

MINUTES OF THE PARISH MEETING HELD ON MONDAY 18TH MAY 2020

HELD VIRTUALLY VIA ZOOM AT 6.30pm

Page 1057

Public Forum

- A) No members of the public were in attendance of the meeting.
- B) Cllr Linda Vijeh was in attendance of the meeting. Please see the attached report (**Appendix 1**) written by Cllr Linda Vijeh for SCC/SSDC Councillor Monthly Report.
- 3122 PRESENT** Cllrs David Johnson – Vice-Chair, Ray Buckler, Julie Layzell, Ann Richards, Ray Buckler, Richard Clifford and Ann Winter.
- 3123 APOLOGIES** Cllr Philippa Woodman.
- 3124 DECLARATIONS OF INTEREST** None.
- 3125 ELECTION OF CHAIR** Cllr Ann Winter was appointed Chairperson after nominated by fellow councillors. All councillors unanimously voted approval.
- 3126 SIGN DECLARATION OF ACCEPTANCE OF OFFICE** As a result of COVID-19 and the meeting being held virtually, forms were emailed to Cllr Winter for completion.
- 3127 ELECTION OF VICE CHAIR** Cllr David Johnson was appointed Vice-Chair after nominated by fellow councillors. All councillors unanimously voted approval.
- 3128 SIGN DECLARATION OF ACCEPTANCE OF OFFICE** As a result of COVID-19 and the meeting being held virtually, forms were emailed to Cllr Johnson for completion.
- 3129 TO APPROVE THE MINUTES OF THE LAST MEETING** Minutes of the meeting held in March having previously been circulated were approved as a true record and correct record of the meeting, subject to the amendment above. Cllrs approved, seconded, and unanimously agreed.
- 3130 CHAIRMAN’S ANNOUNCEMENTS** None.
- 3131 CO-OPTION OF NEW COUNCILLOR(S)** SSDC confirmed that no requests were received for election were received. 1 member of the public stood for co-option. Barry Mosely was elected as the new parish councillor.
- 3132 CO-OPTION – REGISTER OF NEW INTEREST AND ACCEPTANCE OF OFFICE FORMS**
The forms were emailed to Cllr Mosely after the meeting and clerk requested these were completed as soon as possible.
- 3133 TO APPOINT REPRESENTATIVES FOR THE UNDERMENTIONED**
- A) Village Hall – Cllr Ann Winter
 - B) Playing Field – Cllr Ray Buckler
 - C) Footpath Working Party – Cllr Richard Clifford
 - D) Area West – Cllr Julie Layzell
 - E) Police Liaison Officer – Cllr Ann Richards
 - F) Horton Charities – Cllr Ann Winter

3134 PLAYING FIELD UPDATE

- 1) BI-MONTHLY UPDATE - Please refer to **Appendix 2** for an update on the playing field project.
- 2) CLOSURE OF PLAYING FIELD – COVID-19 - Please refer to **Appendix 2** for an update on the playing field project.
- 3) PLAYING FIELD MAINTAINANCE CONTRACT - Please refer to **Appendix 2** for an update on the playing field project.

3135 PLANNING APPLICATIONS

- A) 20/00791/S73 – LAND AT RIVERSIDE, HORTON – APPLICATION TO VARY CONDITION 02 OF 18/01189/FUL – CONFIRMATION OF COMMENTS SENT TO SSDC

'The application includes proposed revisions to units 1 and 2 from single storey to 1.5 storey and changes to windows, doors and roof lights across other units. Some drawings were initially missing from the website but have since been uploaded. The parish council does not request an extension to the consultation period of 1 May 2020 as a result of this.

The parish council notes that the proposed changes to units 1 and 2 include integral garages and an increase in ridge height of approx. 0.5m to accommodate a bedroom and en suite in the roof spaces, to maintain the same number of bedrooms as the approved application. Rooflights are included for the first floor rooms. Other notable changes to the application include additional windows as a result of dividing previously open plan spaces into rooms (such as the Goose Lane unit and units 1 and 2), additional French doors to other units and larger roof lights. With the removal of feature lintels and sill details, the units will be more stripped down in design.

Whilst the increase in ridge height of units 1 and 2 could result in them being more dominant in relation to the bungalows on the opposite side of the road on Riverside, the units are set back by the length of a car and therefore the increase would probably not make a significant difference. There may be some additional overlooking / privacy issues as a result of the increased number of windows, French doors and roof lights particularly with existing properties and those in close proximity to each other.

Overall the parish council does not object to the proposed changes.'

- B) 20/01190/HOU – 5 ORCHARD MEAD, HORTON – DEMOLITION OF AN EXISTING CONSERVATORY AND THE ERECTION OF A SINGLE STOREY KITCHEN AND GARDEN ROOM EXTENSION.

The application was considered in the meeting. The Council voted to support the application.

3136 SSDC DECISIONS

- A) 19/00589/HOU – 3 Orchard Mead, Horton – Approved subject to conditions – Noted.

3137 PUBLIC FOOTPATH MAINTAINANCE A member of the public contacted the clerk enquiring who was responsible for footpath maintenance. A discussion was held during the meeting and it was not known who is responsible. Clerk to make enquiries with Somerset County Council if the Council is contacted again.

3138 CONFIRMATION OF HALL HIRE/LOCATION FOR PARISH COUNCIL MEETINGS UNTIL MAY 2021 All bi-monthly meetings up until June 2021 to be held at St Peter's Church Hall and extra meetings to be held at Broadway Hill Methodist Church. Clerk to raise payment and book St Peters Church for the bi-monthly meetings once NALC has advised face-to-face meeting can resume.

3139 PARISH COUNCIL REGULATIONS AND POLICIES

1. CODE OF CONDUCT - The Council unanimously voted to approve the policy.
2. FINANCIAL REGULATIONS - The Council unanimously voted to approve the policy.
3. INFORMATION & DATA PROTECTION POLICY - The Council unanimously voted to approve the policy.
4. PUBLICATION SCHEME - The Council unanimously voted to approve the policy.
5. SCHEME OF DELEGATION - The Council unanimously voted to approve the policy.
6. STANDING ORDERS - The Council unanimously voted to approve the policy.
7. TRANSPARENCY CODE - The Council unanimously voted to approve the policy.
8. VIRTUAL MEETING PROTOCOL - The Council unanimously voted to approve the policy.

3139 FINANCE

- A. Update – Extension of time for completion of AGAR 2019/20 to the 30th September 2020. AGAR 2019/20 to be listed on July's parish council meeting agenda – Noted.
- B. Internal Audit Arrangements for Year-End 2019/20 - It was unanimously agreed to use David Ireland to undertake an internal audit.
- C. To Approve Financial Statement - Financial statements and accounts were circulated and were duly approved as being a true record of the financial state of this council.
- D. Monies Received – CIL Payments – Noted. Clerk to move monies to the reserve account.
- E. Proposal – To approve payment of the following cheques:
 1. M F Salmon – Grass cutting – Invoice was not received in time.
 2. Renewal of Insurance policy - Cheque No. 000759 - £399.83 – Unanimously Approved.
 3. Vision ICT – Website – Not approved. Clerk to request a revised invoice for a pro-rata amount owed as the original invoice requests payment for 12 months and the new website is due to go live imminently.
 4. C Duff – Wages and Expenses - Cheque No. 000758 - £552.69 – Unanimously Approved.

3140 CLERKS REPORT AND CORRESPONDENCE

- **Email from SSDC:**

'COVID 19 and the SSDC Planning Function

In response to the health emergency, the Government has urged Local Authorities to maintain their planning functions as much as possible. This has required a huge effort from the team over the last 10 days to adapt to even newer ways of working.

We have set up a webpage <https://www.southsomerset.gov.uk/services/planning/planning-faqs/> which will try and answer some of the frequently asked questions about the planning function during this time, and set out some of the necessary changes we are making to processes. Further updates and briefings will appear there over the coming weeks.'

- Email from Somerset County Council proving useful contact details:

Councillor Mandy Chilcott	 Councillor Mandy Chilcott E - mjchilcott@somerset.gov.uk	07969 794244
Councillor Christine Lawrence	E - cmlawrence@somerset.gov.uk	01643 707889 07500 606800
Report Pothole/Road Defects	https://www.somerset.gov.uk/roads-and-transport/report-a-pothole-or-road-defect/	0300 123 2224
Report Risk to Adult	adults@somerset.gov.uk	0300 123 2224 Emergency 999
Report Risk to Child	childrens@somerset.gov.uk	0300 123 2224 Emergency 999
Refuse Collection etc	Enquiries@somerstwaste.gov.uk https://www.somersetwaste.gov.uk/	00823 625 700
Interested in Fostering or Adoption	Fosteringinsomerset.org.uk	0800 587 9900
Road Works/diversions etc	Travelsomerset.co.uk One.network	
Talking Café Multi Agency Drop ins for help & advice Beach Hotel Mondays 10am –1 pm	Somersetagents.org/talking-cafes/ E – info@somerstrcc.org.uk	01823 331 222

3141 ANY OTHER MATTERS RAISED WITH THE PERMISSION OF THE CHAIRMAN

3142 DATE OF NEXT MEETING: 18th May 2020 at 6.30 pm

APPENDIX 1 - ILMINSTER DIVISION COUNTY/DISTRICT COUNCILLOR REPORT – MARCH 2020

Given the unusual circumstances in which we now find ourselves, due to the Coronavirus, there have naturally been significant challenges faced by both national and local government, necessitating a number of measures being put into place.

Both SCC and SSDC have held emergency full council meetings this month and now have dedicated teams in place to ensure that where possible normal services can be maintained.

Although there has been some criticism at times, we are facing an unprecedented situation and overall the feedback and comments I have received from constituents has been really positive, with everyone working collectively for the common good in keeping us all safe and well, with access to essential services. Of particular note has been the swift action of local communities and parishes to step up to the mark, with a number of support groups, which I have joined, now well established to deliver shopping, collect prescriptions etc.

Over 900 SCC employees, a third of the total workforce, have volunteered for redeployment to other more essential roles in the current crisis. Under the circumstances, whilst progress is desirable for other ongoing local authority projects, control of Coronavirus is the top priority.

Both SCC and SSDC have been prompt in responding to enquiries, and both have set up dedicated sites to keep residents informed, which are updated several times a day.

Normal scheduled meetings are due to resume shortly, being conducted with the aid of such technology as Zoom and Teams which, where permitted, will enable public participation.

<https://www.somerset.gov.uk/coronavirus/>

<https://www.southsomerset.gov.uk/news/2020/3/coronavirus-covid-19-how-we-are-supporting-our-communities-and-the-most-vulnerable/>

FUTURE OF LOCAL GOVERNMENT

There have been some changes to SSDC's Senior Leadership Team in response to renewed focus and priorities. The changes are envisaged to be interim for the next 12 months.

A new Council Plan has been agreed, along with the other Somerset district councils. SSDC's CEO, Alex Parmley, is leading on this project with the support of a Programme Team, including others from across the four councils, to deliver increased efficiency and improvements in quality of life for residents and communities by completing Transformation, and to finalise, agree and deliver the proposed Digital Strategy.

Martin Woods is now Director of Place, responsible for delivery of SSDC programmes including:

- Chard Regeneration Programme
- Accelerating Housing Delivery and the Affordable Housing Programme
- Children in Poverty and Struggling Families Project
- Community Transport
- Economic Development Programme

Netta Meadows is now Director of Service Delivery, continuing to lead Transformation.

Clare Pestell continues as Director of Commercial Services, leading on developing options and plans for a shared approach to commercialisation and investment, and remains the lead officer for the Environment Strategy and Climate Change.

An interim Director of Strategy and Support Services will be recruited internally.

DATA PROTECTION – INFORMATION COMMISSIONER'S OFFICE

Whilst preventing the spread of the COVID-19 virus is the priority, there is recognition of the importance of organisations being able to work together to respond to the pandemic. Data Protection Officers have a key role to play where there is a need for public bodies and health practitioners to communicate directly with people when dealing with this health emergency.

There is continued support for those working in information rights across all organisations, acknowledging that working from home can bring practical challenges. The helpline (0303 123 1113) remains open, and the ICO website provides information on topics like cyber security for remote working, data protection impact assessments and handling subject access requests.

PUBLIC HEALTH UPDATE

As of 28th March, Somerset recorded its first three deaths to COVID-19. All cases had underlying health conditions and were at Taunton and Somerset NHS Trust.

AVON & SOMERSET POLICE

A weekly update is being provided by Chief Inspector Sharon Baker, to ensure that everyone is kept well informed. Staffing – the police are seeking to bolster resilience, including bringing colleagues back from secondment to ensure continuity in the running of core policing functions.

New Policing Powers – the public are asked NOT to report people congregating and/or ignoring social distancing rules. Officers are patrolling the streets as normal and will make clear the importance of enforcing the new measures, dispersing groups of more than two people.

At this stage, people should NOT report non-essential businesses trading. They have been told to close and the police will work with local authorities to make sure this is respected. Those that continue to flout restrictions could face prohibition notices, fines and potentially lose their license.

Do NOT contact the police on 101 to report instances of people and businesses ignoring the new restrictions imposed by Government; focus will be on engaging, explaining and encouraging compliance, before moving to enforcement.

It is important to remember that the purpose of these new powers is to save lives by protecting the public and the NHS.

Regulations provide powers to officers and PCSOs to:

- require the closure of premises and businesses
- restrict movement and gatherings

If someone is outside the place where they are living without reasonable excuse, the police can:

- direct that person to return to the place where they are living
- give the person concerned any reasonable instructions considered to be necessary
- use reasonable force to remove the person to the place where they are living
- instruct gatherings of people to disperse and direct or remove them from that gathering

Where someone over 18 is believed to have committed an offence they may be issued with a fixed penalty notice for £60. The regulations include powers to direct those with parental responsibility to ensure children comply.

Protecting officers and staff – measures are in place to protect officers and staff, including encouraging home working, moving meetings to Skype, and providing daily guidance.

LEAD THEFT

Churches in our area have suffered lead thefts in recent weeks. Local residents and wardens are asked to be extra vigilant, particularly as churches remain closed for the time being.

SCAMS

Whilst much good work is being done within local communities to support those in isolation, you are urged not to engage with anyone you do not know, and especially not to hand over any money or banking details. There have been several instances of people offering to do shopping, taking money and then disappearing.

Telephone scams are also on the increase. Common at the moment is someone saying they are from your credit card company and that they are calling about a suspicious card transaction.

Increasingly at this time of year are emails purporting to be from HM Gov't relating to a tax refund. Hovering over the 'sender' prior to clicking on it will indicate the email address it was sent from.

SUSTRANS

The planned meeting with SCC, at which it was intended to discuss the Donyatt Halt cycleway, has been postponed.

BROADWAY – SUGGS LANE FLOODING – There has been no further progress this month.

FLOOD AUTHORITY UPDATE

This winter has been very wet, with February 2020 being the wettest February on record. Rainfall totals have been exceptionally high in Somerset and neighbouring counties.

Incident Rooms have been manned, with duty officers issuing Flood Alerts and Warnings and field teams working around the clock, checking and operating flood defence schemes. The 800 volunteer flood wardens have been assisting the Environment Agency providing on the ground feedback and raising awareness of how to prepare for flooding in their communities.

We would like to publish stories of how your local flood warden has helped your community this winter in our next Flood Warden Newsletter which will be going out in April.

Send your stories to floodwessex@environment-agency.gov.uk

RECYCLING CENTRES

Somerset's 16 Recycling Centres will remain closed until further notice as the Somerset Waste Partnership follows Government advice to avoid non-essential contact and travel, and to ensure public and staff safety at sites where physical distancing is difficult. They are requesting that you:

- Hold on to garden waste until centres reopen. Home composting of grass-cutting and hedge trimming may be an option for some and advice on this can be found on their website.
- Hold on to any bulky waste items and other materials until centres reopen.
- Do not leave waste outside centres or elsewhere; this is fly tipping, and a criminal offence.

SSDC PLANNING – COVID-19

In response to the health emergency the Government has urged Local Authorities to maintain their planning functions as much as possible, requiring LAs to adapt to new ways of working.

SSDC have set up a webpage <https://www.southsomerset.gov.uk/services/planning/planning-fags/> to try to answer the frequently asked questions about the planning function, and setting out some of the necessary changes being made. Further updates and briefings will appear regularly.

SSDC will also use email addresses for sending out planning consultations.

RESIDENT PARKING IN ORCHARD VALE

Following concerns raised by local residents, I have contacted Yarlington about the absence of signage, and have received this response.

'Neither the Community Partner team nor the Independent Living team have removed signage from Orchard Vale; it may have been damaged/broken or removed by someone else. As we are currently re-branding we do not have any signs available that we can re-erect. I apologise that the residents there have experienced issues parking near their property, but we are unable to police any parking or reinforce action against those who do not following instructions. However, as you have suggested, this sign improved parking for our customers, and we will explore the option of re-erecting signage once we have completed the rebranding.'

SCHOOL CHILD CARE

After the government's initial announcement in relation to school closures and the provision of child care for the children of key workers, some local schools have experienced problems with parents and carers as a result of a lack of understanding as to what the specific arrangements are and who is eligible. This appears to have been largely resolved for the time being.

LOCAL BUSES - WINSHAM

In response to resident concerns I have received the following information.

'I can confirm that as far as Winsham is concerned there is no impact as a result of Buses of Somerset withdrawal. The 96 which serves Winsham is a funded service and will remain so with no changes in timetable planned. The 99 from Chard to Taunton is being withdrawn by Buses of Somerset after operation on Saturday 4th April, however we are currently out to tender for a like for like replacement and we should be able to confirm full details soon. There are no other services in South Somerset affected by Buses of Somerset withdrawals.'

ACTIVITIES/MEETINGS

2/3	SSDC CEO meeting
2/3	Ashill PC meeting
4/3	Winsham PC meeting
5/3	Queen's College performance
6/3	Women's World Day of Prayer – BHMC
6/3	Whitelackington VH quiz
7/3	Horton Lent lunch
8/3	Gemini carnival club fund raising breakfast – Donyatt VH
9/3	Friends of Ilminster Library meeting
9/3	Ilminster Lit. fest meeting
9/3	Donyatt PC meeting
11/3	Ilminster resident meeting re: parking
12/3	Ilminster Education Foundation meeting
12/3	Kingstone parish meeting
13/3	South West Employers Panel
13/3	Devon & Somerset Fire & Rescue Authority meeting
13/3	Cheltenham Race Day charity event
14/3	Whitelackington VH table-top sale
18/3	SSDC full council

All other meetings/events this month have been cancelled, and I am not now in New Zealand as previously planned. Apologies for any delay in responding to emails/phone calls as the volume has been exceptionally high, and whilst concerns continue over the Coronavirus I have also increased the number of Samaritans duties I am carrying out.

If anyone knows of anyone in the area requiring help or support in any way, please do not hesitate to contact me.

Stay safe and well.

APPENDIX 2 – PLAYING FIELD UPDATE

Review of HPFP from March meeting.

- Plants – trees arrived and in earth trench in back garden.
- Dave Lester – still no communications or log book - need to start afresh via us or Me - Now have a revised log, will use from this coming week.
- Parish website refresh delayed as new version about to be launched
- HPFP Bingo for next week is postponed – victim of Virus effect
- Existing and long standing local Hortonvillage site – now coming up as dangerous, probable no HTTP(S). As a thought for the future - could be added to new Parish site as umbrella of other parts. HPFG could also be nested inside, both still run by the usual contributors with separate access passwords.
- Want to get the HPFP to – real spade in the ground soon. Need to get this from project to maintenance by end of this season.
- Play Field has a net balance of just over £10,000. If we can get SSDC approval, tenders can be approved, and work started on a good proportion of the project.
- A number of grant funders will not accept requests for money if project is already in progress with contractors, this has been a most frustrating part of the project. We have only been able to put the picnic benches and seating in as “repairs and renewals” as anything else will be seen as new construction.

Play Field report for May 18th 2020

Progress on Play field project was suspended 17th March 2020 along with Lockdown.

After brief discussions to clarify the situation with Horton Playing Field, as the equipment was not in a separate section of the park, the whole park had to be closed. The swings were disabled with thick cable ties and signs to this effect + notice explaining the insurance check were also suspended were placed on the gate and the main entrance padlocked 25th March.

After further discussion on what was “essential” it was agreed to request Michelle to maintain just the grass, as this needed to be kept under control in preparation for eventual access by the public. Details on this in section (3) 4 cuts to date. Michelle has a key to the main gate to enable here to work when needed.

I have also spoken to “D-ave” re the perimeter and he is ready to deal with perimeter clearance when we are ready to-reopen (as this aspect is not “essential” during lockdown)

There has only been one notable incursion into the field, requiring the police to attend. 3-5 male teenagers were using the skate ramp, smoking? and re-connected the swings to be usable, plus had torn off the closure signs. Police arrived very soon, “spoke” to the teens + advised me that the parents had been notified and spoken to as well. No subsequent visits have been notified or seen by me since then.

Although we have not been able to meet as a Project committee, or hold any of our events planned, our account is £10,559 as we have the first tranche of the Co-op initiative money (£334.52), plus some other donations.

Our Village Hall colleagues via Jan have advised us that the initial free hall rental period for Horton Play Field Project, has been extended into this year, sadly it has not been possible to run any of our recent scheduled events. It is a sad side effect of this Lockdown that village life has been deprived of opportunities to use the amenities such as the Hall that villagers have spent a lot of time and effort to create and manage.

Moving to the Project plans for next few months, we have applied for the SSDC grant and trust that will enable us to get started on at least 1/3 to ½ of the plans on the vision. I have been in contact with the play park equipment providers and they are keen to get back to work and are offering even better prices to us.

I have had one request for further information on progress by a local resident and have provided a detailed timeline of the project on the 16th April by email and answered two specific questions – no follow up from resident since then.