

BICKNOLLER PARISH COUNCIL – 9th March 2022

(in the format to be presented for approval at the next meeting)

A MEETING OF THE COUNCIL WAS HELD IN THE VILLAGE HALL, COMMENCING AT 7.00PM

PRESENT: Councillors C Warren (Chairman), S Dowding, M Andersen, J Anderson, A Harrison, M Rawle and C Skinner

IN ATTENDANCE: Somerset West and Taunton Councillor A Trollope-Bellew. C Morrison-Jones (Parish Clerk)
David Mansfield (SCC unitary election candidate)

PARISH FORUM:

- No public present

REPORT FROM SCC WARD CLLR C LAWRENCE:

Cllr Lawrence sent her apologies for being unable to attend but had provided a written report to the council

REPORT FROM SWT WARD CLLR A TROLLOPE-BELLEW:

Cllr Trollope-Bellew reported on current matters of interest

1. APOLOGIES FOR ABSENCE

Apologies received from SCC Cllr C Lawrence

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None

3. MINUTES OF THE MEETINGS HELD ON 10 NOVEMBER, 4 DECEMBER and 17 DECEMBER 2021 & MATTERS ARISING

Councillors resolved to approve the minutes of the above meetings as a true record, and they were signed by the Chairman

4. CHAIRMAN'S REPORT

The Chairman reminded Councillors that Parish Council decisions needed to be considered in the correct manner, as outlined in the Standing Orders and associated policies, in order for any resolutions achieved to be legally robust.

The Chairman also reminded Councillors that Parish Council business should be carried out in a transparent and open manner with all Councillors and the Clerk being included in internal communications. However, it is not necessary to involve District and County Councillors in everyday parish matters – they are busy people and their valuable time is best utilised with matters of concern where they can have a direct influence.

It was agreed that if urgent items that potentially fell within the District or Ward Councillors remits (for example Highways concerns) arose between meetings, Councillors would discuss with the Chair if District or County Councillor involvement would be beneficial.

5. REPORTS FROM COUNCILLORS

5.1. Environment – Chris Skinner

- A pile of motorcycle tyres were fly tipped at the top of Halsway hill. It has now been cleared
- Engine oil was disposed of in a dustbin at Quantockside and subsequently leaked. SWT are sending someone later this week to assess the situation (new bin & concrete block maybe required)

5.2. Police Liaison & Neighbourhood Watch – Andrew Harrison

- No significant issues since November meeting
- Continue to get alerts from Avon & Somerset police, mainly regarding scams and fraud

5.3. Rights of Way – Chris Warren

- Nothing to report

5.4. Roads – Julian Anderson

- Church Lane Leaks: two problems are:
 - i. Need to repair hole in the tarmac in front of “The Old Court” (corner with Gatchells) which has sprung a leak through the temporary repair
 - ii. Install a “French drain” at the junction of Church and Trendle Lanes to stop the water bubbling up. A telephone conversation with Highways advised that repair would now take place sometime in April/May.
- Overgrown Hedges on the A358: There are two long standing problems
 - i. At Merways Knapp overgrowth forces traffic out into the centre of the lane
 - ii. Between Dashwoods and Church Lanes overgrowth reduces sightlines for traffic exiting Church Lane. Although assured that this should be done before the end of February, nothing has yet been done.
- Dangerous Path (Church to Chilcombe along the A358): Highways had advised that a plough will clear the asphalt path before the end of February. No action yet.
- Chilcombe Lane: There are several yellow markings on the tarmac along the lane between the A358 and Stables. Hopefully these markings indicate that something will soon be done to improve both drainage and the surface.
- Verges on the A358: Wessex Water have promised to tidy up and re-seed the grass the verges where it laid new pipes on both sides of the trunk road late March.
- SWR Vellow Lane: Strong winds opened up a dangerous gap in the hedgerow next to the railway bridge on this lane. SWR are to be congratulated for the speed with which they reacted to our request for repair.
- Fallen Tree Culverhayes Lane: Strong winds also blew down a large section of a tree which blocked the lane completely. A team led by Chairman Warren and consisting of Cllrs Rawle and Anderson and Mrs Rawle, cut the large section into transportable bits and opened the road in quick time. On February 22nd Chairman Warren reported the possibility of further falls from the same tree to the owner of the field in which the tree sits, who promised to inspect and remove any danger.
- Village Speed Limit: Highways have advised that the key factors that need to be considered when reviewing a speed limit are: history of collisions, road geometry and engineering, road function, compositions of road users, existing traffic speeds and road environment.
- Natural Flood Management: Previously reported that Quantock Eco was involved with the Two Valleys project (WWT, DEFRA and the EA), the National Trust, Natural England, the AONB, FWAG and Friends of Quantock in helping to spread the use of NFM. This included a project to slow the flow of water down the Bicknoller Combe and create a bit more tree cover to help reduce run-off. The benefit for Bicknoller village would be that flooding in Dashwoods Lane would be reduced/eliminated. All the necessary permissions have now been received to carry out a modified project which involves only the erection of four woody dams. They will be erected on the 23rd and 24th of this month by FWAG. Their maintenance will be a joint effort National Trust, AONB, and Bicknoller walker residents (who will be invited to raise any likely concerns, e.g. the build up of debris).

Councillors agreed that JA forward the list of outstanding Highways issues to Highways and SCC Cllr Lawrence to highlight the works still required.

Councillors decided that, given the inability to fulfil the advised criteria regarding requesting a review of the speed limit in the village that this matter would be taken no further.

SWT Cllr ATB left the meeting at this point

5.5. Community Resilience – Mike Andersen

- Defibrillator;
 - i. The necessary checks have been carried out at the prescribed intervals, the Ambulance trust informed as required and details passed onto clerk for the PC records
 - ii. An annual awareness session is available from 1st April. Is there any preferred date for MA to organise? If no feedback MA will aim to book for a Wednesday eve in May after the elections
- Community emergency plan:
 - i. The project to update the Community Emergency Plan is nearing completion.
 - ii. The Plan will comprise of 4 parts; The Plan itself, appendix 1, appendix 2 and appendix 3. The Plan will be flexible enough that anyone can utilise the plan in an emergency. When complete the Plan complete with the emergency contact details contained in appendix 1 will be held in an accessible public area to allow for easy instant access by anyone in case of an emergency (Appendices 2 and 3 will be suitably safeguarded in respect to GDPR and privacy requirements).
 - iii. To ensure the success of the Plan, volunteers are required. The positions needed to be filled are one Coordinator, two Deputy Coordinators and one Flood Warden. Please could anyone interested in volunteering for these roles contact MA for further information.

- iv. Additionally, it is hoped to compile a list, appendix 2, of equipment and vehicles in the village that could be called upon in case of an emergency. Again, if any parishioners wish to volunteer for their equipment to be listed, please contact MA.
- v. Appendix 3 to the Plan will be a list of properties that would wish to be contacted in event of an official flood warning being issued. Compiling and monitoring of this register would be the responsibility of the Flood Warden.

- 5.6. Bicknoller Volunteer Group – Stuart Dowding
 - Not an awful lot done. Tidying up done after storms
 - Volunteer group holds an embryo version of the appendix 2 detailed by MA in his report above
- 5.7. Quantock Hills & Farming – Mike Rawle
 - Shared info re dams on Combe news as noted by JA in his earlier report
 - Preventative ditching to stop parking on the grass verge on east side of road has been started

6. PLANNING

6.1. To consider BPC response to:

Application 3/01/22/003, 14 Dashwoods Lane, Bicknoller

An informal site visit had been held on Saturday 5th March

Councillors considered the details of the application and then resolved to no objections to this application.

6.2. Applications received by Somerset West & Taunton Council and responded to under delegated powers:

- i) Application 3/01/22/002, Chilcombe Stables, 30A-A Trendle Lane, Bicknoller
No objections to this application
- ii) Application Number: 3/01/22/001, 8 Combe Close, Bicknoller
No objections to this application
- iii) Application 3/01/21/011, Rainbows, Paradise Lane, Bicknoller
No objections to this application
- iv) Application 3/01/21/010, Endecoombe, 1 Coombe Close Bicknoller
No objections to this application
- v) Application 3/01/21/009, Lower Chilcombe Cottage, Trendle Lane
No objections to this application

6.3. To note the following decisions of Somerset West & Taunton Council:

- i) Application 3/01/21/007, Deesway, 21 Church Lane, Bicknoller.
Granted 16.12.21
- ii) Application ABD/01/21/001, Newton Farm, Newton Lane, Bicknoller:
Prior Approval required and given subject to conditions 5.1.2022
- iii) Application 3/01/21/008, The Office, Middle Halsway, Halsway Lane.
Granted 20.1.22
- iv) Application 3/01/21/010, Embercombe House, 1 Combe Close, Bicknoller
Granted 26.1.22
- v) Application 3/01/21/011, Rainbows, Paradise Lane, Bicknoller.
Granted 28.1.22
- vi) Application WK/47788, trading license for layby along the A358 near Bicknoller.
Refused 14.1.2022

6.4. Appeals:

- i) Application 3/01/21/005, Chilcombe House, Trendle Lane, Bicknoller
The clerk reported that she had lodged the BPC response to PIN's reiterating the reasons for the Parish Council's opposition to this application and subsequent appeal
- ii) Application 3/01/21/003, Newton Farm, Newton Lane, Bicknoller
No additional PC response sent to PINs

6.5. General Planning Update

None

6.6. To consider the Parish Council's processes when considering planning applications

The clerk had previously drawn up and circulated to councillors a flow chart to demonstrate the possible routes that the PC could adopt to resolve planning applications submitted for consideration.

The clerk talked councillors through the flow chart in an attempt to clarify a future policy direction and as a result Councillors resolved that every application received by the Parish Council should trigger a formal

Parish Council site meeting to consider the Parish Council's formal response. The clerk was requested to draw up draft amendments to the Standing Orders to reflect this decision for Councillors to consider for adoption at the May meeting,

7. FINANCE

7.1. Budget & Actual, Cashflow 2021-2022 and Bank Reconciliation

Councillors resolved to approve the bank reconciliation, dated 21.2.22, of £10,300.81

7.2. To note the following income has been received:

It was resolved to note that no income had been received

7.3. To note the issuing of the following Direct Debit & Cheques:

It was resolved to note the issuing of the following cheques

Chq 270	Bicknoller Village Hall (Invoice No. 722) Room Bookings	£32.00
Chq 271	IDVerde UK (bin collection renewal)	£243.36
Chq 272	Bicknoller Village Hall (Invoice No. 732) Room Bookings	£23.00
Chq 273 & 274	Clerks salary (Nov & Dec 2021), tax, expenses / reimbursements	£363.35
Chq 275	Bicknoller Village Hall (Invoice No. 733) Room Bookings	£23.00

7.4. To authorise the issuing of the following Cheques:

It was resolved to authorise the issuing of the following cheques

Chq 276	Bicknoller Village Hall. Room booking	£23.00
Chqs 277 & 278	Clerks salary (Jan & Feb 2022), tax and expenses/reimbursements	£469.37

7.5 To consider grant request from Bicklifts

The Parish Council had received an 'in principle' grant request of £100 from Bicklifts to enable the development of a new software programme for Community Transport Project for Bicknoller, Sampford Brett and West Quantoxhead. When cost of new software is established, total cost will be reported back to council.

Councillors resolved to agree in principle the grant of £100

7.6 Review Asset Register

The list of assets, which had been circulated to all Councillors prior to the meeting, was reviewed and it was resolved that assets listed were correct for the purposes of the audit. Councillors agreed to defer to the May meeting confirmation of insurance values of assets for insurance purposes.

7.7 Review Internal Controls

The ten key control tests, which had been circulated to all Councillors prior to the meeting, was reviewed and it was resolved that it was fit for purpose.

7.8 Review Risk Assessment

The risk assessment document, which had been circulated to all Councillors prior to the meeting, was reviewed and it was resolved that it was fit for purpose.

7.9 Appointment of Internal Auditor

The clerk reported that she had been in contact with Mrs Caroline Martin who has previously carried out the Internal Audit for Bicknoller PC and Mrs Martin has confirmed that she is willing to carry out the internal audit for 2021/22.

Councillors resolved to appoint Mrs Martin as the PCs internal auditor for 2021/22

8. PARISH COUNCIL IT ARRANGEMENTS

Councillors resolved to defer this item to the May PC meeting

9. TO CONSIDER PC COMMUNICATIONS AND THE ADOPTION OF A COMMUNICATION POLICY

Councillors resolved to defer to the May PC meeting

10. TO CONSIDER THE ADOPTION OF FURTHER NOTICEBOARDS

Councillors resolved this decision is not necessary now as the situation has been resolved

11. BICKNOLLER VILLAGE HALL: To consider the committee's wish to reduce reserves

The PC (in its role as Village Hall trustee) has received a request from the VH to allow it to reduce its reserves from £10,000 to £4,000, subject to the consent of the trustees
Councillors resolved to support the Village Hall Committee's request

12. REQUEST FOR PERMISSION TO INSTALL EQUIPMENT AT WOOLSTON MOOR FOR SUPERFAST BROADBAND

Chris Skinner updated the meeting: at the moment the proposal document only appear to extend as far as the holiday let on the moor, not all the way to Woolston as suggested by Airband. Additionally, the details given by Airband don't clarify, if the infrastructure was to be taken on by an alternate company, that the wooden poles possibly could be exchanged for another, potentially more impactful structure, in the future. Councillors asked CS to raise these issues with Airband

13. CONSIDER PROPOSAL FOR A VILLAGE SIGN

Councillors resolved to defer to the May PC meeting

14. CELEBRATIONS FOR THE QUEEN'S PLATINUM JUBILEE – JUNE 2ND-5TH 2022

i. The PC has received a formal grant request from the organiser of the village Jubilee celebrations. This request covers the cost of providing commemorative mugs to children under the age of 16 in the parish, a harpist to play at the village tea party and a contribution towards the cost of refreshments at the village tea party.

Councillors resolved to grant £286 towards the activities detailed in the grant request

ii. JA read out a letter to be sent to the Queen by the Jubilee Committee to be signed by the Parish Council Chairman on behalf of parish.

15. BICKWATCH COMMUNITY TRANSPORT

This was deferred to the May meeting

16. PARISH COUNCIL ELECTIONS

The Parish Council and County elections are to be held on 5th May 2022.

The clerk reported that she has been sent Parish Council Nomination forms. There are 7 Parish Council seats available in Bicknoller and anyone wishing to stand for election to the Parish Council is invited to obtain a form from The Parish Clerk or Somerset West and Taunton's Returning Officer. Posters will be placed on the noticeboards from 18th March for those who require more information.

Completed nomination forms must be delivered to Somerset West and Taunton Council no earlier than 22nd March 2022 and no later than 5th April 2022

17. ANNUAL PARISH MEETING

The PC has currently 2 potential dates reserved for the Annual Parish Meeting April 6th or May 18th. Councillors resolved to hold the APM for 2022 on April 6th similar format to previous meetings. Wine and refreshments to be arranged by Chairman

18. ITEMS OF REPORT AND MATTERS FOR THE NEXT MEETING

None

19. DATE OF NEXT MEETING

11th May 2022

There being no further business, the meeting closed at 21.30