

Minutes of Compton Bishop Parish Council Meeting
Held on January 8th 2014 at Cross Memorial Hall

Public Participation: There were seven members of the public present. Mr K Glimstead, Mr J Glimstead Mr & Mrs McCarthy, Mrs Milton and Mr & Mrs Peel.

Mr Peel spoke on the subject of agenda item 5 referring to item 9.1 in the previous minutes; Mrs McCarthy spoke on the subject on item in 9.3 of the agenda.

Present: Parish Councillors; Cllr S.M. Passmore (Chairman), Cllrs A. Campbell (Vice-Chairman), Mrs C. Woolley, R. Woolley, M. Rolfe, R. Parker (acting Clerk) and K. Mace.

1. **Apologies for absence:** There were none.

2. **Approval of minutes:** The minutes of the meeting held on December 11th 2013 were approved by those present at that meeting and signed as a true record by the Chairman.

(The Chairman closed the meeting at 19.37 to allow Mr Peel to address Council on item 5 and Mrs McCarthy to address Council on item 9. The meeting was re-opened at 19.42.)

3. **Declarations of Interest:** There were none.

4. **To note any changes to the Resolution List:** The resolutions list had been circulated before the meeting. The acting Clerk gave an update that all resolutions had been actioned except for item 2013/12/11/7.4 as no contact had been made with Mr Martin Hodgson.

5. **To consider matters arising from previous minutes:**

Item 9.1 Highways matters: The Chairman made the following statement: "In view of a number of items of correspondence associated with a perceived anti-horse campaign in the village which is allegedly supported by this parish Council, I repeat what I said in the public session of our December meeting. I wish to make it perfectly clear that:-

1. The Parish Council has and never had any objection to horses being ridden in the parish;
2. The Council has never made a statement voicing any such objection;
3. The Council has never filmed riders and feels that unsupported allegations are not helpful;
4. Horse riding has been discussed solely in the wider context of the safety of all road users.

On a personal note, a facetious remark I made about dogs, at last month's meeting, was inappropriate and I apologise unreservedly if my remark caused offence to members of the public present at the meeting including Mrs Carole Negus." The Chairman clarified that only the Chairman and Clerk can make statements, concerning the Parish Council, to the public. Councillors may express personal views but they remain personal until brought to Council and are endorsed or rejected.

(Note: It was resolved to take agenda items 8.1 and 9.3 at this point as members of the public had specific interest in these items.)

8.1 Ref. No. 21/13/00014 Proposal to erect five Lodges on Land behind the Webbington Hotel. It was unanimously RESOLVED to object to this application citing the same grounds as application 21/13/00008. .

9.3 The unrestricted section of the Webbington Road and the safety of all road users is an ongoing issue. Evidence is required, by SCC and the police, when considering restrictions or warning signs. SCC is unable to locate a SID on unrestricted roads to gather evidence and we are looking at other ways of collecting acceptable information. Consideration is being given to a mobile safety camera for Webbington Road (east) and Old Coach Road and the police would now be contacted.

6. **Finance Matters:**

6.1 Cllr Passmore (acting RFO) had previously circulated the reconciliations for November 2013 and December 2013. These were noted and approved by Council.

6.2 It was RESOLVED to pay Tim Baker the sum of £40.00 against his Invoice No. 1079 dated 30 November 2013.

6.3 It was noted that there are missing pages of HSBC statements: page 202 for acct 01080970, sheet 17 for acct 11462571 and sheet 286 for acct 51056565. Clerk and F&GP AG to investigate.

7. **Reports or recommendations from Finance and General Purposes Advisory Group:**

7.1 The Clerk, Mr Passey is on leave to 9th March. The Temporary Clerk, Mrs Broadbent suffered illness on 24th December and as a result is unable to continue; she resigned on 27th December. It was RESOLVED that Cllr Passmore would undertake the duties of the Responsible Finance Officer (RFO) and Cllr Parker would undertake the duties of Clerk and Proper Officer until Mr Passey returns from leave. The Chairman requested that Advisory Group leaders ensure that only relevant correspondence and emails are forwarded to the acting RFO and the acting Clerk in order to control workloads. Advice is being sought from SALC, SDC and Parish Clerks of nearby Parishes.

7.2 Cllr Passmore confirmed the precept bid of £6,280, plus the small Support Grant, had been submitted and has been received by SDC. This would result in an increase of 0.42p for Band D properties in the parish.

7.3 Cllr Passmore had circulated a draft contract, based on the SALC model, to all Councillors for comments which are required before the February Council meeting. SALC, SDC and an experienced Clerk have also been asked for any comments.

7.4 Advisory Group leaders were requested to review and update contents on the Parish Council section of the Parish Website. Exclusions will be Standing Orders and other PC policy documents which will be reviewed in May. Cllr Parker advised the references for contacting the Clerk have been temporarily changed on CBP and SDC websites.

SIGNED:

A. Campbell

.....CHAIRMAN

DATE:

12/2/14

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8. Planning Matters

8.1. As above

8.2. Pilrow Wind Turbines – A response to an invitation to respond to an appeal against SDC's refusal had been circulated to all councillors. It was RESOLVED to endorse the written response sent to the Planning Inspectorate.

(Note: Two members of the public left the meeting at 20.10.)

9. Highway Matters:

9.1. Cllr Rolfe has reconciled invoices for 2013 grass cutting, apart from the August invoice 1059 for £50, and agreed the 2014 schedule. A copy of the agreed schedule to be sent to the Clerk.

9.2. The parish maintenance schedule is almost complete apart from some very recent changes. It was RESOLVED that Cllr R Woolley should contact R J Andrews for a quote to repair rendering 'rendering the east end exterior of Church Lane Bus Shelter. Cllr R Woolley was thanked for the construction and fitting of the new public notice board at this shelter. A request for volunteers to paint the Old Coach Road bus shelter has been advertised in Contact magazine.

9.3 (continuation from item 9.3 above) It was RESOLVED to contact AONB, NT and Webbington Hotel regarding traffic volume, safety and calming measures. The weight limit for transport through Bleadon is not indicated on Old Coach Road or Webbington Road/Sevier Road. It was RESOLVED to contact SCC Highways for comment.

9.4 A letter of complaint was received from Mrs Negus regarding comments arising from discussions about road safety and horses. The acting Clerk is investigating this complaint.

10. Environmental matters:

10.1 **Hinkley C Connection:** Cllr Parker highlighted points from his report to councillors. Stage 4 of National Grid's consultation is complete and the NG response to the requests for detailed information is awaited, e.g. traffic movement during construction, environmental impact details. It is assumed that NG will satisfy these requests before submitting a Development Consent Order. An HCCG meeting with all Councils and NG is scheduled for 15th January.

10.2 **Coffin Lane Campaign:** The next meeting of the group and interested parties will be held on 14th January in the New Inn, Cross. A demonstration, to gain publicity, has been scheduled for Saturday 1st March.

10.3 **Other Reports:** Cllr Parker gave tribute to Barry Hillier who died while working on our hills today. He was a volunteer Ranger for the National Trust and has been working on the hills in our Parish over very many years.

The SCC Local Flood Risk has been submitted and accepted by SCC.

Hedge laying between Big Tree and Vernon Lane has improved this section of road. The blocked gully at the Vernon Lane junction has been reported to SCC Highways.

A fallen tree at Rackley Lane is across the track between PROW's AX15/2 and AX15/3. This has been made safe and the path cleared. SCC Footpaths Officer will be informed.

Cllr C Woolley reported on the lack of progress on the repair work to Bleadon Sluice gates. The EA has confirmed that the work is expected to be carried out this Spring/Summer.

Cllr Rolfe raised the issue of the ongoing works by Bristol Water in Axbridge. It was RESOLVED to write to Bristol Water for an update of anticipated conclusion to this overrunning project.

11. Representation:

11.1. Cllr Passmore attended the Memorial Hall committee meeting on 8th January. The cost of hiring the hall is being increased to £15 for Council meetings. Mrs Laney will forward the agenda of the Hall Committee AGM on 25th April at 1900 for circulation in Contact with the agenda of the Annual Parish Open Meeting. Advisory Group leaders were reminded to prepare their reports, suitable for a Power Point presentation.

Cllr Passmore will attend the Cheddar Valley Cluster Group Meeting on 23rd January. Cllr Parker will attend an HCCG meeting on 15th January. An invitation to a WPD workshop to develop their 2015-2023 Business Plan - Cllr Parker will review the agenda to determine any relevance to CBPC.

12. WWI commemoration:

No further information received. Cllr Parker would check progress with those arranging the events.

13. Correspondence:

All correspondence received had been actioned.

14. Date, time and place of next meeting: Wednesday 12th February 2014 at 19.30 at Cross Memorial Hall.

There being no further business the meeting closed at 21.03.

SIGNED:  CHAIRMAN

DATE: 12/2/14

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Minutes of Compton Bishop Parish Council Meeting
Held on February 12th 2014 at Cross Memorial Hall

Public Participation: *There were two members of the public present, Mr T Mason and Mrs D McCarthy (at 20.00 hrs).*

Present: Parish Councillors; (Cllrs A. Campbell (Vice-Chairman), Mrs C. Woolley, R. Woolley, M. Rolfe, R. Parker (Acting Clerk) and K. Mace.

1. **Apologies for absence:** Cllr S.M. Passmore
2. **Approval of minutes:** The minutes of the meeting held on January 8th 2014 were approved by those present at that meeting and signed as a true record by the Vice Chairman.
3. **Declarations of Interest:** There were none.
4. **To note any changes to the Resolution List:** The resolutions list had been circulated before the meeting. The acting Clerk gave an update that resolution 2013/10/13/9.6, seeking quotations for insurance, will not be accepted by insurers until March 2014. Resolution 2014/01/08/9.3 will be addressed in item 10.2 of this meeting.
5. **Acting Clerk's Report:** The Clerk reported on the high number of emails, 114 in the last month which excludes emails from councillors. The Acting Clerk will attempt to reduce this workload and requested that Councillors severely restrict emails to the clerk. A virus in the Hotmail system resulted in 78 Spam emails being sent to a random selection of addressees. The system has been cleaned and re-set.
6. **To consider matters arising from previous minutes:** There were none.
7. **Finance Matters:**
 - 7.1. The Acting Clerk had previously circulated the reconciliations for January 2014. These were noted and were RESOLVED to be approved by Council.
 - 7.2. It was RESOLVED to pay Cllr R Woolley £23.82 for oil and paint purchased for maintenance of the Parish notice boards.
 - 7.3. There were no further reports.
8. **Reports or recommendations from Finance and General Purposes Advisory Group:**
 - 8.1. There were no actions to be discussed during the absence of the Clerk
 - 8.2. It was RESOLVED to approve the payment of £25 for the SALC course, 'Being a good councillor', for Cllr Mace.
 - 8.3. Cllr Campbell referred to the documents circulated to members i.e. Complaints Procedure; Chair Guidance ; Draft clerk contract and job description; Freedom of Information Policy. It was RESOLVED to accept the Complaints Procedure and Chair Guidance with some minor correction. The remaining documents will be submitted for approval at the March meeting. Cllr R Woolley proposed that personal copies of Standing Orders, Chair Guidance and Code of Conduct should be held by each member, other documents to be held on CBPC web site – to be discussed at F&GP Advisory Group.
 - 8.4. Advisory Group leaders were requested to take ownership of web-site information and inform Cllr Parker of any changes or additions required.
 - 8.5. It was noted that the precept bid had been received by SDC.
 - 8.6. The appointment of the new Parish Clerk was confirmed.
 - 8.7. The Co-option of M Hodgson to the Environment Advisory Group was confirmed.
 - 8.8. The Acting Clerk distributed copies of the Workload Planner to each Cllr and asked that they update and return to him asap. It was recommended that a review of this procedure should be undertaken by F & GPAG.
 - 8.9. Cllr Mace elaborated on communications and public relations with a view to making more of the parish aware of the parish website and The Council's endeavours.
9. **Planning Matters**
 - 9.1. There were no new Planning Applications received.
 - 9.2. Cllr Rolfe reported on a letter from Huish Episcopi Parish council and an invitation to sign a petition to support them with problems associated with their Local Plan being rejected by their Planning Authority. It was agreed that it would be inappropriate for this council to comment.
10. **Highway Matters:**
 - 10.1. The Clerk confirmed that an order had been sent to Mr J Andrews for the repair of Church Lane bus shelter.
 - 10.2. Cllr R Woolley outlined his research into the regulations for speed restrictions and is pursuing the option for a 40 mph speed limit on Webbington Road from Rackley to Webbington. A 30 mph restriction to include the three houses opposite Rackley was discussed and their inclusion in the Compton Bishop 30mph 'envelope' would be pursued. SCC highways have agreed to include a speed check for Webbington Road in their new financial year.
 - 10.3. PC Wills has informed The Acting Clerk that the mobile safety camera can be requested via the police website and has registered our request.

The meeting was closed at 20.10 to allow Mr T Mason (co-opted member of the Highways Advisory Group) to report and give feedback on the issues of flooding at Vernon Lane/Webbington Road. The meeting was re-opened at 20.12.

- 10.4. The verbal report from Mr Mason was accepted. The Highways Dept. had carried out works including digging of a ditch. The ditch is the landowner or lessee's responsibility. It is believed to be leased by Mr Brinson who has previously carried out repair work.
- 10.5. The problem of excessive water from springs flowing from the properties between Cleeve Head Farm and Wavering Down Farm and the consequent surface water on Old Coach Road, west has been investigated by SCC Highways. They will install new drains to accommodate this flow in the new financial year.
- 10.6. Cllr R Woolley reported on the highway maintenance schedule which would be completed by the next meeting.
- 10.7. Cllr Rolfe reported that he had asked Dommatt Glass for a quote to replace the glass in the Church Lane notice board.
- 10.8. It was reported that the School bus for Hugh Sexy's school was not stopping at the bus shelter due to the excess of mud and that the driver objects to mud being taken on to the coach.
The council suggested that parents should contact the school or the coach company in the first instance.

SIGNED:  CHAIRMAN

DATE: 11/03/14

11. Environmental matters:

11.1. The EAG report covered all aspects except an update on NG's submission of a consultation document to alter their preferred route for pylons. This is to accommodate the issues raised by residents at Southwick (Mark). The consultation will last one month and may delay NG's submission of the DCO.

11.2. The 'Coffin Lane' campaign has a large following and is working well. The report previously circulated did not include a recent request from Tess Gill to comment on a letter she has received from SCC. The Acting Clerk circulated the letter and a draft response. Two additions to the draft were requested and it was RESOLVED that the draft was to be approved. The procession from Axbridge to Cross has been notified to the police who requested that the Fire Service and Ambulance Service be notified which has been done. The Acting Clerk has produced a risk assessment for both the police and the insurance company. The latter has confirmed that public liability is covered. A meeting with the local police has been delayed because of their involvement in the flooding on the Somerset Levels.

11.3. There are two problems on footpaths. AX/15/12 & AX15/3 (Kennel Lane) where a tree is partially blocking the path has not been addressed by the agents to the landowners. The Acting Clerk will continue to pursue this. The footpath AX15/13 which crosses a bridge over the Axe Yeo at Rackley is damaged. The rights of way bridge officer has been notified.

11.4. The Village Litter Pick is scheduled for the coming weekend. Public liability insurance cover has been obtained and a risk assessment produced.

12. **Social:** Cross Connections are planning a Harvest Home and have invited all parish organisations to a meeting on 5th March. Cllr C Woolley and Cllr Mace will represent the Parish Council.

13. **Annual Parish Open Meeting:** The draft agenda was approved and will be using 'Power Point' presentations. Cllr Parker will assist and combine each AG presentation. An invitation to attend will be sent to Tessa Munt MP and Cllr John Denbee (SCC & SDC).

14. **Representation:** Cllr Passmore had attended the Cheddar Valley Cluster Group meeting on 23rd January 2014 and beif notes had been circulated ; Cllr Parker will attend the Hinkley C Connection Group meeting (postponed from January) ; Cllr C Woolley and Cllr Mace will attend the Cross Connections Harvest Home meeting.

15. **WWI commemoration:** No report.

16. **Correspondence:** SDC request three councillors update their register of Members Interest forms. Each had previously submitted updates which they repeated. The Acting Clerk will inform SDC Legal & Democratic Services.

17. **Date, time and place of next meeting:** Tuesday 11th March at 20.00 at Cross Memorial Hall.

There being no further business the meeting closed at 20.41

SIGNED:  CHAIRMAN

DATE: 11/03/14

Minutes of Compton Bishop Parish Council Meeting
held on March 11th 2014 at Cross Memorial Hall

Public Participation: There were three members of the public present, Mr K Glimstead, Mrs D McCarthy and Mrs Ann-marie Wood (observing as Clerk Designate).

Present: Parish Councillors S Passmore (Chairman), Mrs A. Campbell, Mrs C. Woolley, R. Woolley, M. Rolfe, R. Parker (minute note-taker)

1. **Apologies for absence:** Cllr Ken Mace (attending SALC course), Parish Clerk (on other business).
2. **Approval of minutes:** The minutes of the meeting held on February 12th 2014 were approved by those present at that meeting and signed as a true record by the Vice Chairman.
3. **Declarations of Interest:** There were none.

The Chairman asked Mr K Glimstead if he would like item 9.1 to be brought forward and Mrs McCarthy if she would like item 10.2 to be brought forward, both accepted. It was resolved to take agenda items 9.1 and 10.2 at this point.
The Chairman asked Mr K Glimstead if he would like to comment on the planning application. He declined the invitation.

- 9.1 Planning Application 21/14/00001/STP** Cllr Rolfe explained that there were two applications for development of land at Webbington. Application 21/13/00014 for five holiday lodges will be decided shortly. 21/14/001 is a new application for one holiday lodge. SDC has agreed that the closing date for comments for Application 21/13/00014 will be extended until 11th April because of the possible conflict of two open and similar applications for the same plot of land.

The Chairman asked if Mrs McCarthy would like to speak on item 10.2. She accepted the invitation. The Chairman closed the meeting at 2010.

- 10.2 Highways Matters:** Traffic calming measures and speed limits on Webbington Road. Mrs McCarthy questioned why the 30 mph limit did not extend to the houses opposite Rackley and informed the council of her petition circulated amongst residents for a 30 mph limit. Mrs McCarthy also outlined her communications with Richard Newby (SCC Highways). Cllr R Woolley explained that speed checking will be pursued with SCC including the installation of a SID at the start of the 30 mph limit. Road safety had been raised at the Cheddar Valley Cluster Group meeting on 23 January as the key matter of concern for Compton Bishop PC.

The meeting was re-opened at 2019.

4. **To note any changes to the Resolution List:** The Resolutions List had been circulated before the meeting. There were no outstanding actions.
5. **Clerk's Report:** Cllr Parker (on behalf of the Clerk) reported on the continuing high number of emails - 143 received in the last month which excludes emails from councillors. Some reduction is expected after 'unsubscribing' from a number of mailing lists of little importance to the PC.
6. **To consider matters arising from previous minutes:** There were none.
7. **Finance Matters:**
 - 7.1. The Chairman had previously circulated the bank reconciliations to 25 February 2014. These were noted and were RESOLVED to be approved by Council.
 - 7.2. It was RESOLVED to pay three items: Cross Memorial Hall £113.00 for Hall hire for Council Meetings from 2nd Oct 2013 until 31st March 2014; Cllr R Parker £25.00 for home office use; and £25.00 for printing and stationery, both while undertaking the duties of Clerk from 24th December 2013 to 9th March 2014.
 - 7.3. Legislative changes for Parish Councils, including cheque authority, openness and audit accountability are imminent and the relevant documents will be circulated to F&GP AG to recommend necessary changes to Council procedures.
8. **Reports or recommendations from Finance and General Purposes Advisory Group:**
 - 8.1. Standing Orders revision in line with the new legislation and other documents will begin in April.
 - 8.2. It was RESOLVED to approve the revised Clerk's Contract and Job Description, but noted that Workplace Pension requirements and any salary increase due from 1 April may require minor amendments to be made.
 - 8.3. The appointment of Mrs Ann-marie Wood as Parish Clerk from 1 April 2014 was confirmed and the contract signed.
 - 8.4. Freedom of Information Policy - It was RESOLVED to review the status of all Council policies listed in this document.
 - 8.5. Communications and public relations - no report.
 - 8.6. Changes of notice for PC meetings - new regulations are to be published and details would be reported when available.
 - 8.7. The Parish Council is the Custodian Trustee of Cross Memorial Hall. The location of relevant legal documents is being investigated, and secure storage might have to be available. Cllr Parker would liaise with the Hall committee.
9. **Planning Matters**
 - 9.1. - See above -.
 - 9.2. Cllr Rolfe questioned the lack of information on how condition 12 of planning approval for application 21/13/00013, Cross Lane, will be validated. The 120m visual splay is essential for road safety on this busy road. It was RESOLVED to write to SDC Planners for a statement.

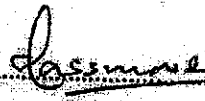
- 10. Highway Matters:**

SIGNED:  CHAIRMAN

DATE: 9 April 14

- 10.1. Cllr R Woolley confirmed that the order had been received by Mr J Andrews for the repair of Church Lane bus shelter. Completion during this financial year was required.
- 10.2. *See above*
- 10.3. PC Willis has requested a mobile safety camera for Old Coach Road. This issue will be raised at the Annual Parish Open Meeting.
- 10.4. Vernon Lane flooding appears to have been resolved with jetting and clearing ditches.
- 10.5. The Highways Advisory Group has completed a comprehensive survey of the maintenance condition of highways. It was RESOLVED to identify the priority items and forward the schedule to SCC. Concern was expressed on identifying landowners and lessees who are responsible for maintenance of ditches and verges. The Chairman thanked HAG for the detailed work completed and asked that annual review of the survey in March be added to the PC calendar.
- 10.6. The quote for new glass for the Church Lane notice board is outstanding. The small size of this notice board and the poor condition of the notice board opposite The White Hart were discussed. It was RESOLVED to buy two new notice boards for a sum of £400. Cllr R Woolley will obtain comparative quotes for approval by the Chairman.
- 10.7. The high level of road noise from the A38 continues to increase. CBPC has again been informed that SCC has roads in a worse state of repair and re-surfacing of the A38 to reduce noise is not a priority. Further data collection will be undertaken to define the problem.
- 10.8. A number of complaints have been made regarding the overnight parking of a large mobile crane. The location being a road hazard and the early morning noise a disturbance to neighbours. It was RESOLVED to write a letter of complaint to King Lifting Ltd.
- 10.9. The embankment at the east end of Cross Lane (not within the parish) shows signs of slippage. SCC has investigated and concluded that there was no danger to traffic.
- 11. Environmental matters:**
- 11.1. Hinkley C Connection/National Grid. - No further report.
- 11.2. The 'Coffin Lane' campaign held a very successful public procession on 1 March with over 150 participants, showing wide support for the campaign. Plans, specifications and outline costs are being developed and meetings with SCC are being arranged.
- 11.3. Footpath AX/15/12 & AX15/3 (Kennel Lane) has now been cleared. Footpath AX15/13 crosses a bridge over the Axe Yeo at Rackley which is damaged; this was reported but has not been repaired. The Rights of Way bridge officer is to be contacted for an update.
- 11.4. The Village Litter Pick on 15 February was very successful. A record 17 people participated and over 25 bags of rubbish collected. The council wished to register its thanks to the members of the public who participated.
- 11.5. Cllr Parker reported on complaints about the inadequacy of the sewage main and pumping stations serving Cross between the pump by Brewery Farm and the A38. It was reported that problems have been experienced since the completion of the Chardet Place/Springfield Close developments. Sewage escapes in large quantities polluting a number of gardens. It had been noticed that pumps and tankers were being used at the A38 pumping station during the periods of heavy rain during February. It was RESOLVED to write to Wessex Water to request a statement of cause and their plans to address this long standing problem.
12. **Social:** Cllr C Woolley reported on the Cross Connections initiative for a Parish Harvest Home to be held on Saturday 25th August prior to the planned Lawnmower Championships days. The initiative was welcomed. An informal request for a financial contribution from the PC had been received. The council request clearer financial details before considering this.
13. **Annual Parish Open Meeting:** The draft agenda was approved. It was RESOLVED to print both the CBPC and Memorial Hall AGM agendas as an A5 insert for the next (April) edition of Contact at PC expense. Draft 'Power Point' slides from each AG to be provided to Cllr Parker to combine into the presentation. The presentation will be reviewed and approved at the April council meeting.
14. **Representation:** Cllr R Woolley will attend the SALC (North) meeting on 18th March. Cllr Parker will be attending an HCCG meeting on 24th March.
15. **WWI commemoration:** Requests for any information on parish residents who served in WWI will be raised at the APOM and are also included in the next edition of Contact.
16. **Correspondence:** Cllr Rolfe agreed to respond to the Rural Services Network survey. A request for parish events to be included on the Police "local beat" website was deemed to be inappropriate.
17. **Date, time and place of next meeting:** Wednesday 9th April at 19.30 at Cross Memorial Hall.

There being no further business the meeting closed at 2210

SIGNED:  CHAIRMAN

DATE: 9 April 2014

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Draft Minutes of the Annual Parish Open Meeting
held on Friday 25th April 2014 at Cross Memorial Hall

Present: Cllr S M Passmore (Chair of the Parish Council), Cllrs A Campbell, K Mace, R Parker, M Rolfe, C Woolley, R Woolley, T Munt (MP) together with 15 Members of the public.

- **Apologies for Absence:** Apologies were received from Mrs S Acland, Mrs J Craig, Mr P Passey, Mr I and Mrs S Tabrett, Mrs R Tyas, Mr J and Mrs P Warner, Mrs A Wood (Clerk).
- **Minutes of the 2012 Open Meeting:** The minutes were accepted as a true record and duly signed by The Chair.
- **Matters Arising from these minutes:**
 - The 'No Cold Calling Zone' scheme had been delayed with the absence of permanent signs at each access point to the Parish. These have now been erected and new stickers provided which are available from the Neighbourhood Watch co-ordinator, Mr Eddie Farley.
 - The request for a 30 mph limit on the Webbington Road, from Rackley to Webbington had not progressed and is a continuing Highways project.
- **Cray Charity Report: Mr James Warner (report read by Cllr Sue Passmore)**

An outline of the history and purpose of the charity, set up in 1723, was given with the explanation of the origins of the fund and the sale of land and subsequent investment of the proceeds. The poor rates of return show some improvement. Those parishioners who have children entering Higher Education could be assisted by the Charity and he urged anyone wishing to make an application to contact Jim Warner.
- **Neighbourhood Watch Report: Mr Eddie Farley** reported that Mr Alan Truman has volunteered to oversee the western end of the Parish and can be contacted at alan.truman@btinternet.com or 732374. A request for deputies to assist co-ordinators was made and an appeal for email addresses for receipt of information was made to speed and ease administration. Fortunately the level of crime in our area is low.

The new telephone number for non-emergency calls to the police was "101", and seemed to be working well. This should be used for non-urgent calls where a "999" call was not necessary.
- **Parish Council Report by Chair: Cllr Sue Passmore** reported that the Council had previously had three Chairs on rotation. With the resignation of Annie Vickerstaff, this has been reviewed and the Chair is Sue Passmore and the Deputy is Allison Campbell. This has been a very busy period with large changes in legislation, replacement of one councillor and the resignation of the Parish Clerk, Mr Paul Passey. Paul has been unavailable because of leave and operations. We thank Cllr Parker who performed Clerk duties for three months. We welcome Cllr Ken Mace who joined us in November 2013 and Ann-marie Wood who joined us on 1st April as our new Clerk. We thank our 6 co-opted members of the Council and Mr David Windmill, our Internal Auditor of Parish Council accounts.
- **Reports from Advisory Group Leaders and Liaison Representatives:**
- **Finance and General Purposes: Cllr Sue Passmore**

There will be a minimal increase of 1.91% to the Council precept despite cuts in public funding. This low level may not be possible with future cuts planned until 2016/17. We are continuing to reduce ongoing costs and were some £740 under budget for the year, largely due to Cllr Parker performing Clerk duties.

The Clerk's salary continues to be our major cost. We contribute to local costs, for example, Contact magazine, verges and Churchyard grass cutting. We have a £5,000 set-aside fund for major beneficial projects for the Parish.

We were pleased to nominate Cllr Parker for the Somerset County Council Chairman's award for his contributions to the community.

- **Local Choices: Cllr Caroline Woolley**

Local Choices Initiative was introduced in 2012 by Somerset County Council for devolving responsibilities to local communities such as Community Wardens, for parish and highways maintenance, youth services and voluntary help for, e.g. rural libraries.

The latest briefing was for 'Helping Communities Help Themselves' with initiatives such as welfare cuts mitigation, dementia friendly communities, community car sharing and Parish Plans. Further work and guidance will be made available.

- **Planning: Cllr Mike Rolfe**

There have been 15 planning applications and two appeals since last year. The group analyses each application against Sedgemoor District Council's Core Strategy, Compton Bishop's Village Design Statement and, where appropriate, National Planning Policy. The Village Design Statement is a document prepared by the parish community for the community setting out parishioner's views of development within the parish and endorsed and adopted, by the planners, as a supplementary planning document. Together with the Core Strategy and National Planning Policy, Council therefore has a fairly comprehensive basis for analysing planning applications.

Parishioners' views are taken on board and site visits are made. On average each planning application consumes about 27 hours of the group's time, which, since the last Open Meeting has resulted in around 460 hours of work.

All applications and comments are posted on Sedgemoor's Planning website as soon as they are accepted by the planning department and are available for the general public.

- **Highways: Cllr Robert Woolley**

Last winter's heavy rain tested our drainage systems and, apart from one blocked drain in Vernon Lane, there were no major problems. We have arranged a mobile safety camera in Cross to deter those exceeding the speed limit where the average speed exceeds 35 mph. We are not provided with the results of the speed check. Suggestions for speed reduction measures in Old Coach Road would be welcomed. We are continuing to pursue a reduction in the speed limit for the unrestricted section of the Webbington Road between Rackley and Webbington.

We undertake an annual review of the condition of our highways each year and are currently evaluating the priorities. The report will be sent to Somerset Highways for attention.

The perilous conditions in Cross Lane are being addressed by The Coffin Lane group.

- **Environment: Cllr Richard Parker**

The place we chose to live is special and has a protected landscape with restrictions on buildings, changes of use and conversions. The demands on our area from social issues, farming methods and changes to national infrastructure are forcing change.

Hinkley C Connection - National Grid is planning to upgrade the electricity network to support the Hinkley C power station and will replace the existing overhead pylons in the Lox Yeo Valley. The new route will be placed underground from Biddisham to Sandford. Local farm land will be taken out of use for at least four years for the installation. A 65 metre road

will be built the length of the total installation to accommodate 38 ton lorries and excavators. A sealing end compound will be installed by the M5 at the Ham Lane footbridge. The Parish Council has been fully involved in the consultation and considers that National Grid has failed to address socio-economic issues such as: the majority request for sub-sea or undergrounding for the whole route; the transport and travel plans of workers, supplies and equipment; and the disruption during site restoration. We will continue to represent the parish to the end of the consultation process. Construction is scheduled to start in spring 2015 and will take four years to complete.

Quarrying - Both National Grid and EDF (for Hinkley C construction) intend to use locally available crushed aggregates for roads and building. It is possible that Cheddar may be a source and this could increase quarry traffic on the A371 Cross Lane.

Other environmental issues may include the extraction of shale gas. Licences have been awarded for exploration in an area of the local Mendips.

Cross Lane - Since 1962 the Parish Council has been pressing for safety improvements for pedestrians and cyclists in Cross Lane. We now have a community-led project which is working hard to get this underway.

Litter Picking - 17 volunteers carried out the annual litter pick on 15 February throughout the parish and collected 25 bags of rubbish and other discarded items.

Sewage problems - Investigations into an incident of sewage overflow have shown that the influx of surface water overloaded the sewage system. Surface water, from roofs, drains and springs should not enter the sewage system. Wessex Water is investigating and would appreciate information on where this water enters the system.

Broadband - We are waiting for the Axbridge exchange to be upgraded to facilitate this publicised upgrade for rural communities. However, the initial planning and survey work has not been started and no dates are available.

- **Footpaths Liaison Officer: Jan Tabrett (report read by Cllr Parker)**

Last summer's glorious weather meant our footpaths were used probably more than ever before. However, the wettest winter on record caused great problems, with many routes either unusable or very difficult because they were under water or mud, while gales brought down trees blocking the way or making passing difficult. The County Council reminds the surrounding landowners of their responsibility to remove the obstructions and maintain footpaths. Somerset County Council footpaths officer Chris East has replaced a number of old stiles with gates to make the paths more accessible. A small number of vandalised signs have been replaced. With the National Grid work, Footpath AX21/7 will be closed, and AX2/15 and AX/21/3 will be temporarily closed.

- **Springfield Wildlife site: Dr Sarah Ayling**

Despite the cold spring there were plenty of tadpoles in the pond, and at least two clutches of moorhen chicks. Once again the nest boxes were all used. Volunteers are sought to replace these in the winter. This is an excellent habitat for tawny owls, verified during the summer when tawny owl chicks and adults were on the branches of the alder trees for all to see. If anyone would like to make a tawny owl box to put up on the site, plans can be provided. During the winter we continued with the programme of cutting the entrance hedge and coppicing or pollarding of trees on the site (thanks again to those of you who came and helped with this). About half of the hedge on the eastern boundary has been laid, and hopefully the other half will be done in the next two winters. In October strong winds caused a large poplar tree in one of the gardens in Springfield Close to snap near the base and fall partly across the wildlife site pond and adjacent rhyme. Thankfully the tree missed the house and no one was hurt. This delightful site needs volunteers to help and working parties are held on the third

Sunday of each month from 10 am. The work is not onerous, it is a good way to meet people and the more people who come the more we can get done.

- **Communications: Cllr Richard Parker**

Parish Council communications are published on the four Parish notice boards, Website, in Contact and on inserts. Parishioners were asked to suggest how best the Council could improve its communications, particularly regarding newcomers to the Parish.

- **Date of next meeting: Friday 24th April 2015**

- **Public Open Forum**

1. The Village Hall commemorates its 60th anniversary soon as it was given, by deed of gift of Sir Nigel Mordaunt on 30th April 1954. We continue to be grateful for this generous donation to the community.
2. Elections will be held on 7th May 2015 for Compton Bishop Parish and Sedgemoor District Council as well as the parliamentary elections.
3. Tessa Munt reported that she had 86 contacts from people of this Parish during the year, down from 117 last year.
4. Mr Roger Veal suggested that acronyms, as used in Parish Council minutes, were confusing to the general public.
5. Mr Stephen McColgan stated that Cllr John Denbee had agreed, at the last Open Meeting, to investigate :
 - a. The possibility of improving the surface of the footway from Weare to Shute Shelve on the east side of the A38 as it was overgrown and dangerous.
 - b. Whether Community Infrastructure Levy money could be channelled into making significant improvements at the A38/A371 junction.

Mr McColgan had received no feedback and assumed that no action had been forthcoming. The Chair agreed that Council would write to Cllr Denbee to request details of any actions taken.

6. Mrs Delia McCarthy raised the issues concerning the 'rat-run' from the A38 through Compton Bishop. The volume of speeding traffic, particularly on the unrestricted Webbington Road where there are no verges or footpaths, represents significant dangers for residents living on this road. Mrs McCarthy questioned the policy of making country lanes and roads unrestricted when these roads are unsuitable for volumes of fast traffic. Meetings were being arranged with Somerset Highways and Mrs Munt MP wished to be informed of progress and offered her support. Cllr Woolley suggested utilising the Speed Indicator Device scheme to gather data on volumes and speed of traffic to provide the necessary evidence.

There being no further business the meeting closed at 2135

Signed as a true record:

Date:

NOTE : Minutes will be approved and signed at the next Annual Open Meeting – 24th April 2015

Minutes of Compton Bishop Parish Council Meeting
held on 9 April 2014 at Cross Memorial Hall

Public Participation: There was one member of the public present, Mr K Glimstead,

Present: Parish Councillors S. Passmore (Chair), R. Woolley, M. Rolfe, R. Parker, K Mace

The Chair opened the meeting by welcoming the new Parish Clerk, Mrs Ann-marie Wood.

1. **Apologies for absence:** Cllr Caroline Woolley, Cllr Allison Campbell
2. **Approval of minutes:** The minutes of the meeting held on 11 March 2014 were approved by those present at that meeting and signed as a true record by the Chair.
3. **Declarations of Interest:** There were none.

The Chair asked Mr K Glimstead if he would like item 8.1 to be brought forward Mr Glimstead accepted. It was resolved to take agenda items 8.1 at this point.

The Chair asked Mr K Glimstead if he would like to ask any questions on the planning application. He accepted the invitation and the meeting was closed at 19.33

The Chair re-opened the meeting 19.35.

- 8.1 **Planning Applications 21/14/00001/STP, 21/14/00002, 21/14/00003, 21/14/00004** Cllr Rolfe outlined the details of the four applications and advised that draft responses had been prepared and issued to all councillors for comments. All councillors present (x5) agreed the draft responses by a show of hands. It was resolved to submit all four responses to Sedgemoor District Council (SDC).
4. **To note any changes to the Resolutions List:** The Resolutions List had been circulated before the meeting. There were no outstanding actions.
5. **Matters arising from previous minutes:** Cllr R Woolley had obtained quotations from two suppliers for the purchase of 2 replacement Parish Notice boards. Both quotations were reviewed and it was agreed that the quotation from Whitehill Direct Ltd provided the best value for money. It was resolved that the Clerk should order 2 notice boards.
6. **Finance Matters:**
 - 6.1. The Clerk had previously circulated the bank reconciliations to 25 March 2014. These were noted and were RESOLVED to be approved by Council.
 - 6.2. It was RESOLVED to pay two items: SALC Annual Membership £148.67; Paul Passey £15.00 for printing of Annual Parish Open Meeting Agenda, to be delivered with the April edition of Contact.
 - 6.3. The Clerk advised that one insurance quotation had been received from Zurich Insurance (via email 03/04/14). AON have requested (via email 09/04/14) CBPC complete and return a schedule of insurance requirements to enable them to provide a quotation. Cllr Parker advised that he has already returned this information to AON. It was agreed that Cllr Parker will complete the schedule request form and return it via the Clerk to AON. It was RESOLVED to delay the decision with regard to insurance to the May Meeting.
 - 6.4. It was confirmed that the Clerk will attend SALC Part 1 training for new parish clerks on 9 July 2014, (noted that PC could be moved to 16 July if necessary).
 - 6.5. The clerk proposed that address details for the bank statements should be changed and – this was agreed. It was also proposed by the Clerk and Chair that the format of the bank reconciliations should be changed to include available funds each month this was agreed.
7. **Reports or recommendations from Finance and General Purposes Advisory Group:**
 - 7.1. No report was tabled as the group had not met this month.
 - 7.2. The repeal of S.150 [5] of Local Government Act 1972 concerning signatories to PC cheques was noted together with guidance on safeguarding public money.
 - 7.3. The consultation on the new Transparency Code for Parish Councils until 9 May 2014 was noted. The Chair had circulated the consultation notes received. The questionnaire for Parish Councils was discussed and the answers were agreed. Cllr Passmore agreed to return the completed questionnaire with a copy to SALC.

SIGNED:  CHAIRMAN

DATE: 21 May 14

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7.4. It was RESOLVED that the Clerk would update the CBPC details on the SALC Website.

8. Planning Matters

8.1. - See above -

8.2. Cllr Rolfe outlined the details of Application No 03.13.00004, Appeal No V3310/A/14/2213951 Proposed storage yard in field at Castle Mills, Biddisham. He advised that a draft response had been prepared and issued to all councillors for comments. Cllr Rolfe advised that since the draft response had been circulated, notification had been received from SDC that the enforcement notice is to be included within the appeal. All councillors agreed the draft response. It was resolved that the Clerk would submit the response to SDC.

8.3. A response had been received from SDC Enforcement Officer with regards to the Cross Lane, 120m visibility splays advising that this has been referred back to the Planning Department for comments.

8.4. A response had been received from Sedgemoor District Council Enforcement Officer with regards to the works being carried out at Over Compton, Vicarage Lane advising that this has been referred back to the Planning Department for comments. It was RESOLVED that Cllr Rolfe should draft a letter to Mendip AONB to advise about these works.

8.5. The Leader of the Planning Advisory Group noted that a potential contravention of planning at Honeysuckle Cottage, Church Lane, Compton Bishop had been reported. The meeting requested that the Planning Action Group investigate this matter further. It was RESOLVED that Cllr Rolfe would draft a letter to SDC Planning Department, if it transpired that there was a perceived contravention of planning, but not otherwise.

9. Highway Matters:

9.1. Cllr R Woolley confirmed that he was still waiting for confirmation of a site meeting about the speed controls on Webbington Road.

9.2. Cllr R Woolley confirmed a mobile speed camera had been stationed within the layby opposite Bourton Lane on 17 March between 1100 and 1200 hours but no results were likely to be made available for review by CBPC.

9.3. Cllr R Woolley confirmed the issue of overnight parking by the Kings mobile crane has now been resolved.

9.4. The Highways Advisory Group has completed a comprehensive survey of the maintenance condition of highways. They had not yet completed the list of priority items and therefore the schedule had not been forwarded to SCC.

9.5. The work on the Church Lane bus shelter has not yet been completed but; Cllr R Woolley confirmed this would be carried out within two weeks.

10. Environmental matters:

10.1. The support of Glastonbury Town Council in opposition to the proposed nuclear power station at Hinkley was discussed. It was noted that CBPC views were expressed and submitted at the time of the initial consultation. It was RESOLVED that the Clerk should respond to advise Glastonbury TC of this.

10.2. Cllr Parker tabled his report on Hinkley Point "C" and the Pylons which was accepted.

10.3. Cllr Parker tabled a brief update on the *Coffin Lane Campaign* which was accepted.

10.4. The issue of the fallen tree at Springfield Wildlife trust was discussed; Dave Aggett from SDC will be contacting the householders at 7 Springfield Close and will report back to CBPC. It was RESOLVED that the Clerk should contact Mr Aggett to progress this.

11. Representation and reports:

11.1. It was confirmed that Cllr K Mace will attend the SALC Code of Conduct Meeting 29 April at SDC.

11.2. It was confirmed that Cllr Passmore will attend Cheddar WW1 Civic Service on 3 August.

11.3. Cllr R Woolley attended SALC North Area Meeting on 18 March; his report and the minutes had been circulated to all Councillors.

SIGNED:  CHAIRMAN

DATE: 21 May 14

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11.4 It was confirmed that no one from CBPC will attend the SWALC Regional Conference on 30 April 2014.

11.5 It was confirmed that Cllr Passmore will attend Cheddar Valley CG on 24 April 2014.

12. Correspondence:

12.1 The Clerk tabled an invitation to take part in Rural Services Network "Sounding Board", it was agreed that the Clerk should respond that CBPC do not wish to participate.

12.2 The Clerk tabled a request from Crook Peak Gardening Club for funding for the Annual Village Show. It was agreed that the Clerk should response stating that no available PC funds could be made available; however CBPC can provide Public Liability Insurance available if required.

13. Date, time and place of next meeting: It was RESOLVED that the next meeting be moved to **Wednesday 21 May at 19.30 at Cross Memorial Hall.**

There being no further business the meeting closed at 2135

SIGNED: [Signature] CHAIRMAN

DATE: 21 May 14

Minutes of the Extraordinary Compton Bishop Parish Council Meeting
Held on 8 May 2014 at 1700 in Cross Memorial Hall

Public Participation: There were no members of the public present.

Present: Parish Councillors; Cllrs A. Campbell (Vice-Chairman), R. Woolley, M. Rolfe, R. Parker (acting Clerk) and K. Mace.

1. **Apologies for absence:** Apologies were received from Cllr S.M. Passmore (Chairman), Mrs C. Woolley and Mrs A. Wood (Clerk)

2. **Declarations of Interest:** There were none.

It was resolved to include an additional item 3.3 in response to SDC's invitation to attend a Planning Committee meeting on 13th May regarding application No 21.14.000001.

3. **Planning Matters**

3.1.1. Planning Application Ref: 21.14.00005.

The Planning Advisory Group had previously circulated their recommended response to object to the application on the grounds of there being no plans for vehicular parking facilities for the potential increase in need for the residents. Council resolved to approve the response.

3.1.2. Planning Application Ref: 21.14.00006

The Planning Advisory Group had previously circulated their recommended response, where there was no objection to the application.

3.1.3. Planning Application Ref: 21.14.00001

CBPC has received notification that the above Application has been referred to the Development Committee by the Case Officer for hearing on 13 May 2014. We have received the Case Officer's Report to the Committee. As no member is available to make representation, the PAG requested that a statement be sent to The Chairman of the Planning Committee and copied to Cllr John Denbee. The main points of CBPC's submitted objection to this planning application would be included. It was resolved that the PAG would circulate a draft for approval by email and in the absence of the Clerk, the Vice-Chairman would sign the said letter.

Date, time and place of next meeting: Wednesday 21st May 2014 at 1930 in Cross Memorial Hall.

SIGNED:  CHAIRMAN

DATE: 21/5/2014

There being no further business the meeting closed at 1717

Minutes of Compton Bishop Parish Council Meeting
held on 21 May 2014 at Cross Memorial Hall

Public Participation: *There were two members of the public present, Mr Paul Passey & Mr David Windmill (internal auditor)*

Present: Parish Councillors Sue Passmore (Chair), R. Woolley, M. Rolfe, R. Parker, K Mace, Caroline Woolley, Allison Campbell (Vice-Chair).

Mr Paul Passey was thanked for his service as Clerk to CBPC over the past 7 years and given a small gift in appreciation of his work on behalf of the Parish.

Meeting opened at 19:34

1. **Apologies for absence:** There was none.
2. **Election of Chair and Vice Chair of Council:** Cllr Parker nominated Cllr Passmore for Chair, this was seconded by Cllr Rolfe, all Cllrs present agreed.
Cllr Parker nominated Cllr Campbell for Vice Chair, this was seconded by Cllr Rolfe, all Cllrs present agreed.
3. **Approval of minutes:** The minutes of the meeting held on 9 April 2014 were approved by those present at that meeting and signed as a true record by the Chair. The minutes of the extraordinary meeting held on 8 May 2014 were approved by those present at that meeting and signed as a true record by the Vice Chair.
4. **Declarations of Interest:** Cllr R Woolley declared an interest in item 11.3 and advised he would abstain from any discussion on this matter.
Cllr K Mace declared an interest in item 17.1 as he is a member of the Harvest Home committee.
5. **Changes to Resolution List:** The Resolutions List had been circulated before the meeting, the following actions were raised:
It was RESOLVED to redact resolution 2014/04/09/8.4 letter to Mendip AONB;
It was RESOLVED to redact resolution 2014/04/09/8.5 letter to Sedgemoor District Council (SDC) Planning Department.
6. **Matters Arising from the minutes:** There were none.

The Chair asked Mr Windmill and Mr Passey if they would like item 12.4 to be brought forward. Mr Windmill and Mr Passey accepted. It was resolved to take agenda item 12.4 at this point. The meeting was closed at 19.43.

12.4 Internal Audit Report: Mr Windmill advised that the full audit had not yet been completed, but an interim report was presented to and noted by the Council. Full audit and 2013/14 Outturn will be completed and submitted for June meeting.

The Chair re-opened the meeting 20.10.

7. **Election of Leaders of Council Advisory Groups:**
 - 7.1 **Finance and General Purposes Advisory Group**
Cllr Ken Mace (Chair is *ex officio* member of this group)
 - 7.2 **Planning Advisory Group**
Cllr Mike Rolfe
 - 7.3 **Highways Advisory Group**
Cllr R Woolley
 - 7.4 **Environment Advisory Group**
Cllr R Parker
8. **Election of Council Representatives in the Community:**
 - 8.1 **Public Rights of Way Liaison:** Mr Ian Tabrett
 - 8.2 **Springfield Wildlife Site Liaison:** Dr Sarah Ayling
 - 8.3 **Cray Charity Representative:** Mr Jim Warner
 - 8.4 **Memorial Hall Representative:** Dr Sue Passmore
9. **Review of Council Workload Plan:** Cllr R Woolley and Cllr C Woolley requested amendments. Clerk to amend and circulate to all Councillors for approval before posting on the website.
10. **Discussion of issues raised at the Annual Parish Open Meeting (25 April 2014):**
 - 10.1. It was RESOLVED to write to Cllr J Denbee reference foot and cycle path on A38 East side, Weare to Shute Shelve as no response had yet been received to a question from Dr Ayling at the 2013 Annual Parish Open Meeting.

SIGNED:  CHAIRMAN

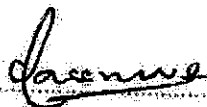
DATE: 11 June 2014

- A Response to Mr McColgan's question on CIL monies would also be requested. A letter from the Chair on both questions has been sent by the Clerk.
- 10.2. It was RESOLVED to write to SDC reference combined effects of large local developments on traffic on rural roads.
- 10.3. Cllr R Parker and Cllr M Rolfe had an *ad hoc* meeting with Richard Newby (Somerset County Council Highways) regarding a proposed speed limit for Webbington Road. Follow up correspondence has been sent; CBPC are awaiting a response.
- 10.4. Cllr R Woolley noted that he had not received any responses from parishioners to his request for suggestions for traffic calming measures.
- 11. Finance Matters**
- 11.1. The Clerk had previously circulated the bank reconciliations to 21 May 2014. These were noted and approved by the Council.
- 11.2. It was RESOLVED to pay three items:
Cllr Passmore - £29.29 for leaving gift for outgoing Clerk and poppy seeds for the Churchyard at the anniversary of WW1;
AON Insurance - £376.02 for CBPC annual insurance premium;
Whitehill Direct Ltd - £372.00 for two new parish notice boards.
- 11.3. It was RESOLVED to approve CBPC insurance renewal with AON Insurance for 2014/15.
- 11.4. There were no further financial reports.
- 12. Reports or recommendations from Finance and General Purposes Advisory Group:**
- 12.1. Ongoing reviews of Council policy documents were noted.
- 12.2. Cllr Mace had previously circulated a report from the Code of Conduct training; this was noted.
- 12.3. A copy of the asset list had previously been agreed and is to be forwarded to the Clerk.
- 12.4. See above.
- 12.5. No report was tabled as the group had not met.
- 13. Planning Matters**
- 13.1. There was none.
- 13.2. Planning Advisory Group Report was received and noted.
- 14. Highway Matters:**
- 14.1. Prioritisation of urgent highways maintenance issues was still ongoing.
- 14.2. Cllr R Woolley confirmed the work to refurbish Church Lane Bus Shelter had been completed to an excellent standard and asked that R J Andrews be thanked.
- 14.3. Cllr R Woolley advised that CBPC are still awaiting a response from Somerset Highways on speed limits on Webbington Road.
It was noted that the Clerk had accepted the proposed dates for the 2014 SID installation and also asked for details of the Council taking ownership of a SID.
Cllr R Parker noted that he had been approached by a parishioner regarding a large pothole on the northbound A38 at Shute Shelve, he had reported this to SCC (as an individual). It was RESOLVED to inform future complainants that they should report potholes directly to SCC via their website. Cllr Parker will place an item in August Contact to notify parishioners.
It was suggested that the question of the derelict house at the east end of Old Coach Road should again be raised with SDC Affordable Housing officer as there had been problems recently with vegetation obscuring the view along the highway.
- 15. Environmental matters:**
- 15.1. Report on PROWs and bridleways was noted and would be included in August Contact.
- 15.2. It was noted that the grass verge at the junction of Cross Lane and A38 had been cut on 21 May 2014.
- 15.3. Cllr Parker had circulated his report on Hinkley Point "C" and the Pylons.
It was RESOLVED to oppose any future planning applications concerning 75m (or more) high wind turbines.
It was RESOLVED that Cllr Parker's draft response to the 'Somerset Levels and Moors Flood Action Plan', previously circulated to councillors, was approved and should be submitted to SDC.
- 16. Communications**
- 16.1. Cllr Parker had submitted the CBPC update to Contact for June.
Cllr Mace had requested suggestions from parishioners at the CBPC Open Meeting for ways to improve communications; Cllr M Rolfe was approached with a suggestion to establish an e-mail direct service which would be considered.
- 17. Social:**
- 17.1. Cllr C Woolley has been working with Charly Higman to produce a Risk Assessment for the August Harvest Home Celebrations.

- 17.2 It was agreed to delay discussion of provision of public liability insurance for these celebrations until June as more details were required for the insurers.
18. **Representation:**
- 18.1 Cllr Passmore attended the Cheddar Valley Cluster Group meeting on 24 April 2014; minutes from this meeting have not yet been received.
- 18.2 No councillor was available to attend Axbridge Mayor Making.
19. **Correspondence**
- 19.1 The Clerk tabled an invitation to take part in Somerset Advice Network Consultation. It was RESOLVED to decline CBPC participation.
- 19.2 The Clerk tabled a request from SDC to review and update the 'Role and Functions of Sedgemoor Settlements' data for CBPC Parish. It was RESOLVED that Cllr Parker would update the data and forward to the clerk to respond.
- 19.3 The Clerk tabled an invitation for Membership of the Community Council for Somerset which would be sent to the Hall Committee.
- 19.4 The Clerk tabled the Public Sector Mapping Agreement 2014 newsletter which was noted as access to OS Maps for the PC.
- 19.5 The Clerk tabled a complaint about the actions of CBPC from Mr & Mrs George Martin. It was agreed that the Clerk should investigate the complaint and a letter approved by the Chair would be sent to the complainants to try to resolve the matter by direct action. The outcome would be notified to Council at the June meeting.
20. **Date, time and place of next meetings:**
Wednesday 11 June 2014 at 19.30 at Cross Memorial Hall.
Wednesday 16 July 2014 at 19.30 at Cross Memorial Hall.

There being no further business the meeting closed at 21:40

SIGNED:



CHAIRMAN

DATE:

11 June 2014

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FINANCIAL INFORMATION

COMMUNITY ACCOUNT A/C no 5105665

NOTE: Items listed in blue are committed payments not yet cleared through the bank account

NOTE: Items listed in GREEN are payments waiting to be resolved but not yet cleared through the bank account

EXPENDITURE

DATE	Payment Ref	Statement No	£	Detail
11/03/14	100706	291	25.00	R Parker Expenses
11/03/14	100707	291	25.00	R Parker Expenses
31/03/14	100705	292	113.00	Memorial Hall Payments
15/04/14				
09/04/14	100708	292	15.00	P Passey printing costs
09/04/14	100709		148.67	SALC Annual Membership
25/04/14	100710		29.29	Clr Passmore Expenses
04/05/14	100711		376.02	AON Insurance Renewal
21/05/14	100712		372.00	Whitehill Direct (noticeboards)
		cr SDC	292	3703.84 Precept payment

Available Balance 3263.32
 3238.32
 3213.32
 3100.32
 6804.16
 6789.16
 6640.49
 6611.20
 6235.18
 5863.18

INCOME

Available Balance 1075.70
 1075.70
 1075.70
 1075.70

FINANCIAL INFORMATION

BUSINESS MANAGER ACCOUNT A/C no 01080970

NOTE: Items listed in blue are committed payments not yet cleared through the bank account

NOTE: Items listed in GREEN are payments waiting to be resolved but not yet cleared through the bank account

EXPENDITURE

DATE	Payment Ref	Statement No	£	Detail
25/04/14				
		215		

INCOME

Minutes of Compton Bishop Parish Council Meeting
held on 11 June 2014 at Cross Memorial Hall

Public Participation: There were two members of the public present, Mr. Rama Bowley and Ms Alison Finn. Also Councillor John Denbee who was invited to attend this meeting.

Present: Parish Councillors Sue Passmore (Chair), R. Woolley, M. Rolfe, R. Parker, K Mace, Caroline Woolley, Allison Campbell (Vice-Chair).

1. **Apologies for absence:** Apologies had been received from the Parish Clerk.
2. **Approval of minutes:** The minutes of the meeting held on 21st May 2014 were approved by those present at that meeting and signed as a true record by the Chair.
3. **Declarations of Interest:** Cllr K Mace declared an interest in item 12.2 and 12.3 as he is a member of the Harvest Home committee.
4. **Changes to Resolution List:** The Resolutions List had been circulated before the meeting, the following actions were raised:
The Chairman reported that Mr Aggett had agreed that clearance work was satisfactory. It was RESOLVED to close resolution 2014/04/09/10.4 as completed.
It was resolved that Cllr Parker continues with delegated responsibilities for the National Grid Consultations. It was RESOLVED to close resolution 2013/11/13/12 as completed.
5. **Matters Arising from the May 21st minutes:**
Item 10.1 - raised at the Annual Open Parish Meeting received the following response from Cllr J Denbee.
 - 5.1. **Community Infrastructure Levy (CIL) for improvements to footpaths and A38 junction – Agreement between Somerset CC and Sedgemoor DC has not been resolved and CIL arrangements will probably not now be announced until October 2014. Cllr Denbee believes RL13 funding still applies and would advise council when CIL issues have been resolved.**
 - 5.2. **Footpath between Lower Weare and Shute Shelve – The deteriorating condition of the footpath with encroaching weeds, stinging nettles and brambles has reduced the width and usability. Cllr Denbee agreed to address the problems with the relevant SCC Officers.**

The Chair closed the meeting at 19.50 to allow discussion of item 8.1a as the applicants were present. It was RESOLVED to bring item 8.1a forward.

- 8.1a - **Application No 21.14.00007 Proposed single story building at Underdown, Webbington Road.**
Cllr Rolfe outlined the Planning Advisory Group (PAG) recommendation to approve the application but to comment on the need to align the building to provide satisfactory maintenance access for the adjoining fence.

The meeting was re-opened at 19.55

6. **Finance Matters**
 - 6.1. The Clerk had previously circulated the bank reconciliations to 10th June 2014. These were noted and approved by the Council.
 - 6.2. It was RESOLVED to pay Invoice 1147 from T H Baker for grass cutting April and May.
 - 6.3. Cllr R Woolley presented repayment of VAT on expenses for notice board maintenance carried out during 2012-13.
 - 6.4. It was RESOLVED to approve the Clerk leave of absence for the first two weeks in July 2014.
7. **Reports or recommendations from Finance and General Purposes Advisory Group:**
 - 7.1. Cllr Mace presented a report (attached) which was noted and approved.
8. **Planning Matters**
 - 8.1. To approve valid comments and reports on any planning applications received, as required by Sedgemoor District Council (SDC) as follows:
 - a. See above – It was RESOLVED to approve the Advisory Group recommendation for approval of this application. As the closing date for comments on this and item 8.1b is 12th June, Cllr Rolfe was asked to send the CBPC response in the absence of the Clerk.
 - b. Application No 21.14.00008 Replacement 17.4m Vodafone mast at Townsend Farm. It was RESOLVED to approve the Advisory Group recommendation for approval of this application with a comment on retaining the natural screening.
 - c. Application no 17.13.00080 Bristol Water Application – New Cheddar Reservoir. It was RESOLVED to approve the Advisory Group recommendation of objecting to the application as no account has been taken of infrastructure improvements to support the additional building and visitor traffic.
 - d. Applications decided by SDC Development Committee were:
 - 21.14.00005 Knoll View - approved

SIGNED: Sue Passmore CHAIRMAN

DATE: 16 July 14

- 21.14.00006 Vodafone Mast extension - approved
- 8.2. The PAG report had been circulated to Council and Cllr Rolfe highlighted that no responses have been received to letters concerning issues on conformance to conditions for Over Compton or the agricultural workers bungalow on Cross Lane. It was RESOLVED that the clerk would request an update from Mr Crowle at SDC.
- 9. **Highway Matters:**
 - 9.1. There has been no response from Somerset Highways regarding the proposed 40 mph speed limit on Webbington Road. It was RESOLVED that the clerk would request an update from Mr Richard Newby at SCC Highways.
 - 9.2. After some discussion, it was RESOLVED to express an interest in taking on SID equipment and analysis for the parish and that the Clerk should write to Mr David Grabham accordingly. Cllr Parker agreed to take responsibility for set-up and implementation if a SID were allocated at minimal cost to CBPC as notified.
 - 9.3. Cllr R Woolley reported that the new notice boards have been installed.
 - 9.4. Further Reports
 - 9.4.1. The invoice for re-rendering of the Church Lane bus shelter had not been received. The Clerk was requested to obtain the invoice from Mr Andrews.
 - 9.4.2. Cllr R Woolley requested Cllr Parker to circulate the document 'Transport Priorities for Compton Bishop 2010-2015'.
- 10. **Environmental Matters**
 - 10.1. To receive reports on Hinkley Point "C" and pylons. It was RESOLVED to accept Cllr Parker's report (attached) and proposal that the current representatives from Badgworth, Compton Bishop and Mark Parish Councils (Sue Hayes, Richard Parker and Eileen Corkish) be registered as a group to provide continuity, support and, when necessary, representation for each parish for the Planning Inspectorate's examination process. This is the Planning Inspectorates recommendation for small parishes. It was RESOLVED to approve this arrangement.
 - 10.2. To receive an update from "The Coffin Lane Campaign" Group. It was RESOLVED to accept Cllr Parker's report (attached).
 - 10.3. To consider SCC Funding Cuts 2015-16 for Mendip Hills AONB. It was RESOLVED to accept Cllr Parker's draft response which had been circulated to Council. The Clerk was instructed to return the response before the deadline of 20th June.
 - 10.4. To consider any further reports from the Environment Advisory Group:
 - 10.4.1. AX15/12 at The Scaurs was reported to be overgrown and virtually impassable. AX15/13 was reported to have equine restricting tape obscuring the footpath and also intimidating horses venturing onto the footpath. The Footpaths Liaison Officer would be asked to investigate.
 - 10.4.2. CBPC was advised that the Bleadon Sluice Gates would be repaired in June 2014, but no progress had been noted to date. Cllr C Woolley was requested to draft a letter for the Clerk to forward to the Drainage Board.
- 11. **Communications**
No Report.
- 12. **Social**
 - 12.1. Cllr C Woolley reported on the progress and details of Parish Festival.
 - 12.2. Cllr C Woolley reported on the Risk Assessment being produced. It was noted that CBPC could only provide public liability insurance cover for the events for the benefit of parishioners and not commercial undertakings such as the bouncy castle or bar; the final Risk Assessment to be sent to our insurers should reflect this.
 - 12.3. In response to a request from Cross Connections, it was RESOLVED to underwrite any loss made on the Harvest Home, up to a limit of £500.
- 13. **Representation**
 - 13.1. Cllr R Parker would be attending the Hinkley C Connection Group on 15th July and Sedgemoor District Council meeting on 23rd July.
- 14. **Correspondence**
 - 14.1. The papers for the Annual Audit are complete and had been accepted by the Internal Auditor. It was RESOLVED to agree these and that the Clerk and Chair sign them before making the CBPC return by 23rd June.
 - 14.2. The complaint from Mr Martin had been investigated and a letter sent to Mr Martin on 28th May. No acknowledgement or response has been received. The Chair considered the matter complete.
- 15. **Date of Next Meeting**
Wednesday 16th July 2014 at 19.30 in Cross Hall.

There being no further business the meeting closed at 21.20.

SIGNED: Laurence CHAIRMAN

DATE: 16 July 14

Minutes of Compton Bishop Parish Council Meeting
held on 16th July 2014 at Cross Memorial Hall

Public Participation: There were three members of the public present, Mrs Delia McCarthy, Mr Justin McCarthy and Mrs Tess Gill.

Present: Parish Councillors Sue Passmore (Chair), Allison Campbell (Vice-Chair), Ken Mace, Richard Parker (Acting Clerk), Caroline Woolley, Robert Woolley.

1. **Apologies for absence:** Apologies had been received from Cllr Mike Rolfe (on holiday) and the Parish Clerk Mrs Ann-marie Wood (on leave of absence).
2. **Approval of minutes:** The minutes of the meeting held on 11th June 2014 were approved by those present at that meeting and signed as a true record by the Chair.
3. **Declarations of Interest:** There were none.
4. **Changes to Resolution List:** The Resolutions List had been not been circulated before the meeting. An update for the full period from 11th June will be circulated for the August Council meeting.
5. **Matters Arising from the 11th June Minutes:**
 - 5.1. 8.1b – refers to application 21.14.00008 which was withdrawn and has been replaced by 21.14.00009 which will be discussed in item 8.3.1.
 - 5.2. 8.2 – There is no further update for 'Over Compton' planning issues.
 - 5.3. 9.4.1 – The invoice from Mr Andrews has not been received.
 - 5.4. 9.4.2 – A response has been received which indicates no action would be taken on issues itemised in the report but the points were noted.
 - 5.5. 10.4.2 – It was resolved that Cllr C Woolley's draft letter should be sent to the Drainage Board.

The Chair closed the meeting at 19.39 to allow Mrs Gill to speak on behalf of The Coffin Lane Campaign. The Chair thanked Mrs Gill and her team for the considerable amount of work and time given to this project.

Mrs McCarthy gave her response to the SCC report on traffic data relating to CBPC's enquiry into extending the 40mph limit on Webbington Road.

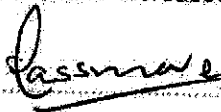
The meeting was re-opened at 20.00

6. Finance Matters & Clerks Report

- 6.1. To approve the financial reconciliation – The Clerk had previously circulated an incomplete and mis-dated financial reconciliation. Omissions: Statement number 293 on Community Project account; Statement details on Special Projects account; Cllr R Woolley's repayment of VAT. The reconciliation was not accepted and would be presented again at the next meeting.
 - 6.2. To approve payments – no payments due.
 - 6.3. Report on annual audit – Target date for submission to external auditors had been achieved. The internal audit report had been sent to the Clerk and will be presented at the August meeting.
 - 6.4. Notification of holiday and absences – The clerk is on leave until 21st July. AG leaders are requested to circulate notification of absences to the Clerk and their AG members.
 - 6.5. Clerk's training – Part 1 completed. Part 2 (Responsible Financial Officer) will be booked for 15th October by the Clerk.
- 7. Reports or recommendations from Finance and General Purposes Advisory Group:**
- 7.1. Report and recommendations – The Clerk's review will take place in August, this being the end of the probationary period. The task list is to be reviewed by all councillors for the August meeting. It was resolved to approve the final version of the Standing Orders, subject to correction of layout/formatting by the Clerk.

8. Planning Matters

- 8.1. The Planning Process meeting with SDC will be attended by the Planning Advisory Group. Cllr Rolfe to agree dates.
- 8.2. The Castle Mills Appeal – it was resolved to approve the response to the Planning Inspectorate. The Acting Clerk to submit by the closing date of 27th July.
- 8.3. Planning Applications
 - 8.3.1.21/14/00009 – This application is a modified version of the application approved at the last meeting. It was resolved to approve the application with the same comment on retention of natural screening. The Acting Clerk would submit the CBPC comments.
- 8.4. Further Planning Reports – A verbal complaint has been received concerning application 21/14/00001, the development of land near The Webbington Hotel. It was thought that the site level had been increased substantially and contrary to the planning conditions. The

SIGNED:  CHAIRMAN

DATE: 13 August 14

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complainant was requested to contact SDC Planning in the first instance and report back to this Council.

9. Highway Matters:

- 9.1. SID – The latest figures received represent the week of 9 June monitoring of Old Coach Road and will be reviewed at the next HAG meeting.
- 9.2. Webbington Road 40 mph zone – SCC has submitted the data from their monitoring records and suggested that the speed of traffic would not warrant an extension of the 40 mph zone to Wantsey Cottage. HAG will meet to discuss these results and consider the expansion of the Compton Bishop 30 mph zone.
- 9.3. SCC has responded to the document 'Transport Priorities for Compton Bishop 2010-2015. The 'scheme specific issues' raised in the report were never intended to be automatically addressed or funded. The current Small Improvement Scheme is available for our submissions.

10. Environmental Matters

- 10.1. Report on Hinkley Point "C" and pylons. It was RESOLVED to accept Cllr Parker's report (attached) and Cllr Parker's registration to participate in the Planning Inspectorate (PINS) examination. A summary of issues arising from a meeting of the Hinkley C Connection Group (representing all Local Authorities and Statutory Consultees) was given. It was apparent that OFGEM, PINS and NG have some difficulties with this new process and a number of significant issues in NG's proposals have been highlighted by the LA's. PINS will start their public examination in October 2014.
- 10.2. Update on "The Coffin Lane Campaign" Group. Detailed negotiations are advancing into the possibility of widening the verge opposite The Old Manor House to satisfy the safety issues for pedestrians exiting from Cross Lane. Although much good will is being received, there will be initial costs associated with legal fees, hedge removal and construction of a stock proof fence. The budgetary costs will include £600 for supplying/fitting a new fence, £100 for possible use of a contractor to remove stumps, £120 in registration fees for land title changes, and professional plans could cost £300.
It was RESOLVED:

1. To approve the dedication of the land for a footpath/cycleway for the benefit of The Parish.
 2. To approve provision of finance for legal fees and other costs noted above to a maximum of £1200. The Chair, Cllr Sue Passmore, and one member of the Parish Council, Cllr Richard Parker, to be delegated responsibility to oversee and accept the quotations for this work and to authorise the necessary payments. Payments to be made from the Special Projects Account 1462571 which exists to support this project.
- 10.3. To consider SCC Funding Cuts 2015-16 for Mendip Hills AONB. This was dealt with at the meeting on 11th June.
 - 10.4. To note the update on the consultation on the SCC Minerals Plan with the timetable for the Planning Inspectorate examination process.
 - 10.5. To receive any further reports – The footpath to the east of the A38 from Cross to Weare is almost impassable in places. No information has been received from Cllr John Derbee who agreed to resolve this issue (see minute 5.2 from the meeting held on 11th June 2014). The Clerk was instructed to contact Cllr Denbee for an update.

11. Communications

Cllr Passmore outlined the initiatives being promoted by the Axbridge & Wedmore Surgery. The details would be made available on the Parish Website and also in Contact Magazine.

12. Social

12.1. Cllr C Woolley reported on the progress and details of Parish Festival (report attached).

13. Representation

- 13.1. Cllr S Passmore would attend the Cluster Group meeting on 24th July 2014.
- 13.2. Cllr R Parker would attend the Axbridge TC meeting with Mrs T Gill regarding 'Coffin Lane' on 21st July 2014.
- 13.3. The Parish Hall Committee requires additional members, particularly representatives from the various groups that use the hall. Cllrs were asked to promote this need.

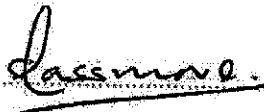
14. Correspondence

To receive urgent items of correspondence: no Correspondence List received.

15. Date of Next Meeting

Wednesday 13th August 2014 at 19.30 in the Committee Room, Cross Memorial Hall. (provisional)

There being no further business the meeting closed at 21.27.

SIGNED:  CHAIRMAN

DATE: 13 August 14

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Minutes of Compton Bishop Parish Council Meeting
held on 13 August 2014 at Cross Memorial Hall

Public Participation: None

Present: Parish Councillors Sue Passmore (Chair), Ken Mace, Richard Parker, Robert Woolley, Mike Rolfe.

1. **Apologies for absence:** Apologies had been received from Cllr Allison Campbell (Vice-Chair) and Cllr C Woolley.
2. **Approval of minutes:** The minutes of the meeting held on 16 July 2014 were approved by those present at that meeting and signed as a true record by the Chair.
3. **Declarations of Interest:** There were none.
4. **Changes to Resolution List:** The updated Resolutions was circulated before the meeting and agreed by those present at the meeting.
5. **Matters Arising from the 16 July Minutes:** None
6. **Finance Matters & Clerks Report**
 - 6.1. To approve the financial reconciliation. The Clerk had previously circulated the financial reconciliation this was accepted. It was agreed that the reconciliation should be amended to reflect the budget precept including deductions for Clerks Salary.
 - 6.2. It was RESOLVED to approve the following payments: - R J Andrews & Sons (bus shelter repairs) £140.00, T H Baker (grass cutting) £60.00, SALC (Clerks Course), Mrs A Wood (Clerks allowance) £25.00.
 - 6.3. The application for a Parish Council grant towards churchyard maintenance was reviewed, it was agreed that the Clerk would write to the Churchwarden to establish more details on the application and report back at the September meeting where the application would be reviewed again.
 - 6.4. It was RESOLVED to approve the Clerks Allowance payment of £25.00 for April, May, June 14.
 - 6.5. 6.5.1 Report on annual audit – The Internal Audit report has not yet been received; this will now be presented at the September meeting.
6.5.2 It was approved to accept the Audit Papers signed on 24 June 2014 and subsequent amendments.
 - 6.6. Clerk's training – It was RESOLVED to approve the Clerk's attendance at Clerks Course Part 2 (Responsible Financial Officer).
7. **Reports or recommendations from Finance and General Purposes Advisory Group:**
 - 7.1. Report and recommendations - The Clerk's review was completed on 13 August; this will be presented at the September meeting.
 - 7.2. The changes to CBPC Standing Orders were discussed; F & GP AG and Cllr R Woolley are to make appropriate changes with regard to the new transparency laws and forward to the Clerk for formatting. Report to be tabled at September meeting.
 - 7.3. The Chair reiterated the resolution for all information to be sent to the relevant AG Leader who will then disseminate to appropriate group members with only a final response being forwarded back to the Clerk.
8. **Planning Matters**
 - 8.1. It was RESOLVED to approve the PAG proposed objection to Application No 21/14/0010 Honeysuckle Cottage, Church Lane, Compton Bishop, Axbridge.
 - 8.2. The CBPC Planning Advisory Group had a very productive meeting with Bob Filmer and Stuart Hewlett from SDC Planning Department. They have agreed to follow up on CBPC comments and respond as soon as possible. PAG group will report at September meeting.
 - 8.3. A number of complaints had been received about the derelict property between Wessex and Alcasta. It was RESOLVED that Cllr Rolfe would draft a letter to SDC for consideration and agreement of all Cllrs, once agreed the Clerk would send to Sedgemoor District Council.
9. **Highway Matters:**
 - 9.1. The proposed site meeting re: speed limit reduction on Webbington Road, with Richard Newby (Somerset Highways) has been cancelled following CBPC formal request to extend the 30ph limit, sent before the meeting, and Mr Newby's confirmation that the process to reduce the speed limit has now begun.
 - 9.2. It was RESOLVED that the CBPC Maintenance Schedule should be sent to Liam Gill with a request for a meeting within the parish to view the areas highlighted and discuss in more details. It was RESOLVED that the HAG will draft a letter for the Clerk to send.
 - 9.3. Cllrs have received an number of complaints with regards to restrictive parking between the White Hart and opposite the New Inn, it was RESOLVED that a letter would be drafted for

consideration and agreement of all Councillors and that the Clerk would send to the local police with a copy to Somerset Highways.

10. Environmental Matters

10.1. Report on Hinkley Point "C" and pylons was received and accepted.

10.2. Update on "The Coffin Lane Campaign" Group. Was received and accepted.

10.2.1 Cllr Parker advised that there is to be an open meeting on Wednesday 17 September at Cross Memorial Hall.

10.2.2 PC Support for the change to the definitive map has been submitted under the Chair's signature prior to the meeting. It was RESOLVED to approve this.

10.3. Complaints have been received via the Footpath Liaison Officer that footpath AX1511 by the Webbington Hotel has become impassable and the style is now in a very dangerous state.

The Footpath Liaison officer has been in contact with Chris East at SCC to resolve the issues.

11. Communications

It was RESOLVED to make a short appeal in Contact Magazine for Parish Councillors for May 2015, notices of interest to be forwarded to the Clerk via email.

12. Social

12.1. No report.

12.2. Cllrs have been made aware of incidents of drunkenness and intimidation within the parish in number of locations. It was resolved that a letter would be drafted for consideration and agreement of all Cllrs and the Clerk will forward to Sedgemoor District Council and the local police.

13. Representation

13.1. Cllr S Passmore gave a report from the Cheddar Valley Cluster Group Meeting on 24 July. There is now a new local Police Sergeant, Sgt 2874 Marlow. There is also a new PCSO, PC 2570 Rachael Cooke based at Cheddar.

It was also reported that the Community Infrastructure Levy has been approved and accepted for 2015.

Cllr S Passmore attended the WW1 Commemoration event in Cheddar on 3 August and reported that was very well conducted.

13.2. Cllr K Mace will attend the Kings of Wessex presentation on 11 September.

14. Correspondence

To receive urgent items of correspondence: no Correspondence List received.

14.1.1 A Response from Environment Agency re works to Bleadon Sluice, River Axe, North Somerset / Somerset has been received advising that the works to repair the sluice have been postponed until summer 2015.

14.1.2 Information for Dog Walkers - Neospora caninum. This will be published on the Parish Website and in Contact Magazine.

14.1.3 NALC invitation to attend seminar in Bristol 18 September 2014. It was agreed that no-one from CBPC would attend this seminar.

15. Date of Next Meeting

Wednesday 10 September 2014 at 19.30, Cross Memorial Hall.

There being no further business the meeting closed at 21.15


**Minutes of Compton Bishop Parish Council Meeting
held on 10 September 2014 at Cross Memorial Hall**

Public Participation: None.

Present: Cllr S Passmore (Chair), Cllr A Campbell (Vice Chair), Cllr M Rolfe, Cllr K Mace, Cllr C Woolley, Cllr R Woolley.

1. **Apologies for absence** Apologies had been received from Cllr R Parker – Annual Leave.
2. **Approval of minutes** The minutes of the meeting were amended to include the invoice reference number for TH Baker invoice (item 6.2) then approved by those present and signed as a true record by the chair.
3. **Declarations of Interest** There were none.
4. **Changes to Resolution List** The updated resolution list was circulated via email before the meeting and agreed by those present at the meeting.
5. **Matters Arising from the 13 August 2014 Minutes** There were none.
6. **Finance Matters & Clerks Report**
 - 6.1 To approve the financial reconciliation. No reconciliation was provided as no bank statements have been received this month.

The Clerk reported difficulties in changing the postal address and contact for the Bank Account. HSBC require photographic proof of identity of a person (s) currently banking with HSBC. The Clerk does not hold an account with HSBC but Cllr Campbell has agreed to make the necessary arrangements. The Clerk proposed that it may be better to change providers as there is no longer a local HSBC. It was RESOLVED to change the contact address for the immediate term and to research an alternative provider for a long term solution, Cllr K Mace agreed to research Natwest Bank.
 - 6.2 To receive an update on the application for a Parish Council Grant towards churchyard maintenance. No update available as the Clerk had not received a response from Steve McColgan at the time of the meeting.
 - 6.3 The Chair reminded all Cllrs that they are legally summonsed to meetings and therefore must respond to the Clerk to notify their intention to attend or send apologies. Apologies must be accompanied by a reason for non-attendance. Cllr C Woolley advised she would not be available to attend the October meeting or to reply to the October summons as she would be abroad and this was noted by the Clerk and the Chair.
 - 6.4 It was RESOLVED to pay the following invoices: Cross Memorial Hall, Invoice No 39 in the sum of £120 for hire of the hall from April 14 – September 14. Contact Treasurer, letter dated 06/09/14 in the sum of £250 as a donation towards printing costs. Cllr S Passmore has agreed to deliver the cheques by hand.
7. **Reports or recommendations from Finance and General Purposes Advisory Group**
 - 7.1 Cllr K Mace had circulated the F&GPAG report via email before the meeting and this was agreed by those present at the meeting.
 - 7.2 The Clerk's Review was held on 13 August 2014 prior to the Council meeting, it was agreed to extend the probationary period (due to various difficulties that had arisen), and a further review meeting was agreed for November 2014.
 - 7.3 Cllr R Woolley has reviewed the CBPC standing orders to include the new openness and transparency regulations, Cllr R Woolley proposed an additional clause be included to state that whilst meetings can be reported, any such report must be approved by Council before publication. It was agreed that this was a good point but the Clerk would research with SALC and report back at the October meeting prior to approving this amendment.
 - 7.4 It was RESOLVED to adopt the latest version of the Freedom of Information Policy (circulated beforehand) and to ask Cllr R Parker to add it to the CBPC Website.
8. **Planning Matters**
 - 8.1 Cllr M Rolfe detailed the PAG reported which was agreed by all Cllrs present at the meeting.
 - 8.2 It was RESOLVED to approve the PAG response to planning application No 21/14/00011/RB Cleevehead Farm, Old Coach Road, Cross, Axbridge BS26 2EG.

SIGNED:  CHAIRMAN

DATE: 8/10/14

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8.2.1. It was noted that complaints are still being received about the development work being undertaken behind the Webbington Hotel; Cllr Rolfe has advised residents that the complaints should be directed to David Crowle at Sedgemoor District Council Planning Department.

8.2.2 Cllr Rolfe has been contacted by SDC Environmental Health department with regards to the derelict property between "Alcasta and Wessex" on Old Coach Road; they have requested further details regarding the rat infestation which Cllr Rolfe has provided.

8.2.3 It was noted that the planning application re the proposed garage at Honeysuckle Cottage had been withdrawn by the applicant.

9. Highway Matters

9.1 It was noted that at the time of the meeting, no further response had been received from Somerset CC Highways regarding the reduction of speed limit on Webbington Road.

9.2 A response has been received from SDC with regards to the Parish Maintenance Schedule; HAG tabled a letter it was proposed to send to all residents within the parish to remind them of their responsibilities to maintain boundaries to prevent vegetation growth into the highway. It was RESOLVED to approve the letter and HAG will arrange for delivery.

9.3 Cllr M Rolfe have met with Richard Newby of SCC Highways regarding the parking issues on Old Coach Road; Highways have proposed the installation of double yellow lines along the stretch of road between the White Hart and the New Inn to overcome the issue, CBPC have some reservations about this solution so it was RESOLVED that HAG would prepare a letter for approval of all Cllrs prior to distribution to residents to gauge their view on the issues and the proposed resolution. During this meeting the owner of the property known as Wessex pointed out the lack of visibility splay from the derelict property adjacent to his, SCC Highways have agreed to discuss this with SDC planning department.

9.4 It was agreed that CBPC would not provide a response to the South West Resilience Campaign.

9.5 No further reports received.

10. Environmental Matters

10.1 The report on Hinckley Point "C" and Pylons was received and agreed.

10.2 "The Coffin Lane Campaign" is continuing, report was received and agreed.

11. Communications

11.1 Cllr R Parker has put a notice in Contact regarding the upcoming Parish Council Elections. Cllr S Passmore has asked Charley Higman to circulate a notice to Cross Connections.

12. Social

12.1 Cllr C Woolley reported the Harvest Home was a great success with many families commenting on what an enjoyable weekend it was. Cross Connections have not finalised the accounts for the Harvest Home, as the final purchase invoices are awaited to settle the figures, Cllr K Mace advised that initially accounts are showing a profit.

13. Representation

13.1 The minutes of the Cheddar Valley Cluster Group Meeting held on 24 July were received and noted; Cllr Passmore would attend the next meeting on 30 October 2014.

13.2 It was confirmed that places had been reserved for Cllr R Parker and Cllr M Rolfe to attend the SDC Parish Planning Seminar on 24 September 2014.

13.3 It was agreed that Cllr S Passmore would attend the SALC AGM on 27 September 2014.

13.3.1 It was agreed that CBPC would not attend the Community Council for Somerset AGM on 23 October 2014.

13.3.2 It was confirmed that Cllr K Mace would attend the Kings of Wessex Academy Presentation evening on Thursday 11 September 2014.

14. Correspondence

14.1 It was agreed that Cllr R Parker should put a notice on the Parish web site regarding the forthcoming closure of the Enquiry Desk at Cheddar Police Station.

15. Date and Time of Next Meeting

Wednesday 8 October 2014, Cross Memorial Hall, 7.30pm.

There being no further business the meeting closed at 9.15pm

SIGNED:  CHAIRMAN

DATE: 8/10/14

**Minutes of Compton Bishop Parish Council Meeting
held on 8 October 2014 at Cross Memorial Hall**

Public Participation: Mrs Delia McCarthy

Present: Cllr Richard Parker, Cllr M Rolfe, Cllr K Mace, Cllr C Woolley, Cllr R Woolley, Mrs Ann-marie Wood (Clerk)

1. **Apologies for absence:** Apologies were received from Cllr A Campbell who was unable to attend due to a prior engagement.
2. **Election of New Chair and Vice Chair:** Due to the resignation of the current chair Dr S Passmore a new chair and vice were elected. Cllr A Campbell was proposed by Cllr R Parker, seconded by Cllr C Woolley for the position of Chair, this was approved by a show of hands in favour by all those present. Cllr K Mace was proposed by Cllr M Rolfe, seconded by Cllr R Parker for the position of Vice Chair, this was approved by a show of hands in favour by all those present. Cllr K Mace then took over the role of Chair of the meeting in the absence of the Chair Cllr A Campbell.
3. **Approval of minutes:** The minutes of the previous meeting held on 10 September 2014 were approved by those present and signed as a true record of the meeting by the vice chair.
4. **Declarations of Interest:** There were none.
5. **Changes to Resolution List:** The updated resolution list was circulated via email before the meeting and agreed by those present.
6. **Matters Arising from 10 September 2014 Minutes:** There were none.

The Chair asked Mrs McCarthy if she would like item 10.1 brought forward, Mrs McCarthy accepted; it was RESOLVED to take agenda item 10.1 at this point.

The Chair closed the meeting at 20.40 to allow Mrs McCarthy to raise her interest in the reduction of the speed limit on Webbington Road, Compton Bishop. The meeting re-opened at 20.43.

10.1 Cllr R Woolley reported on the latest SID figures received from Dave Grabham (DG) for Webbington Road. DG has expressed in his correspondence that the existing speed limit at the bend by Rackley Lane was 40mph when in fact it is a 30mph limit. Cllr R Woolley and Cllr M Rolfe proposed sending a letter (already prepared) to advise of this discrepancy and to respectfully point out that this indicated an even greater need for the speed limit to be extended. It was RESOLVED by a unanimous show of hands to send the proposed letter to DG with a copy to Richard Newby.

7. Finance Matters & Clerks Report:

7.1 The Clerk had previously circulated the bank reconciliations to 6 October 2014. These were noted and approved by the council.

The clerk reported that for the second month running no bank statements had been received, so the reconciliation was based on what payments had previously been resolved for payment and any payments due to be resolved at this meeting. The lack of bank statements was discussed and it was agreed that the Clerk would send the account details to Cllr M Rolfe who would contact the bank to chase the outstanding invoices.

7.2 It was RESOLVED to pay the following invoices: Galico UK £18.00 (domain name), Mrs A Wood £25.00 (Clerks allowance, July, August, September 2014), Mrs A Wood £39.99 (reimbursement for purchase of external hard drive on behalf of CBPC).

8. Reports or recommendations from Finance and General Purposes Advisory Group:

8.1 Cllr K Mace gave brief F&GPAG report to the meeting and this was agreed by those present.

8.2 Cllr K Mace advised that the F&GPAG had met with the Clerk to discuss issues the Clerk had raised with regards to the role, a written record was not circulated to full council as it was deemed to be "staff in confidence". It was RESOLVED that the clerk should purchase an up to date copy of the Local Council Clerk Guide.

Mrs Ann Marie Wood

12/11/14

9. Planning Matters:

- 9.1 The PAG response to planning application 21.14.00012RB Summerfield, Webbington Road, Compton Bishop has previously been circulated via email and agreed by all councillors; it was RESOLVED to send this response. It was noted that 2 further planning applications had been received which would need responses prior to the next meeting, it was agreed that, dependent on the proposed response, an additional extraordinary planning meeting could be convened if this was required.
- 9.2 Cllr M Rolfe had previously circulated the PAG report via email before the meeting and this was agreed by those present.

10. Highway Matters:

- 10.1 Brought forward – see minutes above.
- 10.2 HAG tabled a letter to all residents with regards to maintenance of boundary hedges overgrowing into the highway. The letter was agreed by all those present and it was RESOLVED to send the letter.
- 10.2.1 HAG tabled a letter to all residents in Old Coach Road, canvassing their opinion on the SCC proposal to install double yellow lines in response to the complaint of inconsiderate parking. The letter was agreed by all those present and it was RESOLVED to send the letter.
- 10.2.2 HAG tabled a letter to send to Cllr J Denbee to register an interest in applying for funding for infrastructure improvements. The letter was agreed by all those present and it was RESOLVED to send the letter.

11. Environmental Matters

- 11.1 Cllr R Parker had previously circulated his report on Hinkley C via email before the meeting and this was agreed by those present.
- 11.2 Cllr R Parker had previously circulated his report on the Coffin Lane project via email before the meeting and this was agreed by those present.
- 11.2.2 Cllr Parker also requested the Council authorise a payment of up to £300 as a goodwill gesture to M Clements for the use of this land as for the cycleway. This was agreed by all councillors and it was RESOLVED to allow Cllr R Parker to undertake the negotiations up to the value of £300.
- 11.2.3 It was RESOLVED to write to Coffin Lane campaign to advise that they should concentrate their efforts solely on the footpath and CBPC HAG would deal with any highway safety issues.
- 11.3 Cllr R Parker noted that Cross Moor Drove was falling away, Cllr Parker has reported this to the EA and is awaiting their response.

12. Communications: There were none.

13. Social:

Cllr C Woolley had previously circulated the social report via email before the meeting and this was agreed by those present.

It was noted that CBPC wishes to thank Charly Higman and her committee for all the hard work and effort to bring together the very successful Harvest Home weekend.

14. Representation:

It was agreed that Cllr R Parker would be attending the national grid meeting on 21 October 2014 with Sedgemoor District Council.

It was agreed that Cllr R Woolley would attend the CVCG meeting on 30 October 2014.

15. Correspondence

- 15.1 The Clerk tabled a thank you note from Contact magazine for the donation towards printing costs.
- 15.2 The Clerk tabled a letter from Cheddar PCSO sent in response to CBPC complaint about inconsiderate parking on Old Coach Road.
- 15.3 The Clerk tabled an email from Melanie Poole requesting expressions of interest in a training session for Town and Parish Clerks ahead of the elections in May next year. It was agreed that the Clerk should express an interest.

16. Date of Next Meeting

Wednesday 12 November 2014, 7.30pm at Cross Memorial Hall

As there was no further business the meeting closed at 21.20

MINUTES
Krisae Campbell
CHAIRMAN

DATE 12/11/14

**Minutes of Compton Bishop Parish Council Meeting
held on 12 November at Cross Memorial Hall**

Public Participation: Mr Brownlow and Mrs Dickinson

Present: Cllr A Campbell (Chair), Cllr Ken Mace (Vice Chair), Cllr R Parker, Cllr R Woolley, Cllr M Rolfe.

1. **Apologies for absence:** Apologies were received from Cllr C Woolley who was unable to attend due to a prior engagement.
2. **Approval of minutes:** The minutes of the previous meeting held on 8 October 2014 were approved by those present and signed as a true record of the meeting by the Chair.
3. **Declarations of interest:** There were none.
4. **Changes to Resolution List:** The updated resolution list was circulated via email before the meeting and agreed by those present.
5. **Matters Arising from the 8 October 2014 Minutes:** There were none.

The Chair asked Mr Brownlow if he would like item 8.1 brought forward, Mr Brownlow accepted; it was RESOLVED to take agenda item 8.1 at this point.

The Chair closed the meeting at 19.40 to allow Mr Brownlow to raise his interest in Planning Application 21/14/00015/DRT, Honeysuckle Cottage, Compton Bishop. The meeting re-opened at 19.42.

8.1 Cllr M Rolfe summarised the planning Advisory Groups proposed objection to the planning application, which had previously been circulated to all Councillors. It was RESOLVED by all Councillors present to approve the response for return to Sedgemoor District Council.

The Chair asked Mrs Dickinson if she would like item 9.1 brought forward, Mrs Dickinson accepted; it was RESOLVED to take agenda item 9.1 at this point.

The Chair closed the meeting at 19.46 to allow Mrs Dickinson to raise her interest in the proposed traffic calming measures on Old Coach Road, Cross. The meeting re-opened at 19.48.

9.1 Cllr R Woolley advised that a significant number of residents had replied to the consultation. There would be a meeting of the Highways Advisory Group to discuss the responses in details and to prepare a draft response to Somerset Highways which would be tabled at the December meeting for agreement and a resolution to send. Cllr R Woolley confirmed that HAG were in process of reviewing the latest SID results and considering what action to recommend to the Council.

6. Finance Matters & Clerks Report:

6.1 The Clerk had previously circulated the bank reconciliations to 7 November 2014 via email before the meeting. These were noted and approved by the council. It was noted that for the third month running no bank statements had been received, so the reconciliation was based on payments that had previously been resolved for payment and any payments due to be resolved at this meeting. The lack of bank statements was discussed at the previous meeting and it was agreed that Cllr M Rolfe who would contact the bank to chase the outstanding statements, this was reiterated at this meeting and it was agreed that Cllr M Rolfe would again chase the bank to resolve the issue.

6.2 The Clerk explained the cheque for Tim Baker which had been returned to CBPC due to the incorrect payee details and which would need to be reissued. It was RESOLVED to pay the following invoices: Cllr R Parker reimbursement of electronic payment for web hosting (£24.95). Tim Baker (£50), Invoice ref: 1147 Grass Cutting April & May (replacement of chq ref: 100713, returned as incorrect payee), Tim Baker (£125.00) invoice ref: 2018 Grass Cutting (Aug, Sept, Oct). CPRE (£36.00) Annual Membership

SIGNED:  CHAIRMAN

DATE: 10-12-14

6.3 The Clerks Report had been circulated via email before the meeting and was agreed by all those present. It was RESOLVED to accept the Clerks Report. The complaint from one resident concerning the letter sent to all parishioners regarding hedge trimming was discussed and it was RESOLVED to send the proposed response (circulated via email prior to the meeting).

6.4 The Clerk updated Council on the recruitment of an additional councillor, the notice of vacancy has been displayed on the parish noticeboards and website and will remain open until 14 November 2014, any request for an election will need to be supported by 10 parishioners and will need to be sent to the returning officer at Sedgemoor District Council before 14 November. The Clerk agreed to update Councillors as soon as any further information becomes available

7. Reports or recommendations from Finance and General Purposes Advisory Group

7.1 The Standing orders are now updated but require formatting. Cllr R Parker agreed to amend the formatting and upload them to the Parish web page. It was also noted that the F.O.I policy needed to be up loaded, Cllr R Parker agreed to upload these. It was also noted that the Code of Conduct was still dated 2012, this was confirmed as still being valid as it is only necessary to update these in line with updates received from SALC. Cllr A Campbell agreed to contact SALC to check latest updates.

7.2 Processes of dealing with urgent matters were raised by Cllr Mace. In particular the process for reviewing and responding to planning applications with deadlines that fell between meeting dates. It was agreed that the PC should continue with this process.

7.3.1 The FGPAAG Report had been circulated via email before the meeting and was agreed by all those present. Cllr Mace advised that the current internal auditor was no longer able to fulfil this role and requested that all councillors consider an alternative auditor that the PC could approach to undertake this work.

7.3.2 The matter of funding for Contact Magazine was tabled by Cllr Mace, the clerk tabled responses received from Badgworth and Loxton Parish Council with regards to additional funding suggestions, it was agreed that the CBPC could increase the annual donation already provided to assist with the production of Contact Magazine. It was RESOLVED to suggest that Contact should be set up as a charitable organisation therefore allowing for the distribution of standing order forms and gift aid slips within the magazine. It was agreed that the Clerk should contact the magazine treasurer and Badgworth & Loxton parish councils to advise of this decision.

7.3.3 Cllr Mace has agreed to work through the new model financial regulations provided by SALC and report any necessary amendments at the next meeting.

8. Planning Matters

8.1.1 See above

8.1.2 It was RESOLVED to approve the response, previously circulated prior to the meeting, for planning application 21/14/00014, 7 Church Lane, Compton Bishop, BS26 2EZ.

8.2 Cllr M Rolfe had previously circulated the PAG report via email before the meeting and this was agreed by those present. It was RESOLVED that PAG should prepare letters for approval to be sent to the leader of Sedgemoor District Council with copies to Cllr J Denbee, Tessa Munt, CPRE, and The National Trust with regards to the handling of the planning application and construction works at land behind the Webbington Hotel.

9. Highway Matters

9.1 See above

9.2 Cllr R Woolley had previously circulated the HAG report via email before the meeting and this was agreed by those present.

9.2.1 It was RESOLVED that HAG should draft a letter to Liam Gill regarding the SID results.

9.2.2 It was RESOLVED that HAG should draft a letter to the SCC spokesperson in response to SCC Highway's comment to the Cheddar Valley Gazette regarding the junction at A38 / Old Coach Road.

9.2.3 It was RESOLVED that HAG should draft a letter to SDC Planning department with a copy to SCC Highways requesting the earliest completion date for work to the frontage at the derelict property adjacent to "Alcasta" on Old Coach Road.

9.2.4 It was RESOLVED that the Clerk should respond to the email received from Somerset Highways regarding the provision of salt bags to request 4 bags for collection & storage by CBPC and one dumpy bag for delivery to Big Tree Close junction with Church Lane, Compton Bishop.

10. Environmental Matters

SIGNED: Klisa Campbell CHAIRMAN

DATE: 10-12-14

Page 2 of 3

10.1 Cllr R Parker had previously circulated his report for Hinckley C, EDF and the Pylons via email before the meeting and this was agreed by those present.

10.2 Cllr R Parker proposed that the minute in the July meeting should be modified so that the authority to oversee and accept quotations and authorise payments should be delegated to The Parish Council Chairman, or Deputy, and any councillor who is an active member of the Coffin Lane Campaign Committee.

The minutes in the July 2014 meeting stated:

The Chair, Cllr Sue Passmore, and one member of the Parish Council, Cllr Richard Parker, to be delegated responsibility to oversee and accept the quotations for this work and to authorise the necessary payments. In view of recent events it was RESOLVED to approve this proposal.

10.3 Cllr A Campbell proposed a small wording change to the Safe Route Report & recommendations for the Coffin Lane footpath. It was RESOLVED to accept this change. *the report was accepted.*

10.4 Cllr R Parker tabled an article from I Newspaper dated 18/10/14 in which Compton bishop featured as on the top 10 outstanding walks in England. It was RESOLVED that this should be uploaded onto the parish website.

11. Communications

There were none.

12. Social

Cllr C Woolley had previously circulated the Social report via email before the meeting and this was agreed by those present.

13. Representation

13.1 Cllr R Woolley attended the CVCG meeting on 30 October 2014, a brief report was tabled and full minutes will be circulated to all Cllrs upon receipt.

13.2 An invitation has been received to attend Axbridge Town Council Civic Service and Awards Ceremony (01/03/15). It was RESOLVED to confirm attendance.

14. Correspondence

14.1 The Clerk tabled an email received from a resident on Old Coach Road regarding the parking of horse boxes on the highway. It was RESOLVED to respond advising that CBPC had not received any complaints to date, if any complaints are received these will be forwarded to the relevant highway authority and / or the police.

14.2 The Clerk tabled an email from the local police advising of incidents of stranger danger, it was RESOLVED that the clerk should respond to ask if they police are liaising with Neighbourhood Watch groups in the area and requesting the PC are kept informed.

15. Date of Next Meeting

Wednesday 10 December 2014 at 19.30, Cross Memorial Hall.

There being no further business the meeting closed at 21.30.

SIGNED: Klisona Campbell CHAIRMAN

DATE: 10-12-14

2014

**Minutes of the Extraordinary Meeting of
Compton Bishop Parish Council
Held at 09.45 on Tuesday 2nd December at Cross Memorial Hall**

Public Participation: There were no members of the public present.

1 **Present:** Parish Councillors A Campbell (Chairman), K Mace (Vice-Chairman), R. Woolley, M Rolfe, R Parker and C Woolley.

2 **Declarations of Interest:** There were none.

3 **Planning Matters**

3.1 **Planning Application Re: 21.14.00016/CJA Cherry Tree Cottage, Bourton Lane, Compton Bishop, Axbridge, BS26 2EP**

The Planning Advisory Group had previously circulated their recommended response and CBPC Resolved to support the application.

3.2 **Planning Application Ref: 21.14.00017/JE The Barrels, Old Coach Road, Cross, Axbridge, BS26 2EH**

The Planning Advisory Group had previously circulated their recommended response and CBPC Resolved to support the application.

3.3 **Planning Application Ref: 21.14.00018/CJA May Cottage, Webbington Road, Compton Bishop, Axbridge**

The Planning Advisory Group had previously circulated their recommended response and CBPC Resolved to support the application.

Date, time and place of next meeting: Wednesday 10th December at 19.30 at Cross Memorial Hall.

SIGNED *Alison Campbell* CHAIRMAN

DATE *10th December 2014*

There being no further business the meeting closed at 09.49.

**Minutes of Compton Bishop Parish Council Meeting
held on 10 December 2014 at Cross Memorial Hall**

Public Participation: Mrs Tess Gill & Mrs Dickinson

Present: Cllr A Campbell (Chair), Cllr Ken Mace (Vice Chair), Cllr R Parker, Cllr R Woolley, Cllr M Rolfe, Cllr C Woolley.

1. **Apologies for absence:** There were none.
2. **Approval of minutes:** The minutes of the previous meeting held on 12 November 2014 were previously circulated to all Councillors, Cllr R Parker had requested that the words "and the report was accepted" be added to item 10.3, this was approved by those present, the Chair added the line as a handwritten addendum, this was approved by those present and signed as a true record of the meeting by the Chair. The minutes of the meeting held on 2nd December were previously circulated to all Councillors. Cllr Campbell requested that they be titled "Minutes of the Extraordinary Meeting held on 2nd December. This was approved by those present and signed as a true record of the meeting by the Chair.
3. **Declarations of Interest:** There were none.
4. **Changes to Resolution List:** The updated resolution list was circulated via email before the meeting Cllr R Parker advised that the following resolutions should now be closed, Ref: 2014/10/08/11.2.3, 2014/11/12/10.4. This was agreed by all those present.
5. **Matters Arising from the 12 November 2014 Minutes:** The Clerk noted that the mandate had now been collected from the Bank by Cllr M Rolfe to facilitate the change in address for statements and sample signatories. It was RESOLVED that these should be completed at the end of the meeting and returned to the bank as soon as possible.

The Chair asked Mrs Dickinson if she would like item 9.1 & item 9.2 brought forward, Mrs Dickinson accepted; it was RESOLVED to take agenda item 9.1 & 9.2 at this point. The Chair closed the meeting at 19.49 to allow Mrs Dickinson to raise her interest in the proposed traffic calming measures on Old Coach Road, Cross (item 9.1) and the parking of the horse box on the highway (item 9.2) The meeting re-opened at 19.52.

9.1 Cllr R Woolley advised that a significant number of residents had replied to the consultation. There were 7 in favour of some type of yellow lines, 10 in favour of no changes at all, 5 in favour of a weight limit. As yet the Highways Advisory Group (HAG) had not come to a definitive conclusion as to the best way forward and are still working on a draft response to Somerset Highways which would be tabled at the January 2015 meeting for agreement and a resolution to send. Cllr R Woolley confirmed that HAG are in the process of reviewing the latest SID results and considering what action to recommend to the Council.

9.2 The complaint received regarding the parking of a horse box on Old Coach Road was discussed and it was RESOLVED that HAG should draft a letter to the complainant to advise that the matter had been discussed and the owner is currently seeking alternative arrangements for the parking of the horsebox.

The Chair asked Mrs Gill if she would like item 10.2 brought forward, Mrs Gill accepted; it was RESOLVED to take agenda item 10.2 at this point. The Chair closed the meeting at 19.55 to allow Mrs Gill to present an update on the Coffin Lane Submission. The meeting re-opened at 20.01.

10.2 Cllr R Parker had previously circulated the EAG report and a draft of a Small Improvement Submission (SIS) for a refuge on the A38 via email before the meeting. It was resolved to approve the SIS and was agreed by those present.

6. Finance Matters & Clerks Report:

6.1 The Clerk had previously circulated the bank reconciliations to 7 December 2014 via email before the meeting. It was RESOLVED to approve the current bank reconciliations.

6.2 It was RESOLVED to pay the following invoice: Compton Bishop Parish Church, £375.00, contribution towards churchyard maintenance at Compton Bishop Parish Church.

6.3 The Clerks Report had been circulated via email before the meeting and was agreed by all those present. It was RESOLVED to accept the Clerks Report.

6.4 The Clerks mileage claim had been circulated via email before the meeting and was agreed by all those present. It was RESOLVED to approve the Clerks mileage claim for payment.

6.5 The Clerks additional hours claim had been circulated via email before the meeting and was agreed by all those present. It was RESOLVED to approve the Clerks additional hours claim for payment.

6.6 Only one application had been received for co-option onto the parish council, Mr Terry Mason, the Clerk had forwarded his details to all councillors prior to the meeting for consideration.

6.7 Cllr M Rolfe proposed Terry Mason for co-option onto the Parish Council; this was seconded by Cllr R Woolley. The vote for Mr Mason was unanimous. Mr Terry Mason was, therefore, co-opted as the 7th Parish Councillor.

7. **Reports or recommendations from Finance and General Purposes Advisory Group**

7.1 Cllr K Mace tabled the proposed budget and precept bid for 2014/15, this had also been previously circulated via email to all councillors for review. It was RESOLVED to accept the proposed budget and precept bid as presented.

7.2.1 Cllr K Mace tabled the New Financial Regulations, It was RESOLVED to accept these as a working document.

7.2.2 The F&GPAG Report had been circulated via email before the meeting and was agreed by all those present. Cllr Mace advised that the current internal auditor was no longer able to fulfil this role and requested that all councillors consider an alternative auditor that the PC could approach to undertake this work.

8. **Planning Matters**

8.1.1 Valid comments and reports on planning applications were RESOLVED for approval and sending at the extraordinary planning meeting held on 2 December 2014.

8.2 Minutes of the extraordinary planning meeting held on 2 December 2014 had been circulated via email before the meeting; the minutes were approved by those present and signed as a true record of the meeting by the Chair (see item 2 above).

8.3.1 Cllr M Rolfe had previously circulated the PAG report via email before the meeting and this was agreed by those present.

8.3.2 Correspondence received from parishioners regarding footpath AX15.1 has been forwarded to Cllr John Denbee by Cllr R Parker. It was RESOLVED that PAG draft a letter to Cllr J Denbee advising of the issue.

8.3.3 It was RESOLVED that PAG draft a letter to SDC Planning requesting copies of the approved details for planning application ref: 21.14.00001, Webbington Hotel, Webbington.

8.3.4 It was RESOLVED that PAG draft a letter to SDC Planning requesting that any further applications are deferred until the formal complaint with regards to application 21.14.0001 has been resolved.

8.4.4 It was RESOLVED that PAG draft a letter in response to David Crowle correspondence re: Wavering Down House.

9. **Highway Matters**

9.1 See above

9.2 See above

9.3 Item covered in Clerks Report.

9.4 Cllr R Woolley had previously circulated the HAG report via email before the meeting and this was agreed by those present.

10. **Environmental Matters**

10.1 Cllr R Parker had previously circulated his report for Hinkley C, EDF and the Pylons via email before the meeting and this was agreed by those present.

10.2 See above.

10.3 The report on the lack of progress on the damage to the stile and footpath AX15.1 during the development of that area continues to be reported and receives no satisfactory action or conclusion by SDC Planners or SCC PROW. The latest incidents of five sheep being attacked by out-of-control dogs, four were killed. All sheep are pregnant and other unborn lambs will be lost.

11. **Communications**

There were none.

12. **Social**

Cllr C Woolley had previously circulated the Social report via email before the meeting and this was agreed by those present.

13. **Representation**

13.1 To receive any reports on past representation or dates of future events – there were none.

13.2 Cllr R Parker has agreed to attend the National Grid Parishes Meeting on 15 December 2014.

13.3 Cllr R Parker has agreed to attend the National Grid Planning Inspectorate Meeting on 9 January 2015.

14. **Correspondence**

14.1 The Clerk tabled two emails received from different residents regarding footpath AX51. (see 8.3.2 above).

15. **Date of Next Meeting**

Wednesday 14 January 2014 at 19.30, Cross Memorial Hall.

There being no further business the meeting closed at 21.14.