

North Cadbury & Yarlington Parish Council

Clerk: Mrs Rebecca Carter, Portman House, North Barrow, Yeovil, Somerset, BA22 7LZ
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“Draft” Minutes of the Parish Council (PC) Meeting held in The Reading Room, North Cadbury on Wednesday 27th March 2019 commencing at 7.00pm

ACTION

Councillors Present: Cllr M Hunt (Chairman), Cllr D Handley (Vice-Chairman), Cllr A Bartlett, Cllr B Board, Cllr A Brain, Cllr A Keys-Toyer, Cllr A Montgomery, Cllr A Rickers and Cllr P Wood.

In Attendance: C.Cllr M Lewis, D.Cllr Weeks, the Clerk and ten members of the public.

19/47. Electors Question Time/Comments: None.

19/48. Apologies for absence: Cllr M Martin.

19/49. Declarations of Interest: None.

19/50. Police Community Support Officer (PCSO) Report: None received. The Chairman reported that the next monthly ‘Beat Surgery’ would be held in the Reading Room, North Cadbury, from 7.30pm to 8.00pm on Monday 20th May 2019 (no surgery in April); residents could meet PCSO 9289 Emma Reeves to talk about any issues or concerns and receive crime prevention advice.

19/51. Report from County and District Councillors:

a. C.Cllr Lewis reported that Somerset County Council’s (SCC) financial position had improved. It started the financial year (FY) with a £1 million underspend, however SCC had effectively created a £19 million increase over the FY with total expenditure of £800 million, largely due to additional funding provided by central government. The predicted overspend by the end of the FY was originally approximately £18 million.

Cllr Lewis reported that Children’s Services, recently inspected by Ofsted, had made significant improvements, the last inspection in 2017 judged the services ‘required improvement to be good’. Adult Services were also improving, although not Ofsted inspected.

Cllr Lewis reported that the new Finance Officer was looking at an improving budget, helped by Somerset Rivers Authority (SRA) becoming its own precepting authority, which meant the government would provide funds directly to the SRA, not through residents’ council tax.

b. D.Cllr Weeks reported that at the last Area East meeting two parishes and Ward Members expressed their concern over issues regarding planning enforcement. They had written to the planning department to ascertain why the enforcement process appeared not to be working. Cllr Weeks advised that this matter would be on the agenda for discussion at the next Area East meeting on 10th April 2019. The Chairman informed Cllr Weeks that when calling South Somerset District Council (SSDC), he and residents had been left on hold for considerable periods of time; the system was not working effectively. Cllr Weeks apologised for the havoc that ‘Transformation’ was causing, especially regarding communication. SSDC appeared to prefer being contacted electronically rather than accepting discussion.

19/52. Minutes of the Parish Council meeting held on 27th February 2019 were received, agreed and signed as a true record.

19/53. Matters Arising from the Minutes:

a. Highways and Rights of Way (ROW) Reports. Cllr Brain previously circulated his detailed Highways and ROW Reports, which can be found at Attachments 1 and 2. He wished to remind parishioners that the best way to report rights of ways issues is via: <https://roam.somerset.gov.uk/roam/map>

19/54. Planning:

- a. Applications to be determined:
 - i. **PA 19/00335/S73A.** Section 73 application for the variation of condition 5 of permission 18/00988/FUL to allow use of the stables and associated land for private use or for commercial livery use and at no time be used for a riding school or other business purposes at Turstin Lodge, Church Lane, North Cadbury. The PC heard the details of the PA from the Applicant, who was present and resolved unanimously to approve the unexceptional and straightforward application. **RESOLUTION:** The PC agreed unanimously to recommend that the application be **APPROVED**.
 - ii. **PA 18/03857/HOU.** Erection of 2 no. single storey rear extensions at Beech House, Woolston Road, North Cadbury – **PERMITTED WITH CONDITIONS**.
 - iii. **PA 18/03539/FUL.** Erection of a 12m x 10m steel portal framed building with grey box profile steel roof & timber clad elevations for use as lambing shed, stable & machinery store at Hewletts Mill, Sandbrook Lane, Galhampton – **WITHDRAWN**.
 - iv. **PA 19/00144/HOU.** Alterations for the erection of a single storey rear extension, the conversion of the garage into a bedroom and the erection of a car port at Brookfield, Brookhampton – **PERMITTED WITH CONDITIONS**.
 - v. **PA 18/00214/COL.** Application for a Lawful Development Certificate for the existing use of land as residential at Higher Farm, Woolston Road, North Cadbury — **APPEAL WITHDRAWN**.
- b. South Somerset District Council (SSDC) Decisions:
 - i. **PA 18/03857/HOU.** Erection of 2 no. single storey rear extensions at Beech House, Woolston Road, North Cadbury – **PERMITTED WITH CONDITIONS**.
 - ii. **PA 18/03539/FUL.** Erection of a 12m x 10m steel portal framed building with grey box profile steel roof & timber clad elevations for use as lambing shed, stable & machinery store at Hewletts Mill, Sandbrook Lane, Galhampton – **WITHDRAWN**.
 - iii. **PA 19/00144/HOU.** Alterations for the erection of a single storey rear extension, the conversion of the garage into a bedroom and the erection of a car port at Brookfield, Brookhampton – **PERMITTED WITH CONDITIONS**.
 - iv. **PA 18/00214/COL.** Application for a Lawful Development Certificate for the existing use of land as residential at Higher Farm, Woolston Road, North Cadbury — **APPEAL WITHDRAWN**.
- c. Update with SSDC Planners on 12th March 2019. The Chairman reported that he and Cllrs Board, Brain and Martin represented the PC at a meeting held at SSDC with Mr Marc Dorfman, SSDC Senior Planning Advisor and Mr Martin Wood, SSDC Director of Service Delivery. The meeting was arranged at the request of the PC to discuss the PC's issues and concerns over the last two years regarding the 'Sandbrook Lane Saga'. SSDC agreed that the PC concerns were valid and well-founded but could not be supported for a number of reasons. Although the Cllrs present were not entirely satisfied, they were content that the concerns raised had been heard and noted. Mr Dorfman agreed to set out and email what was discussed in 'minute terms' within three weeks of the meeting, therefore, the PC expected to receive a thorough response of the eleven points made shortly. The Chairman advised that Cllrs also raised their concerns regarding the considerable period of time SSDC were taking to consider the PA submitted for the Harvester Works site. Cllrs also expressed their concern over the highway safety aspects involved in the PA submitted for the Teals Orchard Destination Farm Shop at South Cadbury.

19/55. PC Insert in Excalibur: *(Cllr Montgomery arrived at 7.45pm)* Following full discussion, the PC considered that, in an effort to keep parishioners informed of PC business, it would not be advisable to reduce the PC insert in Excalibur to less than 300 words, at no charge. **Therefore, the PC agreed unanimously to continue with the current insert of up to 700 words as a separate insert in Excalibur for £100 per annum.**

19/56. To consider changing the name of the parish/council to 'North Cadbury, Galhampton and Yarlington Parish': The Chairman reported that the request arose through Cllr Martin from a resident/s at a recent Galhampton Coffee morning. The PC received comments and advice from the Clerk and Yarlington resident Mr H Russell, ex-Chairman of the PC on the complexities involved. The PC acknowledged that North Cadbury and Yarlington Parish Council is a 'Grouped' council and any name change could only be applied to the parish of North Cadbury, Yarlington legally being a parish in its own right. The Clerk advised that any name change would need to be consulted and approved with SSDC who would consult residents through a Community Governance Review (CGR), guidance on which she previously circulated. **Following a lengthy discussion and at the advice of the Clerk, it was agreed unanimously that such a momentous decision should not be made by the current PC with the upcoming Local Elections and should be made by the new PC who would take office in May 2019. This would provide more opportunity for residents to become aware of the proposal and provide comment; to date no comments in favour or against had been received. The Clerk agreed to include this matter on the Agenda for discussion at the North Cadbury Annual Parish Meeting on 15th May 2019 and on the agenda for decision at the PC meeting on 26th June 2019.**

Clerk

19/57. Finance and Accounts:

a. **Future Policy on Precept Levels:** Cllr Board reported on behalf of Cllr Martin in his absence. Cllr Martin previously circulated his paper in which he remarked that most projects the PC undertook were reactive not proactive and proposed that the PC identified a parish need, increase the precept/reserves accordingly and consider grants available. The PC empathised with Cllr Martin, however, unless a need was identified the PC could not justify an increase in the precept. The Clerk advised that, in accordance with the Joint Panel for Accountability Governance, authorities have no legal powers to hold revenue reserves other than those for reasonable working capital needs, or for specifically earmarked purposes; whenever an authority's year end general reserve is significantly higher than the annual precept, an explanation should be provided to the auditor. The Clerk is also required to provide a formal explanation in the Annual Governance and Accountability Return (AGAR) any figure presented in the accounting statement that changes (either up or down) of 10 to 15 per cent and greater. The Clerk also confirmed that the General Reserve at the end of the FY stood at £4,206.06, which was comfortably above the recommended minimum of 25% of expenditure budgeted for FY 2018/19 (£2,082.30) in accordance with the Practitioners Guide. Following a full discussion the PC considered that the Clerk, as Responsible Financial Officer (RFO) budgeted for and was able to manage most contingencies; the accounts were carefully managed and reviewed over each twelve month period. **The PC agreed unanimously that, unless a specific project was identified, the PC could not increase the level of precept and reserves significantly, however, it was aware that there would be a need to gradually increase the precept in order to maintain the fabric of the Parish, such as maintenance to ROW etc.**

b. The Finance Report for period 27th February to 27th March 2019 was received and approved.

c. Payments Approved:

Professional Fees Ms E Dehon – Written Advice	£480.00
Professional Fees Mr G Atkinson – Reading papers & Email advice	£360.00
Payment of Village Hall routine Grants	£300.00
Routine Grant – Citizens Advice Bureau Somerset	£150.00
David Whitehead – North Town Notice Board Repairs	£80.00
Galhampton V Hall Hire 27 Feb 19	£29.00
Clerks Expenses Mar 19	£26.65

d. Request for Charity Grants: **The PC agreed by a majority vote against a grant to Yeovil Shopmobility, which it did not consider to be in the interests of or bring direct benefit to parishioners.**

e. NALC Employment Briefing E02-18 / 2018-19 National Salary Award (NSA): The Clerk reported that, following the NSA, her salary would increase to £13.15 per hour from 1st April 2019, which increased her salary by £8.37 per month.

19/58. To consider the provision of grit bins: Following a brief discussion, the PC agreed by a majority vote against the purchase of grit bins and agreed to accept Cllr Montgomery's offer of storing de-icing material at Home Farm, Cary Road North Cadbury, who would load it into a fertilizer spreader to treat the hills when icy. The Clerk agreed to arrange for the purchase of 1 tonne of de-icing material to be delivered to Home Farm in preparation for next winter.

Clerk

19/59. Parish Website Upgrade/Renewal: The Clerk previously circulated five quotes ranging from £600 to in excess of £1,000. Questions arose regarding hosting costs etc. **Cllr Brain and the Clerk agreed to liaise to ascertain the level of complexity of the website and hosting arrangements.**

Clerk /
ABr**19/60. Correspondence circulated:**

a. County Council Conservative Group Briefing Sheet for Parish and Town Councils March 2019.

b. Official Opening of Castle Cary Community Library: Tuesday 2 April at 9.30am.

c. Repair works to Brookhampton Bridge, Sandbrook lane – Road Closure commences Monday 1st April and works are scheduled to be complete by Friday 3rd May. Up to date information on works can be found at <https://roadworks.org/>

19/61. Items of Report and Future Business:

a. C.Cllr Weeks reminded the PC that, following the upcoming local elections, South Cadbury would no longer form part of the Cary Ward and would have two new Ward Members. Therefore, he would no longer have knowledge on matters arising in South Cadbury and advised that the PC attempt to maintain communication between both parishes. **The Clerk agreed to keep in touch with Mrs C Burnett, Clerk to South Cadbury and Sutton Montis Parish Council.**

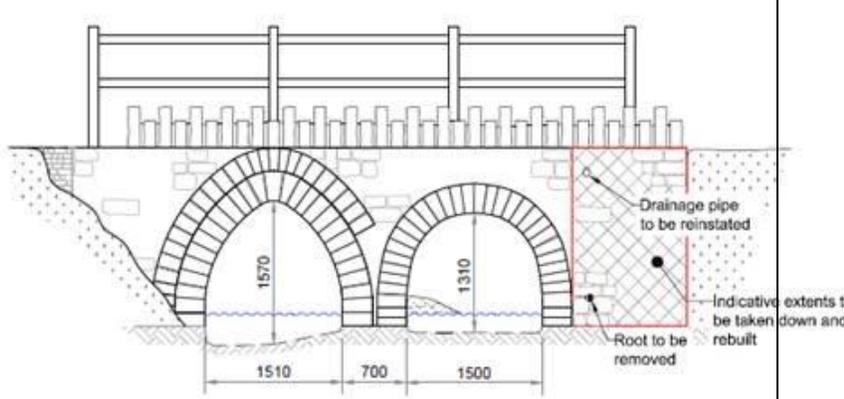
19/62. Date and time of next meetings: Yarlington Annual Parish Meeting and Ordinary PC Meeting will be held on 24th April 2019 in Yarlington Village Hall commencing at 7.00pm.

There being no further business the meeting closed at 8.50pm.

SIGNED..... DATED.....

DRAFT

North Cadbury & Yarlington Highways Report – March 2019

<p><u>Brookhampton Bridge in Sandbrook Lane</u></p>	<p>Sandbrook Lane will be closed for approximately 30-days, starting from around this coming week, 1 April, to allow remedial work to be undertaken to Brookhampton Bridge (600m south of Corkscrew Lane). Crestmoor Construction has recently been appointed and we will be kept informed of the start date and programme completion when they are agreed.</p> <p>The works will comprise;</p> <ul style="list-style-type: none"> - Vegetation removal. - Localised repointing where required. - Localised piecing-in of masonry in the arch barrel. - Pouring a new concrete invert in each span to reinstate the scour damage that has occurred to the previous inverts. - Rebuilding the downstream wing wall to address the existing bulging masonry. <div style="text-align: center;">  <p>Existing Downstream Elevation Scale: 1:50</p> </div>
<p><u>Three Ashes Junction/Cary Road</u></p>	<p>The demolished chevrons at the corner approaching the Three Ashes junction, were identified by Highways and Traffic Management as a safety defect but are yet to be remedied. It has been allocated reference number 53228. I have not yet been able to identify a timeframe for the work to be undertaken. According to the Highway Safety Inspection Manual dated October 2018 simply states:</p> <p>‘The Service Provider shall ensure that the works resulting from Highway Safety Inspections is undertaken within the response time specified by the Inspector or Superintendent.’</p>
<p><u>Drains in Lower Back Way/ Sandbrook Lane</u></p>	<p>Following improvements to the drainage in the lane patching work will be considered from April 2019 – Ongoing.</p>
<p><u>Lower Back Way Opposite Sycamore Cottage</u></p>	<p>As above. Patching will be considered from April 2019 – Ongoing.</p>

<p><u>Sandbrook Lane</u> <u>Right of Way</u> <u>Erosion</u></p>	<p>On the stretch of lane leading past “the Cabbage Patch” water is leaving the lane though the hedge into the field, in two places on the east side, making the footpath (part of the Leland Trail) unpassable. SCC need to determine where the local gullies outfall to then identify a solution – Ongoing.</p> 
<p><u>Highway Erosion</u> <u>Sandbrook Lane</u></p>	<p>The edges of the lane are eroding in a number of places.</p> <p>The latest response from SCC is that the verge erosion remediation would be arisings placed and compacted and the verge re-established on top of that. This is awaiting budget allocation for the program.</p> <p>The latest update is that other options are being considered as there may be something more suitable.</p> 
<p><u>Drains in Hearn</u> <u>and March Lanes</u></p>	<p>Drain pipe damage, close to the junction of Galhampton Manor, will benefit from repairs in the near future.</p> <p>Works are pending. However, this is now unlikely to occur during the 2018/19 financial year as local budgets have largely been allocated to other higher priority work.</p>
<p><u>Highway Erosion in</u> <u>Hearn and March</u> <u>Lanes</u></p>	<p>Patching will be considered from April 2019 - Ongoing</p>
<p><u>Highway erosion in</u> <u>West Street</u> <u>Yarlington</u></p>	<p>Leaving Yarlington along West Street the road surface is starting to break up. This is subject to Enquiry 420038 and has been placed on a ‘jet patching’ scheme between Sept 24th and Dec 12th. At the date of this report some patching has been carried out and remainder sites have been inspected in order to identify suitability for ‘jet patching’.</p> <p>The next available date for this repair method is February 2019 and it is on that program.</p>



Highway Erosion on the lane joining West Street to Stoke Lane

The lane joining West Street to Stoke Lane is also breaking up.

Subject to Enquiry No.420029. This has also been placed on a 'jet patching' scheme between Sept 24th and Dec 12th. As with West Street it was inspected in order to identify suitability for 'jet patching' and to program a date. As above, the next available date for this repair method is February 2019 and it is on that program.

Councillor House mentioned Pound Lane in Yarlinton as needing attention at the last Parish Council meeting and this has been brought to the attention of Highways.



Highway Erosion in Stoke Lane in the Vicinity of Yarlinton Mill Farm

With reference to the map on the following page:

Section A is periodically cleaned on a planned program and sometimes cleaned reactively however SCC are now aware that works are required. Funding will be available during the 2019 Financial Year to effect repairs. This will include underground filter drains to try to capture the springs which seem to be here.

Section B, part of the surface water drainage outfalls to here however the ditch is the riparian responsibility of the landowner (Emily Estate) and needs to be cleared by them. A meeting was recently held with the landowner and they have agreed that the hedgerows and ditches are to be attended to.

On completion of these works patching will be undertaken.



<http://mx4.somerset.gov.uk/rmx4-webapp/RMX/printtemplate.htm>

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North Cadbury and Yarlington Parish Council Rights of Way Report - March 2019

Works in Hand

There are fifteen reported problem areas reported for this Parish including:

Footpath Reference:

WN 19/63	Handrails to be replaced/repared.
WN 19/98	Signpost.
WN 19/101	Signpost.
WN 19/105	Consultations with adjoining landowners; TPO to be placed on restricted byway; Bollards installed at either end; extensive works to repair surface.
WN 19/17	Stiles to be repaired/rebuilt.
WN 19/6	Stile to be repaired/rebuilt.
WN 31/7	Stiles to be repaired/rebuilt.
WN 27/3	Large bridge to be removed/rebuilt.
WN 19/72	Stile/sleeper bridge to be replaced.
WN 19/80	Bridge to be replaced.
WN 19/96	Stiles to be repaired/rebuilt.

Additional Identified Problem Areas

Yarlington

WN31/8	This has been redirected. Also missing finger posts and lack of way marking in yard.
WN31/10	There is an obscured gate with concrete posts and no way marking to indicate the route.
WN 31/10 & WN 31/9	Electric fences with no protection and too close to boundary to allow for passage.
WN31/7	Waymark needed at corner of field (concrete post) just by Yarlington House, Also no way-marking in farmyard at the southern end.

North Cadbury

WN19/91	Halfway along nettles are already growing up and will render that section impassable again.
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The best way to report rights of ways issues is via: <https://roam.somerset.gov.uk/roam/map>

Stiles & Cross Compliance

We are in the period of the year when land is being cultivated for the coming cropping season and we need to ensure that rights of way are either reinstated following cultivation or temporary diversions are put in place. I have experienced some difficulty in tracking down tenant farmers responsible for farming some of the land in this Parish so I have written directly to a specific landowner with details of the issues and requested that they either remind their tenant(s) of their obligations regarding rights of way or provide me with their contact details to allow me to do so.

Reiterating my last report, we have an issue in the provision and maintenance of stiles. Whatever is happening at the moment is not always working and will not work until there is a viable and resourced policy is defined. Options are under consideration include volunteers sponsoring a stile. This may include landowners (who qualify for a grant), but as a provision for public use, I would hope that frequent walkers

would be prepared to contribute. There are three elements to this, provision, installation and maintenance. Maintenance of good quality and properly installed stiles should be minimal for the lifetime of a stile if used properly and perhaps limited to keeping clear of undergrowth, something landowners perhaps may address (however, it has to be said, that frequently used routes do not often suffer from overgrowth). Therefore, sponsorship may be limited in most cases to the purchase of the stile.

Typical costs for the purchase of stiles and gates are as follows:

- Stratford Gate (a galvanised metal self-closing gate): £125
- Bristol Gate (a galvanised metal 12' gate with an integrated 3' pedestrian gate): £174
- Labour costs: £150 and day. Not always easy to break down labour costs per installation as the installations tend to be undertaken in batches.
- The other additional cost to the above is for sundries such as concrete.

As an update to this, I understand that Somerset County Council have a stock of Stratford and Bristol Gates which can be provided to landowners, free of charge, provided that they provide the Somerset County Council Rights of Way Warden specific details of where they are to be installed and that they undertake the installation in a timely fashion.

Regarding the installation of stiles, I have recently received a reply from The Ramblers regarding their liaison with the Mendip Group and whether they can provide assistance.

The Ramblers have been liaising with the Mendip volunteer path maintenance team and confirmed that they have kindly offered their help stating that 'if the parish council want to go ahead just let us now when everything is in place and we can arrange a date to do the work'.

I plan to work with our Parish Path Liaison Officer, Susan Fone, and Rights of Way Warden, Eve Wynn, to identify and agree a prioritised list of works before liaising with Mendip Ramblers to get it undertaken.