

# **MINUTES OF ST CUTHBERT (OUT) PARISH COUNCIL HELD AT EASTON VILLAGE HALL, EASTON BA5 1EP ON WEDNESDAY 3RD MAY 2023, 7PM.**

**PRESENT:** Cllrs J Baker; P Blatchford; P Cannon; M Cooke; E Danson; T Hathway; M Hayden; I Humphreys; M Lunnon; M Mitchell; J Reeves; J Zorab.

**IN ATTENDANCE:** Ms M Exton (Parish Clerk); Somerset County Cllrs T Robbins; H Shearer; 1 Member of the Public.

## **01 & 02. ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON AND OUTGOING CHAIRMAN'S ANNOUNCEMENTS**

The outgoing Chairman thanked Cllrs for their support during his term and offered his support to the new Chairperson. The outgoing Vice-Chairman informed Members that due to work commitments, he would not be putting himself forward as Vice-Chairman. Cllr Hayden proposed that there should be a Chairperson and Deputy Chairperson who work together and share some of the responsibilities. Cllr Zorab was nominated as Chairperson and seconded without any further Candidates coming forward. Cllr Zorab signed her Declaration of Acceptance of Office of Chairperson and thanked Cllr Hayden for all of the work he had done in his role as Chairman. Cllr Hathway was nominated as Deputy Chairperson and seconded without any further Candidates coming forward.

**RESOLVED:** Cllr Zorab elected as Chairperson of St Cuthbert (Out) Parish Council with acceptance of the Chairperson's Allowance.

**RESOLVED:** Cllr Hathway elected as Deputy Chairperson of St Cuthbert (Out) Parish Council.

## **03. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

Apologies were received from Cllrs B Conder; J Joseph; G Pettitt.

**RESOLVED:** To approve the reasons given for Members' absence.

## **04. CO-OPTION OF UP TO 1 MEMBER TO REPRESENT THE SOUTH WARD**

There were no Candidates for co-option.

## **05. DECLARATIONS OF INTEREST**

**05.01.** There were no declarations of interest.

**05.02.** There were no requests for dispensations for disclosable pecuniary interests.

**05.03.** There were no requests for dispensation.

## **06. EXCLUSION OF THE PRESS AND PUBLIC**

There were no items for exclusion of the Press and Public.

## **07. PUBLIC QUESTION TIME**

There were no questions.

## **08. LOCAL AUTHORITY REPORTS**

- Avon & Somerset Police – The Police reports for March and May 2023 had been sent to Cllrs before the meeting. Cllrs are not happy with the detail of the reports and although they understand that Police presence at meetings is limited, they feel that there should be some attendance. The Clerk informed Members that the Police have requested that future meeting dates are sent to them (when approved at this meeting) to help them schedule possible attendance. Cllr Shearer (who is also a Parish

Cllr for Street Parish Council) and Cllr Robbins (who is also a Parish Cllr for Wells City Council) both reported that there is regular Police attendance at their meetings. Cllr Robbins will suggest to the Police to alternate attendance at this Council and Wells City Council meetings. Cllr Shearer is also the Chair of the Avon & Somerset Police & Crime Panel and will feedback the Council's concerns and suggested that the Council requests the Police Neighbourhood Team give a presentation on the types of crime within the Parish. Cllr Hayden offered to send Members Parish Police Alerts that he receives.

- Somerset Councillors – Apologies were received from Cllr Wyke. Cllr Shearer updated Members that there had been an LCN briefing for Somerset Cllrs. Cllr Hayden informed the Somerset Cllrs that although a listing of old planning applications yet to be determined had been sent to Cllr Hobbs, there was still a big backlog. Cllr Blatchford reported that he had great difficulty reaching the appropriate contacts on both the Somerset Council website and via their call answering service and noted the importance of a contact list for Parish Councils. Cllr Shearer will feedback these problems and both Cllrs Robbins and Shearer will push for a Parish Council contact list to be provided.

## **09. MINUTES OF ST CUTHBERT (OUT) PARISH COUNCIL ON MONDAY 20<sup>TH</sup> MARCH 2023**

**RESOLVED:** To confirm and sign as a correct record the minutes of the Council held on Monday 20<sup>th</sup> March 2023.

## **10. ACCOUNTS FOR PAYMENT**

The Council reviewed a schedule of items of expenditure and issuing of payment. The bank statements and reconciles for all bank accounts for March 2023 were verified by the appointed Member. The Clerk reported that all VAT Returns for 2022/23 had been submitted.

**RESOLVED:** To approve a schedule of items of expenditure and issuing of payment.

## **11. TERMS OF REFERENCE OF COMMITTEES**

Members reviewed the Terms of Reference for their Committees. The Clerk requested that the Terms of Reference for the Finance & Scrutiny Committee be amended, removing that the Finance & Scrutiny Committee reviews and approves insurance quotations as renewal documentation is never available before the last Finance & Scrutiny Committee meeting.

**RESOLVED:** To approve the amended Terms of Reference of the Finance & Scrutiny Committee.

**RESOLVED:** To approve the Terms of Reference of the Asset Management, Planning and Staffing Committees.

## **12. TO APPOINT COMMITTEES**

The Council considered appointments to the following Committees (the Chairperson and Deputy Chairperson serve as ex officio on all Committees):

**RESOLVED:** That the following serve on Committees:

- Asset Management Committee: (6) Cllrs Cooke, Humphreys, Lunnon, Mitchell, Reeves and Zorab (Cllr Humphreys appointed as Chairperson).
- Finance & Scrutiny Committee: (5) Cllrs Baker, Cooke, Danson, Hayden and Pettitt (Cllr Hayden appointed as Chairperson).
- Planning Committee: (6) Cllrs Hathway, Hayden, Humphreys, Lunnon, Reeves and Zorab (Cllr Hayden appointed as Chairperson).
- Staffing Committee: (4) Cllrs Baker, Mitchell, Pettitt and Zorab (Cllr Pettitt appointed as Chairperson).

### **13. TO APPOINT MEMBERS TO WORKING PARTIES**

The Council considered appointments to the following Working Parties:

**RESOLVED:** That the following serve on Working Parties:

- Allotments: (2) Cllrs Cooke and Hayden.
- Easton Jubilee Playing Field: (1) Cllr Cooke.
- Environment: (7) Cllrs Baker, Cannon, Cooke, Hathway, Humphreys, Joseph and Pettitt; Jane Walker and Tom Blatchford. Includes sub-groups Rights of Way and Traffic in Villages (sub-group includes Wookey Hole Traffic (3) Cllrs Cannon, Danson and Hathway and 2 Members of the Public).
- Heritage Signs: (3) Cllrs Cooke, Mitchell and Reeves.
- Local Authority Reorganisation Research Group: Dissolved.
- Strategic Planning: (4) Cllrs Cooke, Hathway, Humphreys and Pettitt.

### **14. TO APPOINT MEMBERS TO OUTSIDE ORGANISATIONS**

The Council to consider appointments to the following:

**RESOLVED:** That the following serve on outside organisations:

- Brittaines Charity: (1) Mrs Danson.
- Community Speed Watch (CSW): (1) Cllr Hayden.
- Coxley Village Hall: (2) Cllrs Mitchell and Reeves.
- Horrington Primary School Community Governor: (1) Cllr Baker.
- LCN: (2) Cllrs Hathway and Hayden.
- PACT: (3) Cllrs Baker, Cooke and Reeves.
- Parish Path Liaison Officers (PPLO): (2) Cllrs Cannon and Humphreys.

### **15. TO APPROVE THE COUNCIL'S MEETING SCHEDULE FOR 2023/24**

Members reviewed the draft meeting schedule for 2023/24.

**RESOLVED:** To approve the Council's amended Schedule of Meetings for 2023/24 subject to venue availability.

### **16. TO APPROVE THE RENEWAL INVITATION FOR THE COUNCIL'S INSURANCE 2023/24**

The Council is in a 3-year agreement with their current insurers. Members reviewed the renewal invitation for 2023/24.

**RESOLVED:** To approve the renewal quote from BHIB for the Council's insurance for 2023/24 and authorise payment of the invoice immediately.

### **17. TRUESPEED WAYLEAVE AGREEMENT – EASTON GREEN**

Members reviewed the proposed Wayleave Agreement between the Council and Truespeed for Easton Green.

**RESOLVED:** To approve the Wayleave Agreement between the Council and Truespeed for Easton Green.

### **18. WORKING WITH SOMERSET COUNCIL**

Members further considered the Council's initially identified priorities to put forward to their LCN before their LCN starts to meet later in the year. The Council will request that a represent for Dark Skies should be a key stakeholder at LCN meetings.

**RESOLVED:** To amend the wording of the Council's initially identified priorities and request that the Wells and Rural LCN gives priority to supporting the following: affordable rural and eco-friendly housing; improved and more reliable bus services; reducing traffic and speeding in villages; gritting of specific secondary roads/winter emergency plans; active travel and development of Multi-User Paths; environment initiatives; rural heritage.

## **19. PLANNING COMMITTEE CONSULTATION RESPONSES**

Members reviewed the Council's responses to the Department for Levelling Up, Housing and Communities' consultations on 1) Permitted Development Rights, and 2) Fees and Performance, as submitted by the Planning Committee.

**RESOLVED:** To retrospectively approve the Council's response to the Department for Levelling Up, Housing and Communities' consultation on Permitted Development Rights as submitted by the Planning Committee.

**RESOLVED:** To retrospectively approve the Council's response to the Department for Levelling Up, Housing and Communities' consultation on Fees and Performance as submitted by the Planning Committee.

## **20. SOMERSET EMERGENCY COMMUNITY CONTACTS (SECCS)**

Members considered further action following the request received from the Somerset Local Authorities' Civil Contingencies Unit for SECCs. Members were still not clear about the role of the Parish Council and require Terms of Reference before further action. It was noted that the Clerk had previously provided the Somerset Local Authorities' Civil Contingencies Unit with a website link to Cllrs details for use in emergency situations.

## **21. ENVIRONMENT WORKING GROUP**

Cllr Hathway gave a summary of the EWG's recent activities as detailed in the EWG report (following their meeting on 24<sup>th</sup> April) which had been distributed to Cllrs. Cllr Cannon gave a summary of the EWG's thoughts for a Parish marked circular boundary joining the Parish footpaths.

**RESOLVED:** To accept, in principle, the idea of Parish Council branded boundary way marks on footpaths entering the Parish and tasks the EWG to develop more detailed plans.

**RESOLVED:** To invite the EWG to investigate the idea of creating a marked circular footpath route connecting all the villages in the Parish using existing footpaths.

## **22. THE KING'S CORONATION**

Cllr Reeves updated Members on the arrangements for the King's Coronation celebration event to be held on Sunday 7<sup>th</sup> May at Coxley Recreation Ground.

## **23. REPORTING OF WARD ACTIVITIES AT FULL COUNCIL**

The Clerk requested that if there were specific Ward activities that Members wished to report to Full Council, that Cllrs notify her in good time so that the item could be included on the next Full Council agenda.

## **24. DATE OF NEXT MEETING**

19<sup>th</sup> June 2023.

## **25. DATE OF NEXT PARISH MEETING**

9<sup>th</sup> April 2024.