

## East Coker Parish Council 9<sup>th</sup> November 2022 Minutes 7pm

**Attendees:** Cllr J Bennett (**chair**), Cllr H Cowen (**Vice Chair**), Cllr T Wilkins, Cllr D Mead, Cllr Hodge, Cllr Snelling, Cllr Wintersgill, Cllr Warwick- Mortimer, Cllr Carter- Uren Cllr Sugg, Clerk J. Heggarty. **Public Attendance:** 5 members of the public. Meeting commenced at 7.00pm at East Coker Pavilion.

**22/126 Receive apologies and reasons for non-attendance.** Cllr Comstive, C.Cllr Oliver Patrick, C.Cllr M Hewitson

**22/127 To receive and approve the minutes of the Parish Council Meeting:** Held on the 12<sup>th</sup> October 2022.

**Proposed:** Cllr Mead **Seconded:** Cllr Snelling. All Agreed

### **22/128 Public Question Time**

1. Members of the Public 1 member of the public spoke and advise that they had recently moved into the village and where keen to see what business was conducted at a PC meeting.
2. County / District Councillors: Gina Seaton delivered her report.

### **22/129 To discuss and make observations on SSDC - Planning Applications**

**A. 15/01000/OUT Location:** Keyford Cllr Bennett advised that he was still waiting for the joint document to be drafted by Barwick PC, re the proposed new road layout on Hendford Hill. He will circulate with all Councillors when drafted.

Cllr Warwick Mortimer stood down

**B. 22/02794/HOU Location:** Parklands, Longlands Lane, East Coker **Application:** Proposed replacement front porch and side elevation conservatory, two storey side and rear extension (incorporating Garage width enlargement) and single storey rear elevation extension with main roof dormer alterations and additions. Cllr Bennett opened up the floor for discussion. Cllr Mead said that he could see no harm in this extension, in fact it would enhance a quite unattractive property and make it a good family home. Cllr Sugg said it would bring it into the 21<sup>st</sup> Century.

Proposal: ECPC do not object to this application. It will greatly improve the property and are happy to support it.

**Proposed:** Cllr Mead **Seconded:** Cllr Sugg A vote was taken 7 in favour with 2 abstentions. **Action:** Clerk to email planning with update. Cllr Warick-Mortimer re-joined meeting.

### **22/130 Finance**

To approve the following items of expenditure and those paid under delegated powers.

#### **Aged Payables as of 1<sup>st</sup> November 2022**

Amazon	£29.25
Clerk wages	£845.80
HMRC	£10.19
Peninsula Pensions	£234.43
SSDC	£768.30
<b>Total</b>	<b>£1,887.97</b>

#### **Bank Accounts**

ECPC Current	£38,588.65
ECPC PAVILION	£77,939.50
ECPC PROJECTS	£16,040.00
<b>Total</b>	<b>£132,568.15</b>

Clerk advised that since publishing agenda that 3 invoices had arrived. 1 for hedge trimming at the rec £120.00, £100.00 for the Mole Man and £200 for Dag design for a lifetime security license. Also, she was waiting on KM Dike invoice to arrive. Cllr Bennett proposed the above figures were agreed. **Proposed:** Cllr Snelling **Seconded:** Cllr Carter Uren A vote was taken and all agreed. **Action:** Clerk to pay all invoices.

### **22/131 Memorial Approvals. None**

### **22/132 Matters for discussion and resolution:**

**1. Standing Orders updates.** Cllr Cowen suggested that the PC Standing Order should be changed to reflect the length of our meetings. From- "A meeting shall not exceed a period of two hours". To "we aim that no meeting will exceed two hours". There was much debate about wording but the final proposal was. "we shall aim that no meeting exceeds two hours". **Proposed:** Cllr Cowen **Seconded:** Cllr Carter-Uren. A vote was taken and all agreed. **Action:** Clerk to update and forward to Dag Design to update website.

**2. Financial Governance** Cllr Hodge had circulated a document prior to the meeting and proposed the following changes: **Proposal:** Clerk to produce the following monthly reports from Xero (the accounting software system used), which will be overviewed by a designated Councillor before being circulated with the monthly meeting agenda. Our PC will no longer type any financial information on the agenda. Monthly bank balances as at the last day of the month prior to the meeting. Aged Payables – These detail all invoices to be paid, ECPC Current Transactions for the prior month – this will provide details of all income payments received and expenses paid in the preceding month. To provide a 3 monthly budget update at the July, October, January & April meetings. To include 'Budget Update' as a quarterly agenda item to ensure all Councillors are fully informed on the budget variances. Any

Councillor wishing to make a proposal for any non-budgeted expense, should produce a fully worked up costing, to be circulated with the meeting agenda. All councillors to liaise with the PC for the payment of any goods or services being purchased on behalf of the Parish Council. To appoint a designated councillor to formally approve our Clerk's salary and expenses each month before they are paid. It was agreed that this would be Cllr Hodge. The Finance slot is moved to the beginning of the meeting agenda. For all Councillors to review the financial information being circulated with the agenda and to participate in the finance discussion, feeling free to ask questions accordingly.

**Proposed:** Cllr Hodge **Seconded:** Cllr Cowen. A vote was taken and all agreed.

**3. Cemetery Fee** increase was briefly discussed but it was decided to move this on to the precept meeting in January.

**4. Preschool-Lease.** Cllr Comstive had sent a draft lease to Clerk which she had circulated prior to the meeting but it was decided that it needed to be better tailored for our needs, so Cllr Cowen, Cllr Bennett, and Cllr Comstive would look at this and bring it to the next meeting. Cllr Sugg asked that it was to include wording to keep garden clear and tidy, and that regular inspection were carried out. Clerk was asked to forward the current lease to Cllr Cowen, Cllr Comstive and Cllr Bennett. Also, Cllr Snelling suggested the Clerk contact West Coker/ Barwick clerk to seek advise to see if they use any sort of lease for their premises. **Action:** Cllr Bennett, Cllr Cowen, Cllr Comstive look at the lease. Clerk to contact local Clerks re their leases.

**5. Preschool Garden:** Cllr Sugg said she was very concerned about the Preschool Garden, she said it had a lot of rubbish which would encourage vermin. She proposed that a letter was written advising them of our concerns and telling them that the garden must be cleared and tidied up. With all toys, and play items being stored away in the shed every day. Cllr Hodge said that she thought it would be far better to either ring the preschool or have a meeting face to face and tell them about our concerns which would then give them an opportunity to tidy up. Cllr Snelling also agreed that this would be a far better way to communicate our concerns. Clerk said that she would be more than happy to speak to them and organise to visit in early December to make sure the area had been tidied up.

**Proposal 1:** Clerk to write to preschool detailing the above content. **Proposed:** Cllr Sugg **Seconded:** Cllr Mead: A vote was taken 4 in favour 6 against. **Proposal 2:** Clerk to speak to the preschool either face to face or on the phone and air our concern then visit to inspect the property in early December to make sure everything has been tidied up.

**Proposed:** Cllr Hodge **Seconded:** Cllr Snelling. A vote was taken, 6 in favour and 4 against. Motion Carried. **Action:** Clerk to Speak to pre-School then inspect in early December.

**6. Vermin invoice:** Cllr Sugg said she felt that the preschool should pay for half the vermin control invoice as she thought the problem stemmed from the preschool garden. Clerk advised that there was no evidence of that and that she thought it was unfair. Clerk said there where bait boxes placed all around the Pavilion not just at the Preschool end, Cllr Snelling asked if Vermin Control had been spoken to about the location of any vermin and the Clerk advised that she had yet received their report. She also said that she felt that this was unfair to put blame on Preschool.

**Proposal 1:** Cllr Sugg proposed that half invoice be paid by Preschool, but no one seconded this so there was no vote taken **Proposal 2:** Clerk will wait for the report to come from Vermin control and invoice and then bring back to meeting. **Proposed:** Cllr Snelling **Seconded:** Cllr Wintersgill A vote was taken 9 in favour 1 against. **Action:** Clerk to chase Vermin Control report.

**7. Village Signs Wording.** The wording for the village signs were discussed. Cllr Snelling showed a mock-up of the proposed stone plaque. It was decided that the wording would be engraved on a separate piece of stone and then laid into the main stone. The wording for this would read "in my beginning is my end" T S Eliott "in my end is my beginning". This was different wording to what was agreed in 2021 as original wording was just "the beginning is my end" TS Eliott. Cllr Wintersgill advised the cost of 4 A4 stone plaques is £984.80. The wording routing out would be a further £600.00. This would bring the cost of the stone plaques to £1,584.80. Cllr Sugg confirmed that each stone was going to cost £830.00 + VAT but this included delivery and placement. Cllr Hodge advised the entire budget was £6,285.00 and this should not be exceeded. **Proposal:** 4 stone inlay plaques will be purchased at a cost of £1,584.00 and inscribed with "in my beginning is my end" T S Eliott "in my end is my beginning". These will then be inlayed into the original stones. The entire budget is not to exceed £6,285.00. **Proposed:** Cllr Mead **Seconded:** Cllr Warwick-Mortimer A vote was taken 8 in favour with 1 against, 1 abstention. **Action:** Cllr Snelling to order plaques and give to Cllr Sugg when ready.

**8. New Village Sign placement.** Cllr Sugg advised that once the plaques had been made 2 stone would be ready to be put in place. She asked Councillor which locations they would like the first two stones to go, but it was decided that Cllr Sugg could decide, arrange, and liaise with Harvey's Stone as to the placement. A vote was taken and all agreed.

**9. Santa Tour Budget and Date:** Cllr Snelling advised that due to costs the Santa tour had been cancelled.

**10. Kings Coronation.** Cllr Snelling advised they were hoping to do a Scarecrow Competition, but it was decided to move this item to the precept meeting in January.

**11. Grants Form Update:** Cllr Hodge had drafted an updated grant form and circulated prior to the meeting. This made the form clearer to use and ran alongside the grant policy. Councillor's were happy with the changes. Cllr

Mead said her thought that any one group should only be allowed to apply for a grant once every three years.

**Proposal 1:** Cllr Mead proposed that the changes to the form were made but adding that any group could only apply once in three years. **Proposed:** Cllr Mead **Seconded:** Cllr Warwick-Mortimer. A vote was taken 2 in favour 7 Against with 1 abstention. **Proposal 2:** Updated form is adopted, and any group can apply on a yearly basis **Proposed:** Cllr Hodge **Seconded:** Cllr Cowen A vote was taken. 8 in favour with 2 abstentions. **Action:** Clerk to forward new updated form to Dag design to upload on to the web site.

**12. Recreation ground risk assessment report update and vote on banning dogs.** This item was briefly discussed. Cllr Bennett advised that the risk assessment would be costing £310.00 but had not been completed yet so this agenda item will be moved on to December meeting providing the risk assessment report is back by then. A vote was taken 9 in Favour one against.

**13. Christmas in the Village.** Cllr Cowen advised that he had arrange for Mr Seaton to purchase the large Christmas tree for the paddock and that he would purchase the trees for the bus stop. Cllr Sugg said that a new star would need to be purchased and that the Clerk should contact the electrician to find out what the requirement are. It was decided that as the PC meeting was not until the 14<sup>th</sup> December and this was a bit late for the tree lighting. The Clerk should ask the Electrician to switch lights on around the 7<sup>th</sup> December. Cllr Snelling gave Cllr Cowen a Village Christmas sign to put on the bus shelter and also Cllr Wintersgill will put up another 3. Cllr's also agreed that the December meeting would start at 6.30pm and that they would go to the Helyar Arms afterwards.

**14. Agree a Precept meeting date.** This was agreed for the 18<sup>th</sup> January unless the monthly January meeting very quiet and then it would be done on the 11<sup>th</sup>.

**15. Bus shelter book swap.** Cllr Snelling advised that Mr Shayler was no longer looking after the book swap, and it was falling to her to tidy every week. She asked for a volunteer to remove magazines, and overflowing books on a weekly basis. No one volunteered so Cllr Wintersgill suggested that a monthly rota was drawn up to include all Councillors and that Councillor visited the book swap once a week to tidy and remove any magazine, unsuitable books, and bric-a-brac. **Proposal:** Clerk to draw up a monthly rota to include all councillor. Clerk said she would be happy to draw up the rota but once sent out if a certain month did not suit a Cllr, then that Cllr would need to arrange swapping directly with another Cllr and not go through her. **Proposed:** Cllr Wintersgill **Seconded:** Cllr Carter Uren A vote was taken 7 in favour 2 against 1 abstention. Motion Carried. **Action:** Clerk to draw up rota and distribute via email.

**16. Speeding Cars.** Cllr Carter-Uren asked why there was a flashing school sign at the Sawmills end of the village and on Yeovil Road but not one coming down from the Burton direction. Cllr Sugg advised that these signs were not purchased by the PC but donated and only 2 were available. Cllr Carter Uren also said that she had had a lot of people speak to her about speeding in the village. The Clerk advised that she had not had any recently and asked Cllr Carter-Uren to direct them her.

**22/133 To receive the Clerk's report.** Clerk Advised that she had received a memorial request to remember the late Joy Hodder. Clerk felt that it was unfair to make applicant wait a month for approval at the December meeting so asked Councillors to approve at this meeting. **Proposed:** Cllr Snelling **Seconded:** Cllr Sugg A vote was taken and all agreed.

#### **22/134 To receive correspondence from the SSDC / SCC**

**Council Code of Conduct** update was received this month from SALC and circulated prior to the meeting. Cllr Bennett asked all Councillors if they were happy for this to be adopted. **Proposed:** Cllr Bennett **Seconded:** Cllr Snelling a vote was taken and all agreed. **Action:** Clerk to forward to Webmaster to upload on the web site.

**22/135 To receive and discuss Parishioner Correspondence** Email received about the tree blocking the footpath near Pavyotts Mill. This advised that SSDC were meeting with the neighbouring landowner to discuss. Cllr Sugg advised that she would be attending the meeting and would report back to Council in December.

#### **22/136 Discuss Working Groups**

**The Pavilion Modernisation.** Cllr Hodge advised that the working group had met on the 8<sup>th</sup> November. Cllr Comstive was working on costings; Simon Williams was working on the application for 106 monies and they would meet again on the 24<sup>th</sup> January.

**Future Finance.** Nothing to report which has not been covered earlier in the meeting

**Well Being.** Nothing to report which has not been covered earlier in the meeting

**Village Communications.** Cllr Wintersgill will put out a communication asking for volunteers to look after the book swap.

#### **22/137 Group Representative Reports**

**Village Hall** – Cllr J Carter-Uren. Nothing to report

**Alms Houses** – Chairman B. Sugg. Nothing to report

**Primary School** – Cllr C Warwick-Mortimer. Nothing to report

#### **22/138 To discuss and identify Highways Issues and resolve.**

Cllr Sugg advised that the drains between Mill Lane and Burton needed jetting as they were draining very slowly. Cllr Mead advised of a pothole outside the Old Forge, Cllr Warwick-Mortimer asked for drains to be jetted at Lower East Coker Road and Cllr Mead also asked for an update as to what is happening with the collapse curb stones by Townsend Farm. Action: Clerk to contact Highways and request the above jobs are done and also ask for an update on Curbs at Townsend Farm.

**22/139 To discuss and identify items for the Village Ranger**

**22/140 To discuss and resolve the following topics;**

Resolution sought to exclude the public (*Non Parish Council Members*)

**22/141 Agenda items for the next meeting, Wednesday 14<sup>th</sup> December 2022.**

1. Councillor Co-option
2. Preschool Lease
3. Risk assessment

**Chairperson.....**

**Clerk .....**

**Date ..... Meeting ended 9.56pm**

Meeting ended at 9.56