

MINUTES OF MEETING HELD ON THE 9th September 2020 @ 7.30PM

VIDEO CONFERENCE MEETING

PRESENT

Simon Denley (Chairman), Richard Maidment, Richard Meecham, Paul Masters, Jennie Lock and District Cllr Mike Stanton (SSDC), Louise Brooks.

Under the current COVID-19 situation this meeting was held as a video conference call & was open to public invitation.

694). **APOLOGIES FOR ABSENCE**

An apology for absence had been received from County Cllr Adam Dance

695). **DECLARATIONS OF INTEREST**

Councillor S Denley declared an interest in respect of item 5b on the agenda – footpaths general update.

696). **MINUTES OF THE MEETING HELD ON THE 19TH August 2020**

This meeting was convened to discuss the year end accounts and to approve the internal audit submission. The minutes were approved on the proposition of Cllr Simon Denley., seconded by Cllr Paul Masters

697). **ADJOURNMENT FOR PUBLIC COMMENT**

No public attended the meeting. Invitation and details of how to attend the meeting were posted on the notice boards. It is hoped that the transition to the new website will provide a more accessible yet secure method for the public to apply to join future meetings. It was suggested that if members of the public wish to attend the meetings they will be directed on the website to contact the clerk who shall provide them with the relevant information. SALC recommend that all meetings are to be conducted via ZOOM until the end of the year.

698) **REPORTS FROM COUNTY & DISTRICT COUNCILLORS**

District Cllr Mike Stanton gave a report on the single unitary authority proposed by the County Council and an alternative two unitary authority approach (Easterly & Westerly) proposed by the four District Councils. The Secretary of State is expected to make a decision in January 2021 as to which approach will be taken. Elections will take place in May 2022 for councillors for the new unitary authority/authorities.

The anticipated £10 million debt resulting from the COVID-19 epidemic has now been reduced to £7.5 million. There are sufficient reserves to maintain current levels of service

699) **MATTERS ARISING**

a) **Parish Council Clerk**

Cllr Simon Denley informed the meeting that our Clerk, Jenny Ludgate has formally given notice. Jenny Ludgate has been the parish clerk for over 36 years initially as clerk to Curry Rivel PC under which Hambridge & Westport were governed and as clerk to Hambridge & Westport PC when it was formed as a separate entity.

Cllr Simon Denley introduced Louise Brooks to the council as our new Clerk who is to commence in the position from October 2020. There are a number of formalities to be in place prior to taking up the role and Cllr Simon Denley will work with Louise to put in place the necessary contract & transfer of information etc.

Whilst welcoming Louise Brooks to the position of clerk, it was agreed that the council wish to acknowledge the many years of dedicated service and hard work that Jenny has given to the Parish Council & wish her a well-deserved retirement.

Louise Brooks said that she will need to go through a range of details with both the chairman & clerk to prepare for the role. Louise is also clerk to Norton Sub Hambdon PC who meet on the second Monday of each month. Cllr Simon Denley proposed that Hambridge & Westport PC meetings continue to be held on the second Wednesday of each month at 7.30 p.m. this was seconded by Cllrs Richard Maidment & Paul Masters.

b) **Footpaths – General Update**

Cllr Simon Denley said that he had not received any information regarding the ongoing footpath issues or any new issues arising. Cllr Richard Maidment has attempted to contact the responsible officer but has received a standard response stating that under the current COVID climate there is limited support available.

c) **Caravan parked at Westport**

District Cllr Mike Stanton had emailed the PC with the latest update from Tim Wills of SSDC. The enforcement period has expired and there is an issue in moving to enforcement when it is proving difficult to determine how to contact the person who had originally placed the caravan on the site. It would require action from the council staff to remove the caravan & this would likely require a court order. This has not been progressed due to the COVID situation and there is reduced number of officers following the resignation of a number of planning officers. There is a new lead specialist planner who will now be approached to restart the process.

d) **Development at Westmoor Lane**

District Cllr Mike Stanton has no new information to report on this. Cllr Richard Maidment raised concerns that there is pipework that appears to be used to drain fluid into the canal. District Cllr Mike Stanton recommended that the PC notify the Environment Agency of our concerns and request investigation.

e) **Planting of Trees**

Cllr Simon Denley said that he still had a number of trees available for planting in and around the village & should anyone wish to have a tree to contact him. It had been agreed with the H&WRT that a number of trees can be planted around the recreation ground. Cllr Jennie Lock suggested that the school may be interested in planting some trees.

f) **Auto Speed Watch**

Cllr Simon Denley said that this item had been on the agenda for some time & originally there had been a plan to review the type of systems available etc at the same time as Curry Rivel PC were looking to source a device. Since Curry Rivel have already installed devices it would be necessary to start investigations afresh.

g) **Road Safety Mirrors**

Cllr Simon Denley said that this item has not moved forward. It is a county responsibility but unlikely to be funded. If the relevant landowners are in favour perhaps the PC should proceed to source & erect mirrors. Cllr Richard Maidment has spoken to residents around the Ruskway lane junction about the provision of a mirror & had a positive response.

h) **Sign for the Village Shop**

Although the PC had previously agreed to fund the siting of a sign on the green Cllr Simon Denley said that other than obtaining prices no further action had been taken. Louise Brook explained that a similar sign requirement for Norton Sub Hambdon was provided by the County Council. Cllr Simon Denley will approach County Cllr Adam Dance for more information.

700) **FINANCE REPORT**

a) **Accounts for Payment**

The following accounts were approved for payment on the proposal of Cllr Paul Masters, seconded by Cllr Richard Meecham:-

Chalmers – Invoice for Internal Audit	£348.00
Clerks Wages (April, May & June)	£195.15
Georgina Meadon – website development (stage payment)	£225.00
Transfer of Domain Name	£14.34
Max Von Tyszka – Churchyard grass cutting	£300.00
Recreation ground grass cutting	£360.00



b) **Amendment to mandate & Bank Accounts**

The change of Clerk to the Parish Council (699a) and recent addition of members to the Parish Council, require that some amendments are made to the existing mandate for the Parish Council bank accounts. Following discussions the proposed actions required were agreed as:

- Inform the bank of the change of contact details of the Clerk
- Addition of authorised signatories to the account(s)
- Review all existing signatories & removal of those no longer members or employees of the Parish Council
- Investigate automated transfer between reserve & current accounts

It was proposed that the following councillors are to be added as signatories on the bank account(s):

- Councillor Richard Maidment
- Councillor Richard Meecham
- Councillor Jennie Lock

Proposed: Cllr Masters

Seconded: Cllr Denley

Agreed Unanimously

The order, priority and timeframes of the above actions will be dependent on how easy it is to make these changes with NatWest.

701). **LAW & ORDER**

There was nothing to report

702) **PLANNING REPORT**

Cllr Simon Denley said that he had checked online for any relevant planning issues. There was one new application:

Erection of six pen mixed size cattery block building
Valley Farm, Westport, Langport, TA10 0BH
Ref No. 20/02020/FUL

The council had no objections and support this application

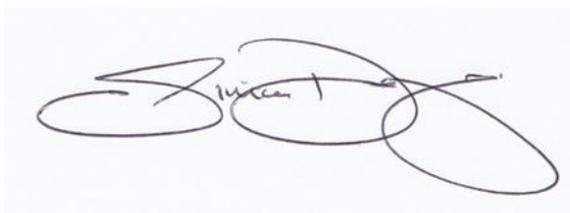
Cllr Simon Denley raised concerns over the height of the current development on the land adjacent to Burgum (Westport) in that the building appeared taller than that proposed. He would check/reference the latest approved drawings and if there are any differences found, to notify the relevant planning officer.

703) **CORRESPONDANCE**

No correspondence to report

704) **ITEMS FOR A FUTURE AGENDA**

- a) Footpaths
- b) Westmoor Lane & Caravan at Westport
- c) Auto Speed Watch
- d) Road safety mirrors
- e) Village shop sign
- f) Current Development Compliance

A handwritten signature in black ink, appearing to be 'S. Wilson', written over a light blue background.

14/10/20

CHAIRMAN _____ **DATE** _____