

Barton St David Parish Council

Clerk to the Council: Caron Potts
Withy Lane Farmhouse, Silver Street, Barton St David, TA11 6DD.
Telephone 01458 850875 Email clerkbsd@outlook.com

Minutes of the Parish Council meeting held on Monday 28th October 2024

Present: Cllrs S Jackson (Chair), D Rowley, E Rice, A Hicks and M Love (part).

In Attendance: C Potts (Clerk), SC Cllr Stephen Page and 4 members of the public

Public Question Time: An observation that Town Filed hedge is being overrun with dead man's beard, regular cutting should solve the issue. Likewise, Stocks Green hedge needs cutting for road safety reasons. Action Cllr Jackson to follow up.

Somerset Council Councillor report – SC restructuring is in its final stages with 450 jobs at risk. The Local Plan has just started, it will take 5 years to complete. There is a shortage of short term foster carers.

AGENDA

Meeting commenced at 7.43pm

84.24 Apologies for Absence and to consider the reasons given – Cllr Kirkman and SC Cllr Kirby

85.24 Declarations of Interest – Cllr Jackson for Chapter House planning application.

86.24 Exclusion of the Press and Public - none

87.24 Minutes of previous Parish Council meetings

Confirmed and signed as a correct record, the minutes of the Parish Council meeting held on Monday 30th September.

88.24 Co-option of new Councillor

Cllr Jackson invited Maggie Love to say a few words about herself and why she would like to join the Council. Councillors unanimously voted to co-opt Ms Love onto the Council. **Action Clerk** to send Cllr Love Register of Interests and Acceptance of office forms to be completed and returned to the Clerk within 21 days. Together with other relevant policies and set up a PC email address. **Action Cllr Love** to complete and return forms.

89.24 Planning

Applications

7.50 Cllr Jackson left the meeting and Cllr Rowley to the chair

24/02316/HOU Location: Chapter House Church Street. Proposal: Erection of a detached timber frame garage and convert existing garage. The Council recommended approval but on the condition that the access into the garage be reviewed. They also questioned the safety of having the EV charging unit inside a wooden structure. **Action Clerk** to inform planners.

8.08 Cllr Jackson rejoined the meeting and took back the chair

24/02130/COL Location: Willowbrook House Church Street. Proposal: Application for Certificate of Lawfulness for proposed erection of timber orangery to replace existing conservatory. Application Type : Certificate of Lawful Use. This is a notification only and in line with the Council's Constitution and the adopted scheme of delegation, the decision for this application is delegated to officers. This notification is therefore being provided as a matter of courtesy for your information.

Decisions

24/01659/HOU Location: Brockham House Mill Road. Proposal One single storey outbuilding for use as Gym, entrance gates, external stairs and roof lights to existing garage, rear balcony to existing dwelling.

Status Approved with Conditions.

24/01227/DOC1 Location Hill Farm Jarmany Hill. Proposal: Discharge of condition no 17 (BNG) of planning application 23/03167/S73. Decision: Conditions Discharged

90.24 Resolutions

1. Workplan updates and actions

a. Communication Strategy

Cllr Jackson advised that the pub did not wish to have a PC noticeboard. He also advised that Cllr Rice, due to time pressures, has stepped down for the PC communications role. Cllr Rowley has agreed to continue editing the village newsletter for the next year.

Cllr Jackson then presented his thoughts on a communication strategy – see appendix.

RESOLVED Strategy adopted. **Action Cllr Jackson** to liaise with stakeholders, **Clerk** to speak to Lena Oliver about postings on Facebook page.

b. Neighbourhood Plan update

The grant application Cllr Jackson submitted for £7500 to cover consultancy fees has been approved. A clear idea of residents' preferred housing options was identified in the survey, these now need converting into legal policies by the consultant. RESOLVED Proceed to the next stage of engaging the consultant to write policies. **Action Cllr Jackson.**

Cllr Rice is now a member of the Rural Housing Advisory Group and will feed any relevant information into the NP team.

c. Infrastructure

i. Village Signs

The Clerk confirmed that the 3 new signs would be put up in March, she has been advised to buy the signs early in case the work is brought forward. Quotes from Hurst Signs and Start Safety presented. RESOLVED approved Start Safety option at £233.49. **Action Clerk** to order signs.

ii. Drainage update

Storm water issues

The recent heavy rain has resulted in some flooding issues in areas where there is a known problem identified in the recent gulleys and drains cleaning:

- Silver Street, near Box Cottage: the landowner has kindly cleared the ditch to the north of the last gully, allowing the free flow of water along the ditch. Local self-help has re-dug a trench from Silver Street into the ditch near the crossroads with Withy Lane, allowing water to drain off the road into the ditch.
- Stream to the west of Brook Lane. Cleared, funded by the Parish Council.
- Bottom of Jarmany Hill. Cllr Jackson, with the grateful assistance of Hugh Davey, had a meeting with one of the landowners. As a result, the causes of the flooding are now known and actions to resolve the problem will be taken forward.
- Bottom of Peacock Hill. Again, with the grateful assistance of Hugh Davey, the causes are now better understood and actions to resolve the problem will be taken forward.

RESOLVED Proceed with Jarmany Hill actions. Estimated quote of £100 from Les Hawes for digger drainage works approved. **Action Cllr Jackson** to contact Jarmany Hill landowners

d. Asset Management

The Village Hall have confirmed that they wish to retain their litter bin but they will empty it themselves. The Clerk did enquire whether Idverde could empty our bins rather than County, but they are closing down their depot having lost the county contract. RESOLVED keep exploring other options. **Action Clerk and Cllr Rice.**

2. Initial budget discussion

The Village Hall treasurer provided the Clerk with details of their future plans and financial implications. This year they would like to buy some under 5 play equipment at an estimated cost of £5-6k. In the next 5 – 10 years it is likely that the flat roof will need attention and the boiler will need

replacing at an estimated cost of £25k and £40k respectively. As discussed at the VH/PC meeting, there will be legal costs and fees associated with the registration and charitable status of the hall and wood.

RESOLVED

1. Under 5s play equipment
On receipt of a grant application with detailed costs, this is likely to be approved on a match funding basis assuming the amounts are as indicated ie £2-3k.
2. VH maintenance projects – flat roof and boiler
The Clerk was detailed to start accumulating reserves in the budget to build up funds to assist with these repairs. So assuming the timings and estimates are in line with predicted the PC should be in a position to contribute up to 50% of the cost. They asked that the VH keep us informed of any changes/additional information.
3. The PC will meet 50% of the solicitors and other fees associated with land registration and charitable status. Please let me have a copy of the quotations and the preferred option when available.

Action Clerk to advise the village hall treasurer.

4.New Model Financial Regulations

Cllr Rice raised his queries but other councillors requested more time. RESLOVED carry forward to next meeting.

5. Any updates requiring Resolutions

The Clerk has received an invoice from Peter Farrant for £128.53 covering insurance and fuel costs for cutting Stocks and Telephone Box Green grass and hedge. RESOLVED approved to add to next month's payments list and confirmed that they would definitely like Peter to continue next year.

Action Clerk to advise and pass on sincere thanks.

91.24 Actions from minutes not already covered / carried forward - none

FINANCE

92.24 Accounts for payment - Reviewed and approved items of expenditure.

1. Clerk's salary and expenses for October £467.75 including 10 days holiday
2. Reimbursement to P Eitzen for RBL wreath and donation £100
3. SALC affiliation Fee £161.77

93.24 Bank reconciliation and cashflow

Agreed and verified the bank reconciliation figures on 21st October 2024 against the bank statements and cashflow.

Current Account £1304.01, Saving (instant access) Account - £ 34293.21, TOTAL £35597.22

94.24 Items for next meeting – Draft budget and precept, roles & responsibilities

Next meeting – Monday 25th November

Meeting Closed 21.27

Signed

Dated

COMMUNICATIONS PLANNING IN BARTON ST DAVID – A VIEW FROM THE PARISH COUNCIL

1. **The Need – What is the Problem We are Trying to Resolve?**
 - a. The various groups that influence life in the Village comprise only a small proportion of the population. There is therefore a general need to enable these groups to reach a wider audience in the Village and to enable Villagers to engage and communicate with these groups.
 - b. We need to communicate Village news, events and matters to Villagers – from the Parish Council (PC) (Local Government), the Village Hall and Playing Fields Committee (VH&PFC), the Church Benefice, the Neighbourhood Plan team, the Carnival Committee and local businesses.
 - c. The PC needs input from Villagers to inform future planning and budgeting.
2. **The Aim Of Our Communications Planning.**
 - a. Increase the exchange of information across the Village in order to:
 - i. Ensure that Village activities and future plans meet the needs of the whole population.
 - ii. Maximise Villagers' involvement in Village activities.
 - iii. Maximise Villagers' involvement in planning the future of Barton St David.
3. **Constraints.**
 - a. **People and Time.** Managing and delivering village communications is a voluntary task; it takes time and effort by individuals.
 - b. **Cost.** Budgets of the various groups are constrained.
 - c. **Existing Communications Methods.** The existing communications channels are pretty well established:
 - Village Website – including a contact form to contact the PC through the webmaster
 - Village Magazine
 - Church Benefice Newsletter
 - Village Email service
 - Village Facebook page
 - Village Noticeboards – Village Hall and Main St
 - Parish Council Meetings – all open to the public
 - d. **Varying Preferences for Communications Methods.**
 - i. Internet (the Village Website) and social media not used by all.
 - ii. Proportion who read hard copy (Newsletter, Magazine, Notice Boards) not known.
 - iii. Some may not wish to share email addresses for Village Email service.
 - e. **Everyone is Busy!** Communications must be easy: easy for Villagers to receive and easy for Villages to send.
4. **Options.**

Option	For	Against
1. Do Nothing	No additional effort, cost, people	No increased engagement or exchange of information
2. Explore additional method such as WhatsApp page	- Reflects broader use of social media - Engage new audience, increasing engagement	- Lack of people resource and budget - Lack of focus – an additional communications method
3. Explore additional websites for each major activity: PC, VH&PFC, Carnival Committee, Church	Enables each activity to 'sell' their own village activity	- Lack of people resource and budget - Lack of focus – too many places for Villagers to look - Unlikely to increase audience or engagement
4. Optimise current Communications methods	- Minimum additional effort and people - No additional cost - Same sources of information for the Village	- Will need some additional effort and people resource - Potential need for additional cost

5. **Preferred Option.** Given the analysis above, the recommended way forward is Option 4: Optimise current Communications methods.

6. **The Communications Plan: Optimising Current Communications Method.**

Action	Aim	Comments
1. Update Village Website	- Make it easier to find information - Make it easier to make suggestions and comments	- When complete, 'advertise' in Village Magazine and Benefice Newsletter - Single source of information for all Village activities, events, businesses - Requires funding - Requires additional people resource to update and, potentially, to manage.
2. Encourage use of Contact Form on Village Website	To increase engagement from villagers	'Advertise' in Village Magazine and Benefice Newsletter - Is there an impact on the webmaster? - Need to make it more obvious on the website
3. Refresh Facebook page	- Increase use - Encourage suggestions and comments from Villagers	'Advertise' in Village Magazine and Benefice Newsletter - Does it need change? - Who moderates? - Is there a cost? - Facebook is popular but not universally used - Potential need for more people resource

4. Expand Village Email distribution list	Engage a wider audience	'Advertise' in Village Magazine and Benefice Newsletter - Is there an impact on the current service 'owner'?
5. Maintain Village Newsletter	Maximise provision of information to the Village	A time-consuming task for the volunteer editor.
6. Advertise Noticeboards	Maximise provision of information to the Village	'Advertise' in Village Magazine and Benefice Newsletter - Are they best located?
7. Encourage attendance at open PC meetings	- Maximise provision of information to the Village - Encourage suggestions, comments engagement from Villagers	'Advertise' in Village Magazine, Benefice Newsletter and Village Email
8. Review progress in village communications in 1 year	To see if messaging may increase engagement	Add to Oct 25 agenda

7. **The Way Ahead.** It is recommended that the following steps be followed:

- a. Step 1: the PC review and, if agreed, endorse this Communications Plan.
- b. Step 2: the PC engage the VH&PFC, the Carnival Committee, the Benefice (through the Vicar), the Village Email provider, the Village Newsletter editor and the Village Facebook page moderator to seek their views, endorsement and active involvement.
- c. Step 3: the PC launch the Communications Plan as a project in the PC's Workplan, seeking volunteers to help as appropriate.

Jarmany Hill Flooding

5. **Actions.** The Parish Council is to:

Number	Action	Desired Outcome
1	Engage Somerset Council Highways to: - Repair under-road pipe at Area 1, or - Replace all 3 x under-road pipes with substantially wider pipe(s) - Clear the gulley pot at Area 6 and jet connecting pipes - Determine if County permission is required to remove culvert at Area 2 and replace with deepened and wider ditch	- New pipes with larger diameters - Pot and drains allow free flow of water away, east, from the area into the drains system - Improved flow of run-off water through the ditch
2	Engage landowners Sean Reynolds and Darren Porter to dig out their ditches and Barton Brook	Ditches and Barton Brook are cleared to a sufficient depth to allow free flow of water away, north, from the area
3	If not an issue with Somerset Council, work with landowner to remove culvert at Area 2 and replace with deepened and wider ditch (following Action 1)	Improved flow of run-off water through the ditch