

OVER STOWEY  
PARISH COUNCIL

**OVER STOWEY PARISH COUNCIL MEETING**

**Minutes of the Annual Meeting of the Parish Council held on  
Wednesday 17<sup>th</sup> May 2023**

**Please note that these minutes are draft until approved  
at the June 2023 meeting**

Present: Parish Councillor

P. Tully  
K. Barrow (from 7.15pm)  
T. Lindley  
B. Bartlett  
R. Curtis  
G. Goddard  
D. Peaster

Somerset Council - Councillor

B. Bolt (left at 8.00pm)

**1. Election of Chair and Chairman's Acceptance of Office**

Cllr Curtis nominated Cllr Tully who stated that he was willing to stand. There were no other nominations and it was proposed that Cllr Tully should undertake the role.

**Proposed:** Cllr Goddard      **Seconded:** Cllr Bartlett

This was resolved unanimously and Cllr Tully was duly elected as the Chair.

The Acceptance of Office was signed and Cllr Tully moved on to the next item.

**2. Election of Vice-Chairman and Vice-Chairmans Acceptance of Office**

Cllr Bartlett nominated Cllr Barrow for the position of Vice-Chairman who stated he was willing to stand. There were no other nominations and it was proposed that Cllr Barrow should undertake the role.

**Proposed:** Cllr Curtis      **Seconded:** Cllr Lindley

This was resolved unanimously and Cllr Barrow was duly elected as the Vice-Chairman.

The Acceptance of Office was signed.

**3. To receive any apologies for non-attendance**

Cllr Caswell

No members of the public were in attendance

**4. To agree representatives for the following groups:**

- a. Forestry - Cllr Bartlett
- b. Planning - Cllrs Peaster, Tully and Lindley
- c. Village Hall and Recreation Ground Committee - Cllrs Tully and Barrow

- d. Footpaths and Bridleways – All councillors
- e. Finance and Personnel - Cllrs Goddard and Barrow
- f. Representative for Hinkley Point A and B Forum - Cllr Curtis

#### **5. Declarations of Members Interests in Respect of Items on the Agenda:**

Cllr Barrow declared an interest in item 10.a. - Planning

#### **6. Minutes of the meeting of the Parish Council held on April 19<sup>th</sup> 2023**

**Proposed:** Cllr Peaster

**Seconded:** Cllr Goddard

#### **7. Correspondence:**

##### **a. Email received re Chair's Award for 2023**

- A nomination has been made and the Clerk will add this to the agenda for the June meeting to be considered fully

#### **8. Items for Discussion:**

##### **a. Somerset Council – update**

- A date for the first LCN (Local Community Networks) meeting has been set for June 14<sup>th</sup> 2023. Cllr Peaster and the Clerk will attend
- Cllr Bolt reported that much work is taking place re staffing and allocation of roles within the structure of the new authority. It is expected that this will take time, but most services are able to continue offering what is needed, although there may be delays in some aspects of decision making
- Updates at the online meetings are continuing on a fortnightly basis.

##### **b. Consider any requests for donation:**

- Cllr Tully reported that as the OSVH&RC Committee event held on May 7<sup>th</sup> 2023 had been successful, there was no donation request necessary
- Cllr Lindley reported that the OSVH&RC Committee were looking at refurbishing the bar area of the hall. Initial costings have been collated and the committee are expecting they will need to request funds from the Parish Council. Further work will be undertaken on what will be required and when complete, this will be brought to the Parish Council for consideration

##### **c. Review and consider annual insurance renewal options**

- A new policy from Zurich has been made available for smaller councils. The Clerk has compared the cover to the existing policy and is the equivalent in most areas. Where cover is less i.e. under libel and slander claims, it was considered that the cover limit of £100,000 is acceptable.
- It was proposed that this policy is taken out for the year 2023/2024

**Proposed:** Cllr Lindley

**Seconded:** Cllr Bartlett

##### **d. Highways issues**

###### **i. Drainage Issues:**

- The work for Water Lane is scheduled to take place within the next 3 – 4 months
- The issue at Quantock Lane has been passed to the Highways Agency and a site visit requested to consider options to remedy the situation

- No work has yet been scheduled for the problem at the bottom of Hack Lane, however, the Highways Department have notified the Clerk that work on ditches and gullies will take place at some point during the 2023/2024 financial year
- ii. Signage at Plainsfield
  - The Highways Department have confirmed one location opposite the site of the horse pond and identified the potential for another Location (if the size of sign can be accommodated) on Plainsfield Road, coming from Over Stowey. They will arrange a sign design to be carried out and will forward a copy of this design, with costings, to the Parish Council for consideration
- iii. Quantock Lane traffic calming request
  - Options are still being considered by the Highways Department
- iv. Signage at Bincombe
  - There have been instances of unsuitably large vehicles accessing Over Stowey from the Bincombe side of the parish, some of which have caused damage to boundary walls. A suggestion was made that a directional sign might be suitable. Further consultation with Nether Stowey Parish Council will be carried out before any decisions are made on this issue
- v. Marsh Mills crossroads safety proposals – feedback from the Highways Department
  - At the crossroads junction of Plainsfield Road and Over Stowey Road there were a number of defects witnessed in regard to existing signs and lines
  - In terms of the existing lining, both STOP lines on both approaches including centre lines and wording STOP are in need of refurbishment
  - On Plainsfield Road northbound approach to the crossroads, an additional SLOW marking and yellow bars will be painted to encourage drivers to slow on the approach to the crossroads
  - The existing crossroads warning signs on Plainsfield Road (both approaches) are not very visible. We will replace these with new signs on yellow backing boards for greater visibility
  - The STOP signs themselves are regularly being struck by larger vehicles thus causing an on-going maintenance issue. In particular, the westbound approach STOP sign. We will replace the post setting it further back away from the edge of the carriageway and raise the height of the sign with possible offset bracket
  - The advance warning signs of the STOP junction are not visible due to overgrown vegetation. These will also be renewed/re-sited to be clear and visible

- To highlight the crossroads junction for vehicles travelling along Plainsfield Road, the erection of a number of new junction marker posts will be considered where there is adequate room for them
- The two existing advisory signs for Unsuitable for HGV's will be replaced with the version of the sign that has a lorry symbol
- vi. Update on signage available re walking of dogs on the highway
  - The Clerk will contact Clean Surroundings and the Dog Warden for information on how to obtain the relevant signs
- vii. Update re neighbouring parish boundary maintenance
  - The Highways Department have been given the relevant information for them to investigate
- viii. Cattle grids – update from the Highways Department
  - The cleansing of the cattle grids has been ordered and the contractor has completed the cleansing of the grid at Aisholt
  - The contractor will resource the cleansing of the other grids as soon as possible
  - The Parish Council have been advised that as the contractor is dealing with an unprecedented number of safety defects, these defects will take priority on their available resources

**e. Potential parish projects**

- i. Update on grant application for railings to replace fencing at the recreation ground
  - The application for the grant has been successful and the acceptance form will be completed as soon as possible by the OSVH&RG Committee

**9. Matters Arising for the Agenda for the June 2023 meeting:**

**a. Review of policies for 2023/2024**

**10. Planning**

a. Planning Application                      40/23/00003

Location    Hockpitt Barn, Bincombe, Over Stowey, Bridgwater, Somerset, TA5 1EX

Proposal    Retention of access to Bincombe Road

- As Cllr Barrow had expressed an interest in this item, Cllr Barrow left the building whilst the application was discussed
- It was agreed that The Parish Council support this application as the access lower down the road is not considered a suitable alternative for the holiday lets.

**Proposed:** Cllr Peaster                      **Seconded:** Cllr Goddard

*Resolved unanimously by all members present*

- Cllr Barrow was then invited back to the meeting

**11. Personnel - There were no personnel matters to be discussed**

## 12. Financial Matters:

- a. Receive and approve report from Internal Auditor
- The Clerk read the report from the Internal Auditor and went through the checklist, this was then circulated to all members. It was proposed that the report be approved
- Proposed:** Cllr Bartlett                      **Seconded:** Cllr Curtis
- b. Receive and approve the Annual Governance and Accountability Return – Section 1 The Annual Governance Statement
- The Clerk read the statements, with evidence to support them and each were agreed unanimously by the members of the Parish Council.
- Proposed:** Cllr Goddard                      **Seconded:** Cllr Curtis
- c. Receive and approve the Annual Governance and Accountability Return – Section 2 The Accounting Statements
- The statement was circulated to all members and it was proposed that the statement be approved
- Proposed:** Cllr Goddard                      **Seconded:** Cllr Peaster
- d. Receive and approve Certificate of Exemption re Annual Return
- The Clerk confirmed that both payments and receipts for 2022/2023 were below £25,000, as confirmed by the Accounting Statement. This was agreed unanimously by the members of the Parish Council
- Proposed:** Cllr Bartlett                      **Seconded:** Cllr Curtis
- e. Agree transfer of £4000 (half of the precept paid in April 2023) from the Business Reserve Account to the Current Account
- Proposed:** Cllr Lindley                      **Seconded:** Cllr Barrow

### f. Payments

i. Clerk's wages	May 2023	305.00
ii. Village Hall hire	11 Meetings 22/23	220.00
iii. Zurich	Annual insurance renewal (As agreed - item 8.c.)	327.00
iv. WEL Medical	New defibrillator battery	204.00
v. HP Ink subscription	April 2023	9.99
vi. Water2Business	D/D cemetery water bill	126.22
vii. ICO	D/D annual renewal	35.00
viii. Mobile phone contract	D/D May 2023	<u>26.25</u>
	<b>TOTAL</b>	<b>£1253.46</b>

**Proposed:** Cllr Curtis

**Seconded:** Cllr Goddard

## 13. Date of next meeting:

Wednesday 21<sup>st</sup> June 2023 at 7.00pm at Over Stowey Village Hall

There being no other business the meeting adjourned at 8.20pm

Amanda McMurren - Clerk to Over Stowey Parish Council

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Signed:

Dated: