Either Councillor C Woolley or Cllr. R. Woolley would attend the Cheddar Valley Cluster Group meeting on 13<sup>th</sup> December.
13. **Axbridge Civic Service:** It was RESOLVED to accept an invitation from Axbridge Town Council for a representative of the Compton Bishop Parish Council to attend the town's Civic Service on 24<sup>th</sup> February. Cllr. Campbell would attend.
14. **Community Council for Somerset Oil Purchasing Scheme.** This was deemed not to be business for the Parish Council.
15. **Correspondence:** A list of correspondence received had been circulated.
- 15.1. The Council noted the request for financial assistance from Mendip Community Transport.
16. **Date, time and place of next meeting:**

Wednesday 12<sup>th</sup> December at 1930 at Cross Memorial Hall

SIGNED:

CHAIRMAN

.....  


DATE:

There being no further business the meeting closed at 21.09.

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 12 Dec 2012

**Minutes of Compton Bishop Parish Council Meeting held on December 12<sup>th</sup> 2012 at Cross Memorial Hall**

**Present:** Parish Councillors Passmore (Chair), Mrs C. Woolley, Vickerstaff, Campbell, Parker, Paul Passey (Parish Clerk).

1. **Apologies for absence:** Cllr R Woolley had sent an apology for absence. This was accepted.
2. **Approval of minutes:** The minutes of the meeting held on November 14<sup>th</sup> 2012 were approved and signed by the Chair as a true record.
3. **Members' requests for Dispensations of Interest:** In line with advice from Sedgemoor District Council (SDC) and Somerset Association of Local Councils (SALC) some councillors had provided the clerk with requests for dispensation to permit them to vote on matters related to the setting of a Precept for 2013/14. Accordingly, for each of the councillors present, with the exception of Cllr Mrs Woolley, for whom such dispensation was not required, each councillor's request was voted upon in turn and approved. Each councillor requesting a dispensation abstained from voting on his or her request. All such requests were approved unanimously and as a result Councillors Passmore, Vickerstaff, Campbell, Parker and Rolfe were recorded by the clerk as being in receipt of a dispensation to vote on matters of the 2013/14 Precept for a period of 3 months from the date of the current meeting.
4. **Declarations of Interest:** There were none.
5. **Clerk's Report:** The clerk's report of actions taken between meetings was noted. All delegated actions had been undertaken.
6. **Matters arising from previous minutes:** There were none.
7. **Finance matters:**
  - 7.1. It was RESOLVED to approve the financial reconciliation provided by the clerk.
  - 7.2. It was RESOLVED to pay the following invoice and request for payment:

Tim Baker, grass-cutting (Invoice 895)	£72.00
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    - 7.2.1. It was RESOLVED that the clerk should request payment from SDC Payroll in the sum of £88.00, being his travel costs for the three months to the end of December.
  - 7.3. It was unanimously RESOLVED to request a Precept for 2013/14 that would result in no increase in Council Tax payable by residents if it is possible to absorb the cuts in support from the balance held by CBPC. This would be subject to there being no significant change in the Council Tax Support Grant which is to be notified to the Parish Council after 19<sup>th</sup> December. Should the new Tax Base calculation result in higher Council Taxes for residents then the council would reconsider this Precept sum at its meeting on 9<sup>th</sup> January. SDC would require a final Precept request by 31<sup>st</sup> January.
8. **Planning Matters:**
  - 8.1. There were no planning applications for recommendation to SDC.
  - 8.2. Cllrs Rolfe and Parker had attended a meeting with other local parish councils (Mark, Weare, Chapel Allerton, Badgworth) in Cross Memorial Hall on 28<sup>th</sup> November. There had been considerable agreement between the representatives on the areas of discussion as follows:
    - 8.2.1. SDC's Core strategy document -- not always adhered to.
    - 8.2.2. Localism Bill -- councils felt insignificant in the planning process.
    - 8.2.3. Village Design Statements and Neighbourhood Plans -- not being used correctly by planners.
    - 8.2.4. Parish Councils responses to planning applications -- local knowledge not being taken seriously.
    - 8.2.5. Planning Administration -- Planning Portal not always up to date, parishes responses limited by SDC's pro-forma response sheets.
    - 8.2.6. New farm dwellings and equine establishments -- questions raised about the validity of evidence submitted by applicants.
    - 8.2.7. Enforcement issues -- generally the response from Enforcement Officers was too slow and appears ineffectual in some cases.
    - 8.2.8. A further meeting was planned for early in 2013 with John Denby and Tessa Munt MP in attendance.
  - 8.3. A request for a visit from an SDC Enforcement Officer to view developments at Rackley had not yet been granted. The clerk was asked to investigate the delay.
9. **Highways Matters:**
  - 9.1. There was discussion on the many problems that had arisen during the recent period of heavy rainfall.

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- 9.1.1. It was noted that the bus-shelter in Old Coach Road near Brewery Farm was not an obstruction to the free flow of water in the ditch, as suggested by Liam Gill of SCC Highways. There was clearly a problem with the pipes beneath the entrance "bridge" to Brewery Farm.
- 9.1.2. The many springs that had erupted in Compton Bishop would be mapped by Cllr. Parker and passed by the clerk to Liam Gill.
- 9.1.3. Some concern was expressed about ditches and water flows in Compton Bishop possibly being contaminated with sewage. This was described as being in the road near Parnham Cottage at the junction of Church Lane and Butts Batch. The cause of this was unidentified.
- 9.1.4. Councillors were shown a map obtained from the Environment Agency website showing the areas considered prone to flooding in to the south of Compton Bishop.
- 9.1.5. It was agreed that the Parish Council's Action Plan should be an item on the January meeting agenda.
- 9.2. Council RESOLVED not to purchase plastic roadside grit/salt bins for the parish. It was noted that 25kg bags of salt had been collected from the Highways Depot at Dunball and distributed strategically within the community by Cllrs Rolfe and Parker.
- 9.3. Further Reports: Analysis of the latest set of Speed Indicator Device (SID) results seemed to show no marked change in speed levels over previous periods of installation. However, since the installations in 2013 were to be at no cost to the Council, it was agreed to persist with its use.

**10. Environment Matters:**

- 10.1. Cllr Rolfe and Tim Baker were yet to meet to discuss and revise the grass-cutting schedule (2009) for the 2013 season which was needed to determine the budget for 2013-14.
- 10.2. It was noted that many of the PROW's and bridleways on National Trust land had become difficult to negotiate after the recent heavy rainfall. It was agreed that there was nothing the Council could do to improve matters. The SCC Highways Officer, Chris East, had confirmed that he too was unable to alleviate the muddiness and had no control over rainfall levels.
- 10.3. It was noted that Cllr R. Woolley had made new notice boards and these now would be erected once better weather arrives. He had also renovated the board on the wall of the Cross Memorial Hall. He was thanked in his absence for his efforts.

**11. Attendance at meetings:** Cllr Passmore had attended meetings at Bridgwater (SDC and SALC) on 29<sup>th</sup> November. SDC made presentations about major planning issues – those most relevant to Compton Bishop were the 2<sup>nd</sup> Cheddar reservoir, the possible Cheddar Gorge cable-car and the impact that the "insolvency" of West Somerset may have on SDC should staff at Bridgwater take on some of the West Somerset functions. The SALC meeting had been less informative although precept bid issues were discussed.

**12. Pylon Route:** Cllrs Parker and Rolfe had attended a meeting at SDC (Bridgwater) at which the final proposed pylon route from Hinkley to Avonmouth was revealed. The decision by SDC to ask for more detailed investigations was welcomed. Cllr Parker would circulate a response to be sent from the Parish Council to all interested parties. The Chairman thanked him, on behalf of the Parish Council, for all his hard work on this issue.

**13. Correspondence:** A list of correspondence received had been circulated.

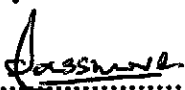
13.1. The Council asked the clerk to complete an annual booking form for the Cross Memorial Hall bookings required for meetings. The small room would be used monthly and the main hall for the Annual Open Meeting.

**14. Date, time and place of next meeting:**

Wednesday 9<sup>th</sup> January 2013 at 1930 at Cross Memorial Hall

SIGNED:

CHAIRMAN

x..........x

DATE:

.....09-01-13.....  
There being no further business the meeting closed at 2040.