

Minutes of the Annual Cutcombe Parish Council Meeting held at 7.30pm on Tuesday 21st May 2024 at the Moorland Hall

Present: Councillors Jon Levenson (Chair), Eric Norman (Vice Chair), Roger Foxwell, Andrew Forward, Oliver Yiend, Sarah Cook

In attendance: Liz Stitt – Clerk, Cllr Steven Pugsley

Item	Minutes	Action
24/50	To elect the Chair for 2024/25. Nominations properly proposed and seconded and endorsed by the candidate(s) are invited for the office of chair. The 2023/24 chair Cllr Levenson will preside over this agenda item. A nomination was proposed and seconded for Cllr Levenson who accepted the nominations and with a unanimous show of hands was voted as Chair.	
24/51	To receive the Declaration of Acceptance of Office from the Chair The declaration was signed by Cllr Levenson.	
24/52	To elect the Vice Chair for 2024/25. Nominations properly proposed and seconded and endorsed by the candidate(s) are invited for the office of Vice Chair. A nomination was proposed and seconded for Cllr Norman who accepted the nominations and with a unanimous show of hands was voted as Vice Chair.	
24/53	To receive the Declaration of Acceptance of Office from the Vice Chair. The declaration was signed by Cllr Norman.	
24/54	Public Question Time There were no members of the public present.	
24/55	To receive Apologies for Absence Cllr Rooke gave apologies to Cllr Norman and said she would try and make the meeting if possible but may be late.	
24/56	To receive declarations of Interest Cllr Norman item number 24/73 iv)	
24/57	To approve the minutes of the Ordinary Parish Council Meeting of the 16th of April 2024 These were approved and signed.	
24/58	To receive and discuss the clerk's report. This was received by councilors.	
24/59	To receive the Chair's Report. The Chair reported the following: i) The next affordable housing group meeting will take place on the 13 th of June and I have been assured that attendance will be better from the other eight parishes. ii) I attended the school meeting and made a couple of observations. It was very well attended. Most of the parents were cross about the way the changes had been communicated. I was impressed with the teachers that spoke, who were very passionate and are effectively taking a pay cut as their hours would reduce. I hope parents feel a bit better about it after a big debate and the school promises to arrange workshops to discuss the finer details. Cllr Yiend said the disappointment for the parents was the way it was put across by the governors. His views were that the meeting didn't actually answer all of the questions that were asked, which was a bit frustrating and we still don't really know why they have made the decision and whether it is going to work long term. Cllr Levenson said that the headteacher will be attending the Annual Meeting of Electors next week where further questions can be raised if needed. iii) I attended the Extraordinary LCN meeting about the Highways Steward system. They said the Exmoor pilot had worked brilliantly and was a big success but then said to take it forward parishes will have to pay for it, and they are preparing a price list for each job, highways will continue to do statutory jobs, but Parishes can appoint their own contractors to do the other jobs.	
24/60	To receive reports from Somerset Councillors i) Cllr Pugsley gave apologies for Cllr Nicholson. ii) The Highways Pilot was about better communication and on the whole, this has improved, and a better rapport has been built. I don't think the idea of a parish price list is satisfactory for the smaller parishes. The statutory element means the minimum and the price list means parishes can have more than the minimum done. There is an opportunity for the parishes within the LCN groups to gang together to get jobs done collectively and split the costs. Fly tipping is included under the statutory element if it is on highways land, but if it is on private land, it is the responsibility of the land owner. iii) Cllr Pugsley has been to look at the finished B3224 roadworks with Mike Ellicott	

	<p>and there are some things that can be improved for example the depth of the grips and the depth of the channel of the water course that runs down the back of the site which has been reported.</p> <p>iv) With regards to the school issue, the communication didn't work and one of the things that has been a bit of a frustration has been trying to get any communication released quickly. A very good lesson of this process is that the communication has not been as good and as sharp as it should have been and had it been better, I suspect a lot of the ill feeling and doubts could have been minimised.</p> <p>v) It is regrettable that the Exmoor National Park forum is moving back to what it used to be twenty years ago where we are going to sit and be told about the things that really bother the park rather than things that bother us. You have to go online to register to attend so please do this if you would like to attend and we will just have to make the best of it that we can.</p> <p>vi) Cllr Foxwell said we were very fortunate within the highways pilot scheme to have a budget which we bid for things like grit bins etc. but now there is no budget, and I can't see the point in me sitting in a meeting where there is no commonsense approach with dealing with highway issues. There needs to be a budget or constructive way of dealing with things that then go back and be actioned. Cllr Pugsley said he hopes that Cllr Foxwell does continue coming to the meetings to give his feedback on things and help thrash out these issues as it is really important.</p>	
24/61	<p>To consider Highways and Transport Matters</p> <p>i) Cllr Yiend thanked Cllr Foxwell for charging the batteries in the SID.</p> <p>ii) Cllr Yiend pointed out that the Exmoor Society are not happy with the look of the work that has been done on the B3224 and thinks it looks too much like a motorway.</p> <p>iii) No issues have been reported lately but Cllr Yiend reminded everyone to either report things online or let him know and he will report it.</p> <p>iv) Cllr Forward asked if the road is being resurfaced as markings have appeared. Cllr Foxwell said the road is going to be redressed from the top of Blagdon all the way to the crossroads.</p> <p>v) Cllr Foxwell raised concerns about the drains that have been blocked outside Shearwell for years. Cllr Forward suggested for everyone to keep reporting it regularly in the hope that it gets looked at.</p>	
24/62	<p>Update on Moorland Hall & Recreation Ground</p> <p>i) Fundraising is going well although the 100-club membership is down so please encourage people to do this. Also, if people do the West Somerset Lottery you can select the Moorland Hall as someone to support through this.</p> <p>ii) There was talk of the accounts not being moved across to the sports club and it definitely is true that both Jim Cranswick and Johnathan Webber are named on the account for the Sports Club which hold the funds for the pavilion and it is being moved across as well so that the Moorland Hall Chair and Treasurer are also on the accounts so everybody has got access to those funds for the relevant projects.</p> <p>iii) The Kitchen floor work has been done and the replacement steps have been fitted to the slide. Also, the Fire doors have been done.</p> <p>iv) There was a developer meeting last week regarding the potential development of houses behind the Moorland Hall where there were talks about the drains. They are proposing for the drains to join which means they wouldn't have to go across the road so the bank would change, a paving would go in and a raised bed.</p> <p>v) The grass cutting has gone well with the volunteers doing it. The Cricket club have invested in a vehicle to pull the gang mowers which has made it a lot better. Cllr Yiend asked if there was a way for the council to contribute to the cost of the fuel and maintenance of the machinery as the precept was increased a few years ago for the grass cutting. Cllr Levenson said the precept was increased some time ago, we're not doing the grass cutting now but since then we have contributed to the servicing of the mowers and for three years running we haven't increased the precept at all which everybody benefits from, the correct way is for the Moorland Hall to put in a request for funding through our Grants and Donations Policy and it will be put before us to discuss so please go ahead and do this. The Clerk also added that a request had come in about possibly funding some 'No Dogs' signs as well which would also need to be put in the request.</p>	

	<p>vi) There has been some clearing work done and showers will be going in by September. The Football Club are intending to play here by September.</p> <p>vii) There are no plans to demolish the current Pavilion.</p> <p>viii) We are looking at what investment is required with the MUGA, and it is on the list of things to do but there had been other priorities that needed doing first.</p>	
24/63	<p>Update on advertising and sponsorship of the Bus Shelter and Public Toilets The company that Cllr Levenson has been in contact with have said they won't be pursuing sponsorship of the toilets and bus shelter, but they do a very good job of supporting other things in the community. Cllr Levenson thanked them for their consideration of the matter. After discussion it was decided to leave this for now and pick it up again in the future.</p>	
24/64	<p>Update on the Community Review Project.</p> <p>i) To resolve to pay for 'message in a bottle' and a prize draw incentive for people who complete the survey. Cllr Yiend said a draft questionnaire is currently being reviewed and we're aiming to launch it at the beginning of June. The topics will be communication, young people and children, community facilities and services, health and wellbeing and community safety. We would like to encourage as many people as possible to participate and to do this we would like to have a prize draw for under eighteens which could be a £30 voucher for Minehead Eye and the adult one could be a £60 roast dinner in a box for example. The other thing we are looking at was the message in a bottle scheme which means you put a sticker on your door and if there is an emergency there will be a bottle in the fridge containing all medications and next of kin details etc. which would be £75 for 100 bottles. We would also like to give these to people who complete the survey as an incentive. It was unanimously agreed to pay for the prize draws and message in a bottle scheme.</p>	
24/65	<p>To Consider any planning matters.</p> <p>i) Application No: 6/8/24/001 – SUMMERINGS, WHEDDON CROSS, MINEHEAD, TA24 7AT – Proposal: Certificate of Lawfulness for Dwelling with Unrestricted Occupancy (Free from the Encumbrance Of The Planning Conditions Attached To Planning Permission Reference 6/8/80/004) As this was not a planning application and only a legal issue the council had no comments to make on this. [Cllr Pugsley left the meeting]</p>	
24/66	<p>To receive, review and adopt the Code of Conduct. This was received and adopted by the council.</p>	
24/67	<p>To receive, review and adopt the Noticeboard Policy and elect a councilor to update the Noticeboards The Noticeboard policy was received and adopted by the council. Cllr Cook will carry on updating the noticeboards in the Parish.</p>	
24/68	<p>To review and adopt the committee's Terms of Reference The Terms of reference for the Finance and Risk Working Group, Snowdrop Valley Committee and planning committee were circulated to councilors to review before the meeting and were all adopted by the full council.</p>	
24/69	<p>To review delegation arrangements to committees, working groups and portfolio roles: Councillors reviewed the arrangements for delegation which are confirmed as:</p> <p>i) Finance & Risk Working Group: Three councilors plus Clerk/RFO. Cllr Levenson, Cllr Norman, Cllr Cook and the Clerk.</p> <p>ii) Snowdrop Valley Committee: Committee Chair, Two Councilors plus Clerk/RFO. Cllr Norman (Committee Chair), Cllr Levenson, Cllr Rooke and the Clerk.</p> <p>iii) Planning Working Group Cllr Rooke (Chair), Cllr Norman, Cllr Cook, Cllr Yiend.</p> <p>iv) Portfolios – Highways Cllr Yiend. The Clerk will check when Cllr Foxwell's chapter eight training expires.</p> <p>v) Representation – Moorland Hall Committee Cllr Yiend</p> <p>Other committees to be established on an ad-hoc basis.</p>	Clerk
24/70	<p>To review membership of other bodies; SALC and Clerk's membership of the Society of Local Council Clerks. It was agreed to carry on with these memberships.</p>	
24/71	<p>To receive, review and adopt the updated Asset Register and Asset Register Policy This was received and reviewed by councilors and agreed to adopt along with the new Asset Register Policy.</p>	
24/72	<p>To receive the Insurance Policy Renewal which is currently in a three year long term undertaking and due to renew on the 1st of June 2024 This was received by councilors.</p>	

24/73	Finance i) Resolve to Purchase a storage shed/lean to, and to pay for ground preparation works. Cllr Norman shared plans that had been produced by Exmoor Welding for the shed. A couple of quotes have come in for the ground works and we have got it in writing from Exmoor National Park that it is permitted development so there is no need for any planning permission. Cllr Norman is hoping to get the rest of the quotes ready for the next meeting. Cllr Levenson thanked Cllr Norman for pulling it all together and the work he has done towards this so far. ii) Resolve to write off cheque number 1216 for SALC for £115 from 2022/23. This was resolved to write off. iii) To receive the 2023/24 Q4 and year end accounts These were received by councillors. Cllr Foxwell asked for a breakdown of the S.137 payments which were the Coronation mugs, the 2 storage sheds for the school, an iPad for the Preschool and a donation to Exmoor Youth Club. iv) To receive and approve the schedule of payments and note receipts. These were received and approved.	Cllr Norman
24/74	To agree the dates of the ordinary council meetings for 2024/25. Meetings are proposed for the third Tuesday of each month excepting January and August at 7.30pm in the Moorland Hall. It was agreed to keep dates on the third Tuesday of each month and so the dates of the meeting will be 18 th of June, 16 th of July, 17 th of September, 15 th of October, 19 th of November, 17 th of December, 18 th of February, 18 th of March, 15 th of April.	
24/75	To note the correspondence which Councillors have received in the correspondence report. This was received by councillors.	
24/76	Items for consideration on the next Agenda. i) To receive, review and adopt the Financial Regulations and Standing Orders	

There being no other business, the meeting closed at 9.10pm

Signed:

Dated:

Appendix:

- i) Clerks Report**
- ii) 2023/24 Q4 and Year End Accounts (These can be found under the finance section on the website)**
- iii) Schedule of Payments**
- iv) Correspondence Report**