

Minutes of the Ordinary Cutcombe Parish Council Meeting held at 7.30pm on Tuesday 27th September 2022 at the Moorland Hall

Present: Councillors Jon Levenson (Chair), Vivian White (Vice Chair), Eric Norman, Claire Rooke, John Davis, Roger Foxwell, Sarah Cook

In attendance: Liz Stitt – Clerk, Steven Pugsley (District)

Also Present: Two members of the public Sandy Wood and Sally Parish

Item	Minutes	Action
	<p>Public Question Time. Sandy Wood gave the Councillors some background on an issue he is having regarding item 6 on the agenda. In his garden are two large poles with a transformer on it. When they moved into the house, they were told that Western Power would remove it. Nine years later it has still not been removed. Cllr Levenson asked Sandy to try and find any evidence that he may have in writing from when he bought the house to say that it would be removed. Cllr Levenson also asked Sandy to try contacting the estate agents in case they have anything in writing about removing the transformer upon the sale of the house. [Sandy Wood left the meeting]</p> <p>Sally Parish came to give the Councillors some background regarding item 9ii on the agenda. She explained that since school started again in September a lot of families were told their children would have to get the Exford bus opposite the garage rather than their usual bus from Dulverton at the bus stop. There were concerns regarding the safety of this. There have also been reports of overcrowding on the bus and of children sharing seatbelts. Sally has contacted Emily Pepperell, the Senior Transport Officer regarding all her concerns and she was told that they are waiting for a risk assessment to be made. All the schools are also aware of the situation. Cllr Foxwell said he will bring it up at the pilot scheme meeting on the 14th of October. The Clerk has forwarded the concerns to Cllr Nicholson who said she will also look into it. Cllr Levenson asked Sally to send the clerk her bullet points highlighting what has gone on so far then this can be escalated. [Sally Parish left the meeting]</p>	
22/70	<p>Apologies for absence. Apologies and reasons were accepted from Cllr Nicholson (County). It was noted that Cllr Pugsley may or may not be able to attend due to conflicting meetings.</p>	
22/71	<p>Declarations of Interest. Cllr Norman for agenda item 13ii.</p>	
22/72	<p>Minutes of previous meeting 2022 and report on actions. The minutes of the previous meeting of 8th of August were approved and there were no actions to report.</p>	
22/73	<p>To Report on actions from the minutes of the 19th of July:</p> <ul style="list-style-type: none"> i) Update regarding the bus shelter The Clerk updated the council that the company who are willing to repair the bus shelter have increased their fees by 10% due to price increases in the building trade. A motion was carried to still go ahead with the work. ii) Update on the 20mph Speed Restriction The Clerk updated the council that they are waiting for the traffic regulation order to be advertised, once this has been done and no objections are received Kate Brown can submit the works order to their contractors. They are hoping to carry out the works by the end of the financial year. iii) Update on ideas of what to bid on for the highway's revenue and capital budget for environmental issues. Cllr Foxwell said that it 	

	<p>wasn't clear as to what we were allowed to bid for. He is going to raise this query on the forum to get some ideas as to what other parishes have bid for.</p> <p>iv) Update on the Industrial Units. Cllr Levenson wrote to the council and circulated their reply. At the present time the tenants are happy as they have renewed their contracts. Cllr Levenson will speak to the tenants to see how they are feeling about things.</p> <p>v) Update on Councillor Training Since the last meeting Cllr Pugsley contacted Amy Tregellas regarding training that she was intending to do for Exmoor parishes. We are still waiting to hear further information regarding this from Amy. The Clerk also got a quote for some in-house training which could be supplied by S.A.L.C. This would cost roughly £400. There was a discussion regarding asking other local parish councils to share the training and split the cost. The Clerk is going to contact Timberscombe, Exford, Brompton Regis and Winsford Parish Council to see if they would be interested in this.</p>	<p>Cllr Levenson</p> <p>Clerk</p>
22/74	<p>To discuss a request from Cllr Norman for consideration of the council writing a letter with regards to helping a parishioner with a dispute. After hearing Sandy Wood's background regarding the dispute, it was proposed and agreed that once Sandy has checked to see if he can find any written evidence regarding the removal of the transformer, the council would write a letter to Western Power with any evidence.</p>	
22/75	<p>To discuss the option of audio recording all future meetings of the council. A discussion took place regarding the option of audio recording the meetings in the future mainly to help the clerk with recording the minutes but also possibly to be able to make available for all parishioners to listen to via a link on the new website. The Clerk explained what the council would need to do with regards to announcing the recording of meetings before all meetings took place and also that signs would need to be put up to advertise that the meeting was being recorded. Cllr Levenson had looked up the cost of recording equipment which would cost roughly £150. All Councillors were in favour of doing it going forward and agreed to try it. Cllr Foxwell suggested the clerk speak to Mike Ellicott as their council currently do it.</p>	Clerk
22/76	<p>To discuss the option to opt out of the SAA central external auditor appointment arrangements. The clerk circulated information to the Councillors regarding this before the meeting. It was agreed for the clerk to find out if we stayed opted in how much the audit would cost the council. Once this information has been received the Councillors can decide whether to stay opted in or out.</p>	Clerk
22/77	<p>Highways & Transport:</p> <p>i) Update from Cllr Foxwell regarding Highways and Transport matters Cllr Foxwell updated the Councillors regarding the temporary traffic lights/landslide area. The contractor has come up with three different options for repairing the road, but the worrying thing is there is going to be a road closure of an extended period of time. Cllr Foxwell is hoping that the council will have a say on what happens with the landslide under the highways pilot scheme. There were concerns that any road closure signs needed to be clearer as to where exactly the road is shut. Cllr Foxwell said he has spoken to a lead member of the highways about problems with the road closure signs. Cllr Foxwell also highlighted that he has raised issues about how things are reported in the village with regards to road markings etc. and doesn't agree with how things are currently done. Cllr Levenson asked Cllr Foxwell to carry on with the good</p>	

	<p>work that he is doing with regards to the highways issues and the council will help out where they can.</p> <p>ii) To discuss the school bus concerns of parishioners After hearing the concerns regarding the school buses it was agreed that the council would help to escalate the concerns to try and come to a solution.</p>	
22/78	Update from Moorland Hall & Recreation Ground. Cllr Foxwell advised the Councillors that there was a meeting tomorrow night (28 th September) for anyone who is interested in the future of the playing field and sports pavilion.	
22/79	<p>Sub-group and Committee Updates:</p> <p>i) Finance and Risk Working Group There has been no meetings as the clerk is still trying to gain access to all the bank accounts online. A motion was put forward and agreed for Cllr White and Cllr Norman to be online signatories once it is all set up.</p> <p>ii) Snowdrop Valley Committee Cllr Norman updated that a committee meeting has taken place and it is looking positive to go ahead with the current season. They are looking to run it with just volunteers with no buses and just private hire cars to take people down to the area. Cllr Norman is going to speak to Exmoor Farmers to see if they are happy to go ahead. Cllr Norman put forward that the committee are willing to pay 50% towards the new website from the Snowdrop valley funds.</p> <p>iii) Health & Safety Committee The H&S committee had a meeting to discuss their terms of reference and highlighted which areas in the parish needed risk assessments which were the bus shelter, public toilets, Tessera unit and the war memorial and surrounding area. Cllr Davis highlighted the food waste that is being chucked onto the paying fields and asked where this is coming from. This was forwarded to Cllr Foxwell to investigate as it is happening on the playing fields.</p> <p>iv) New Website Subgroup Cllr Levenson talked through three quotes that were obtained for the new website which were:</p> <ul style="list-style-type: none"> - MiHi £1,750 + VAT - Function 28 £750 + VAT - RST Developments £1,695 + VAT <p>All three companies are based in Somerset or Devon. Cllr Levenson gave views on which company would be best to use going forward and recommended using MiHi as they have experience with the requirements of Parish Council websites and tourism websites. It was resolved to go ahead with the quote from MiHi. It was discussed about the Snowdrop Valley Committee paying for half of the quote using their funds. Cllr Foxwell believed that the payment should come out of the council funds only. Cllr Norman said that the Snowdrop Valley Committee were more than happy to put towards the website. It was proposed and agreed for half of the quote to be put over from the Snowdrop Valley account into the Parish Council Account towards the amount and then the Parish Council will pay the bill overall.[Cllr Davis left the meeting] Cllr Foxwell brought up a section on the Snowdrop Valley committee meeting which was regarding some storage behind the toilets. Cllr Foxwell believed this should have not been discussed in the committee meeting as it was a council matter. Cllr Levenson and Cllr Norman said that it was only brought up for members to think about for the future so that the Snowdrop Valley equipment could be factored</p>	

	into it. Cllr Levenson said that it will be added onto the agenda to the next Parish Council meeting to be discussed.[Cllr Davis re-joined the meeting]	
22/80	To consider any Planning Matters There were no planning matters [Cllr Pugsley joined the meeting]	
22/81	<p>Finance:</p> <p>i) To approve an updated quote for the bus shelter As discussed in agenda item 4i it was resolved to go ahead with the new quote for the bus shelter which was £4,175.16</p> <p>ii) To approve the schedule of payments and note receipts The schedule of payments was approved and it was resolved to agree the payments.</p>	
22/82	<p>Correspondence and Meetings.</p> <p>i) Clerk's report on correspondence and meetings</p> <ul style="list-style-type: none"> - There was correspondence querying the public toilet opening times and costs of using them. It was highlighted that this information is not publicised anywhere, and it was agreed to include this information on the new website. - The Clerk reported that a letter of condolence had been sent to the King. - There was correspondence regarding the food waste that was being thrown onto the playing field. This was discussed earlier in the meeting. - In Cllr Nicholson's absence she asked the Clerk to remind Councillors of the LCN Consultation coming up and also the Parish Conference on the 4th of October. - There was correspondence regarding the diversion of a footpath in Cutcombe which was circulated to Councillors for comment. It was agreed that the council had no objection to this diversion. <p>ii) Councillors' report on correspondence and meetings There was nothing to report.</p>	
22/83	<p>To receive reports from District & County Councillors. (N.B this was moved down the agenda due to Cllr Pugsley having conflicting meetings and arriving later) Cllr Pugsley reported that he had contacted Amy Tregellas regarding the training but had not heard anything back yet and that Cllr Nicholson is going to raise the bus issues further. Cllr Pugsley and Cllr Nicholson are trying to set up a meeting regarding the LCN to discuss the appropriate boundaries going forward, they will make sure that councils are notified. Cllr Pugsley said that they will be sending out a strong message about the issues with road signs. Cllr Pugsley reported on the ongoing issue of the landslide and concerns were discussed regarding the road being closed for a long period. Finally, Cllr Pugsley reported that he had spoken to Bill Revans (Leader of Somerset County Council) regarding the Industrial Units who understood the issues and would make sure nothing drastic would happen.</p>	
22/84	Items for next meeting 18th October. To discuss the possibility of a new storage shed on the side of the Tessera unit.	

There being no other business, the meeting closed at 9.20 pm.

Signed:

Dated:

Appendix - Payments and Receipts

Payments		
Rest and Be Thankful (Public Toilets Cleaning Services) £240.00	Somerset Association of Local Councils (Affiliation Fee) £122.70	Valda Energy (Public Toilets) £25.56
Greenslades (August Grass Cutting) £199.20	Greenslades (July Grass Cutting)	Elizabeth Stitt (Clerk Pay & Expenses) £299.35
HMRC (Tax) £91.60		
Receipts		
Toilet donations £72.00	Precept 22/23 P2 £5,600	Bank Interest (June, July, August) £10.25