

CREECH ST MICHAEL PARISH COUNCIL

Approved Minutes for the Ordinary Meeting of Creech St Michael Parish Council [CSMPC] held at Creech St Michael Village Hall on **Monday 5th September 2022 at 7:00pm**

Councillor Attendance

Cllr. Annabelle Peters – Chair	AP	Present	Cllr. Diane Phillips	DP	Present
Cllr. Neil Davidson	ND	Present	Cllr. Kenneth Hunt	KH	Present
Cllr. Paul Tucker	PT	Present	Cllr. Charlie Cudlip	CC	Present
Cllr. David Griffin	DG	Present			

Also Present: County Cllr. David Fothergill Somerset County Council (SCC), County Cllr. Norman Cavill Somerset West & Taunton District Council (SWT), 6 members of the public and Andrew Williams, CSM Parish Clerk and Responsible Financial Officer.

Meeting started at 7:00pm

1.	Chair's welcome
	AP welcomed all Councillors and visitors to the meeting.
2.	Public Question time - Questions asked by the Public and Press will be noted.
	<ul style="list-style-type: none"> • A member of the public raised an issue relating to a sum of money that the council had in its possession that he understood should have been passed to a charitable cause. Action: (1) Clerk to review past minutes to confirm this was proposed and approved, (2) Clerk to add the proposal, if evidence cannot be found of a previous proposal, as an agenda item for the next full council meeting. • A member of the public asked for an update on the repairs to the toilets at the rec park as it was felt that the delay was unacceptable. The Clerk apologised for the delay, but confirmed that the repairs would commence on Monday the 12th of September. • An update was requested on the grant funding for the Speed Indication Devices. CC confirmed that the funds had been awarded, but not yet received.
3.	To receive any apologies for absence
	There were no absences.
4.	Declarations of Interests
	4.1 Declarations of Individual Members
	None
	4.2 Dispensation Request
	None
5.	To receive County and District Councillors' Reports
	<p>Cllr. Fothergill provided an update on the following matters:</p> <ul style="list-style-type: none"> • New CEO for Somerset County Council - Duncan Sharkey start as the new Council Chief Executive later this month. • Somerset's cultural strategy - specialist partners Fifth Sector, have been appointed to help develop a five-year cultural strategy. • Taunton Park and Ride - a new bus fare becomes effective on Taunton's Park and Ride service from the beginning of September to coincide with the reopening of the Toneway junction. • Bus usage - with the ongoing cost-of-living crisis SCC and Somerset Bus Partnership are joining forces to encourage people to 'BUS IT'. • Somerset Community Resilience Award - a new award has been launched to celebrate people or groups that have made their communities more resilient http://www.somersetprepared.org.uk/

- **New Lord Lieutenant of Somerset** - Mohammed Saddiq DL, who is Executive Director of Operations at Wessex Water, will take over as Lord Lieutenant, from Annie Maw CVO when she retires at the end of October.
- **Know your numbers** - the national campaign from Blood Pressure UK, aims to raise awareness of high blood pressure (hypertension), encouraging all UK adults to check their blood pressure at home. Somerset's Public Health Team have worked with the library service to put in place a free to access service – providing blood pressure monitoring kits that can be loaned from libraries across the county.
- **Family Connections Survey** - Family Connections is the proposed name for Somerset's Family Hub model.
- **Electric minibuses** - following a decision by the previous Conservative administration at County Hall, SCC has taken delivery of two fully electric, specially adapted wheelchair accessible minibuses.

Cllr. Cavill provided an update on the following matters:

- **Connecting our Garden Communities Consultation** – the consultation is open until the 30th of September 2022 and Cllr. Cavill indicated that there was an opportunity to develop the connection between Taunton and Ruishton/Creech St Michael via a cycle and footpath that uses the underpass near the junction of the M5.
- **Ecological Emergency Vision and Action Plan** – this has been published and is available online <https://www.somersetwestandtaunton.gov.uk/climate-emergency/ecological-emergency-vision-and-action-plan/>

6.	Parish Council Vacancies				
	No applications had been received. AP appealed for anyone who wanted to be considered for one of the vacant roles to apply to the Clerk ahead of the next full council meeting.				
7.	Minutes - to approve the Minutes of the meeting held on 12 th July 2022.				
	All present confirmed that they had received the minutes of the meeting held on 12 th July 2022. Cllrs. approved the minutes of the 12 th of July 2022. The Chair signed a copy of the minutes for the records.				
	Prop: AP	Sec: PT	In Favour: 7	Against: 0	Abstain: 0
8.	Review and Monitor the Actions from Past Meetings - See Appendix A for details of action points and progress toward the completion of each action.				
9.	Planning Applications - To consider the following application/s and to make recommendations to the Planning Officer. [V]				
	Application Reference	Description			
	14/22/0040	Erection of 1 No. 1.5 storey dwelling with associated works on land adjacent 1 Charlton Road Cottages, Creech Heathfield.			
		Decision			
		The Parish Council opposes this application. Concerns were expressed by DP about the impact of the development on flooding and that the application indicates that the development will sit astride a 100mm public foul sewer and plans to divert this are not provided.			
	Prop: DP	Sec: AP	In Favour: 7	Against: 0	Abstain: 0
	14/22/0041/T	Application to fell one Ash tree and to carry out management works to one Ash and one Oak included in Taunton Deane Borough (Creech St. Michael No.1) Tree Preservation Order 2011 at Castle Heights, 4 Castle Grove, Langaller Lane (TD1082)			
		Decision			
		The Parish Council supports this application.			
	Prop: DP	Sec: AP	In Favour: 7	Against: 0	Abstain: 0
10.	Finance - To agree the monthly payments in the Financial Transaction Report (circulated in advance of the meeting)				

	See Appendix B for a list of all payments. Councillors approved the Financial Transaction Report.				
	Prop: AP	Sec: ND	In Favour: 7	Against: 0	Abstain: 0
	Committees, Panels and Working Groups - (reports circulated in advance of the meeting)				
11.	Finance Committee Meeting				
	To approve the draft minutes of the finance Committee meeting held on the 20th July 2022. Cllrs. approved the minutes of the 20th of July 2022. The Chair signed a copy of the minutes for the records.				
	Prop: AP	Sec: DG	In Favour: 7	Against: 0	Abstain: 0
12.	Councillor Recruitment				
	A proposal to seek to recruit individuals to the role of parish councillor from those individuals that have served as parish councillors in the last two years but are currently not a member of the parish council. CC stated that any ex parish councillors should apply to join the council using the established method, in keeping with the process for all applicants for the role. DG expressed his wish that the parish council move forward and away from the historical issues related to unrest that affected the council. AP stated that she wished for the council to attract members from the wider community. KH supported his proposal and indicated that he felt it was important that the council actively sought interest from ex councillors and that the Clerk be tasked with the role. The proposal was defeated .				
	Prop: KH	Sec: DG	In Favour: 1	Against: 6	Abstain: 0
13.	Standing Orders				
	To approve a proposal to amend Standing Orders to include a section on the co-option of individuals to the Parish Council and other changes. The proposal was approved .				
	Prop: AP	Sec: DP	In Favour: 6	Against: 0	Abstain: 0
	KH left the meeting at 7:40pm and indicated that he intended to resign from the Parish Council. AP requested that he put this in writing to confirm his resignation.				
14.	Council Committee Meeting Dates 2022/2023				
	To approve dates for committee meetings for the coming 12 months. Action: Clerk to book the Village Hall rooms for the approved dates. Publication of dates would only be three months in advance. The proposal was approved .				
	Prop: DP	Sec: PT	In Favour: 6	Against: 0	Abstain: 0
15.	Civility & Respect Pledge				
	To approve a resolution to sign up to the civility and respect pledge. ND queried whether the Parish Council needed to sign up to another pledge when the Councillor Code of Conduct was already in place. Although he supported the principles of the pledge. The proposal was approved .				
	Prop: AP	Sec: DP	In Favour: 6	Against: 0	Abstain: 0

16.	General Privacy Notice				
	To consider and approve the adoption of the draft General Privacy Notice.				
	The proposal was approved .				
	Prop: AP	Sec: DP	In Favour: 6	Against: 0	Abstain: 0
	Cllr. Cavill left the meeting at 7:48pm.				
17.	Freedom of Information Policy				
	To consider and approve the adoption of the draft Freedom of Information Policy.				
	CC commented that he felt that the policy clarified the Parish Council's position.				
	The proposal was approved .				
	Prop: AP	Sec: DP	In Favour: 6	Against: 0	Abstain: 0
18.	Installation of a Waste Bin at Arundells Way				
	To approve the costs of installing a waste bin at Arundells Way.				
	The Clerk outlined a number of options, including sourcing from Somerset West and Taunton Council or from other suppliers of waste bins. Ongoing costs were outlined.				
	PT indicated that the Parish Council should be considerate of providing access to recycling facilities alongside waste. AP agreed that this was important.				
	The proposal to source a smaller combined bin, at a cost of £600.00 (plus VAT) plus any permit costs from Somerset West and Taunton Council was approved . It was also approved to set an upper limit of £170.00 (plus VAT) for the cost of moving the dog waste bin away from the bench at Arundells Way.				
	Action: Clerk to contact Somerset West and Taunton Council to arrange for the installation of the small combined bin and to enquire of the cost of moving the dog waste bin on the site.				
	Prop: AP	Sec: PT	In Favour: 6	Against: 0	Abstain: 0
19.	Installation of a Noticeboard				
	To approve a proposal to install a new noticeboard on to the telephone box in St Michael Road.				
	Cllr. Fothergill suggested that before any decision was made, the Clerk should check the agreement that was signed when the telephone box was purchased as there may be restrictions on what changes can be made to it.				
	PT indicated that he felt that the telephone box was not an appropriate location and an alternative of siting the noticeboard in the grounds of the Village Hall car park be considered, with the cooperation of the Village Hall Committee.				
	Action: PT to investigate the possibility of siting the noticeboard within the Village Hall car park.				
	The proposal was defeated .				
	Prop: AP	Sec: DP	In Favour: 0	Against: 6	Abstain: 0
20.	Rec Park Committee				
	20.1. Proposal to approve Terms of Reference for the Rec Park Committee				
	The proposal was approved .				
	Prop: AP	Sec: DP	In Favour: 6	Against: 0	Abstain: 0
	20.2. Proposal to approve expenditure to purchase equipment for the caretaker's office.				

	CC encouraged the Rec Park Committee to contact him in advance of future projects so that he can advise accordingly.				
	The proposal was approved .				
	Prop: AP	Sec: DP	In Favour: 6	Against: 0	Abstain: 0
	20.3. Proposal to approve expenditure to maintain the sports pitches at the Rec Park.				
	The proposal was approved .				
	Prop: AP	Sec: ND	In Favour: 6	Against: 0	Abstain: 0
21.	New Parish Council Branding				
	A proposal to create a new, unique identity for Creech St Michael Parish Council.				
	The Clerk explained the need to create an identifier for the Parish Council that is unique and can be used on a range of materials, as well as the website and printed materials. In addition, the current image is a hand-drawn image that has been scanned and as a result is of a low resolution and therefore difficult to reproduce.				
	DP suggested that the school be approached to encourage them to use the opportunity to engage the pupils in creating an image. A member of the public felt that the existing image was not improved on by those that were suggested.				
	It was also suggested that a brief be given to the local art group and they be tasked with producing ideas for consideration.				
	The proposal was approved .				
	Action: Clerk to produce a brief for the local art group and anyone else from the community who wishes to participate.				
	Prop: AP	Sec: DP	In Favour: 6	Against:	Abstain:
22.	Parish Council Banking Arrangements				
	To consider and approve a proposal to open an additional bank account.				
	A member of the public advised that the Parish Council should consider the Charities Aid Foundation Bank.				
	The proposal was approved .				
	Action: Clerk to pursue a search for an alternative banking provider.				
	Prop: AP	Sec: PT	In Favour: 6	Against:	Abstain:
23.	Electricity Charges				
	To accept the recommendations of the proposal relating to electricity supply charges.				
	PT and CC indicated that there should be a programme of changing light bulbs to LED versions to reduce usage.				
	The proposal was approved .				
	Prop: AP	Sec: ND	In Favour: 6	Against:	Abstain:
24.	Staffing Committee				
	ND reported that a meeting is planned for September as there are a number of agenda items that need to be addressed.				
25.	Finance Committee				

	<p>DG reported that a successful finance meeting had been held in July. DG indicated that he aimed to be able to regularly report to council on expenditure and the projected outcome of spend for the year. DG also wanted to gain a better understanding of the reserves and what purpose they had been allocated for.</p> <p>The Clerk reported that the external audit had been successfully completed and that notification of this had been received from PKF Littlejohn.</p>
26.	<p>Rec Park Committee</p> <p>Items reported under agenda item 20.</p>
27.	<p>Canal Panel</p> <p>ND reported that the panel had met recently and welcome Jane Wilmington as a new member.</p> <p>The new signage had been received by CC and was awaiting installation on site. This would be done in collaboration with the Canal and River Trust.</p> <p>ND reported that the issue of fencing alongside the embankment at Ryesland Lane had been raised again. There was no feasible solution at the current time and it was the responsibility of the Canal and River Trust.</p> <p>Action: ND to log the issue with the Canal and River Trust.</p> <p>ND noted that repairs to a bench were ongoing and in the hands of CC.</p> <p>ND confirmed that plans to hold an event in the canal car park had not been approved by the panel and would be shelved for the immediate future.</p>
28.	<p>Planning Panel</p> <p>No meeting had been held.</p> <p>DP commented that there was a need to identify further members of the panel to make it feasible to run.</p> <p>DP reported that following the recent extraordinary meeting of the Parish Council, at which the planning application for Dillons Road was considered, further discussion had taken place regarding the public footpath and right of way.</p> <p>DG advised that he had recommended that the residents seek legal advice on the matter, so that they could authenticate the claim that the pathway was private land.</p>
29.	<p>Traffic Management Panel</p> <p>CC confirmed that the junction at Creech Castle had reopened and that it was hoped that this would have a positive impact on traffic flows through the Parish.</p> <p>CC reported that the Community Speedwatch group were awaiting confirmation that the Traffic Regulation Order (TRO) was sealed and that he was in contact with the Highways team to encourage them to complete the agreed works. CC confirmed that these works would not delay the completion of the TRO process.</p> <p>29.1 SID Grant Funding Application</p> <p>CC confirmed that the application for grant funding had been successful and that funds of £5,000.00 would be received, although the monies had not yet been provided. As soon as the monies were received he would progress the installation of the SIDs</p>

30.	PiP Working Group
	<p>DG and the Clerk had met with representatives from the PiP Working Group. DG reported that there were two key issues to be addressed. First, that there was concern about holding events in the future that are the scale of the previous Party in the Park (PiP). Second, that the PiP Working Group should have autonomy over decision-making related to any funds raised via PiP activities.</p> <p>DG reported that a Memorandum of Understanding between the Parish Council and the PiP working Group might offer a solution to the financial issue. DG also confirmed that there was a willingness on both sides to resolve the issues constructively.</p> <p>A member of the public, who was also a member of the PiP Working Group, asked that the Parish Council engage with the wider PiP Working Group membership and invited DG to attend a meeting of the group.</p>
31.	Planning for Christmas 2022
	<p>Cllr. Fothergill left the meeting at 8:49pm.</p> <p>AP reported that she had a brief meeting with the Chair of the Village Hall and that the Parish Council join with the Village Hall committee to provide a joint Christmas celebration event. It was agreed that AP should pursue the matter further.</p>
32.	Somerset County Council Chair's Award for Service to the Community 2022/23
	Nominations for the award should be forwarded to the Clerk.
33.	Correspondence - To consider any correspondence received that Cllrs wish to raise that has already been circulated. [no resolutions can be made]
	<p>33.1 Correspondence received from Ms Lynn Gates regarding her concerns about the use by First Bus of double-decker buses on routes that run through Creech St Michael.</p> <p>The Clerk reported that he was in the process of writing to First Bus about the matter raised by Ms Gates and that he had been in contact with her. CC raised the issue of commercial vehicles driving through the village and whether the Clerk could draft a letter to be sent to businesses alerting them to the restrictions that are now in place within the village.</p> <p>Action: Clerk to draft a letter or email for use by councillors.</p> <p>AP confirmed that there was no formal report from the Footpaths volunteer. ND raised the matter of the closure of the footpath by Network Rail. The Footpaths team at Somerset County Council had intervened and admonished Network Rail for their actions and reminded them of their legal duties.</p> <p>AP had received correspondence from Mr Ewings from North End, regarding repairs to the bench at North End. The repairs were in hand and progressing. Repairs to the bench were estimated at £150.00 (plus VAT). Mr Ewings had also requested that the Dog Bin be moved at a cost of £170.00 (plus VAT). These matters would be added to the next agenda.</p>
34.	New Matters to be carried forward
	None.
35.	Council to decide if to exclude Public and Press for these items:
	None.

The meeting ended at 9:05pm.

The next Creech St Michael (CSM) Parish Council meetings are on:

Monday 03 October 2022

Monday 07 November 2022

Monday 05 December 2022