

**COFFINSWELL PARISH COUNCIL - MINUTES**  
**THURSDAY 20 JULY 2017 – ST BARTHOLOMEW’S CHURCH, COFFINSWELL**

Present: Cllrs Wills (Chairman), Berry, Harrington, Hermsen and Winchester  
 Cllr Dewhirst (DCC)

Apologies: Cllr Haines (TDC)

Also present: Rachel Avery (Clerk)

No	Subject	Comments
1	The Chairman will open the Meeting and receive apologies.	Cllr Wills opened the meeting at 19.26. Apologies from District Cllr Haines were NOTED.
2	To declare any interests arising at this meeting.	There were no interests declared.
	<i>The Council will adjourn for the following items:</i>	
3	<u>Public Question Time:</u> A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Council or other items that affect Coffinswell. <u>County and District Councillors' Reports</u> <u>Police Report</u>	There were no members of the Public present.  County Councillor Dewhirst’s report forms part of the minutes. There was no police report.
	<i>The Council will convene to conduct the following business:</i>	
4	Approval to consider, amend as agreed by the Council and approve the minutes of the following minutes: 18 May 2017 (Full Council) 16 June 2017 (Planning)	It was RESOLVED to APPROVE the minutes. It was RESOLVED to APPROVE the minutes.
5	Enforcement Issues.	It was NOTED that TDC have sent a letter reporting that the issue of vehicle storage at Downaway Lane has been dealt with and the case has been closed. It was requested that the Clerk contact TDC regarding an update on the work at Connybears House and the status of the bungalow at Blue Hills. <b>Action: Clerk to contact TDC.</b> It was NOTED that there had been concerns over the creation of a gateway at Pitland Lane and the delivery of hardcore. It was NOTED that any development would be reported to the Clerk and TDC.
6	Finance: <ul style="list-style-type: none"> <li>• To agree accounts for payment</li> <li>• Annual Accounts 2016/17</li> <li>• Parish footpaths booklet</li> </ul>	<u>Payments for approval:</u> Mr N Orchard – Strimmer expenses/training - £62.56 Mrs R Avery - Clerk's Expenses - £26.52 Mr A Hermsen - Clerk's PAYE - £83.00 Mrs R Avery - Clerk's Salary - £331.80 Mr A Hermsen – Strimmer expenses - £18.92 Mrs A Edge (Edge Accounting) – Internal Audit 2016/17 - £33.33 <u>Bank Balances (as at 30 June 2017):</u> Main Account £3730.13 Parish Paths £350.88 It was RESOLVED to APPROVE invoices for payments. It was NOTED that the Internal Audit had been completed by Edge Accounting. The Clerk had published the necessary paperwork on noticeboards and had submitted the External Audit paperwork to Grant Thornton UK LLP. The Parish Council had been provided with a quote for the publication of the booklet. It was PROPOSED by Cllr Wills to APPROVE a concertina

		booklet with enhanced designs, with an initial purchase of 500 units. This was SECONDED by Cllr Winchester and APPROVED. County Cllr Dewhirst offered to contribute 50% of the cost of the booklet through his County Council locality budget. County Cllr Dewhirst was thanked for this offer, which the Parish Council accepted. <b>Action: Clerk to submit application form for funds.</b>
7	Defibrillator.	The Clerk had spoken to South West Ambulance service, who had no concerns about the location of the defibrillator. The Clerk would have to provide details of its location once it is in place to ensure it is on the emergency services database and it will require a weekly check, with a monthly report being submitted to SWA service. It was RESOLVED that the defibrillator would be situated on the triangle opposite the Linney and Cllr Hermsen would perform the weekly checks.
8	Neighbourhood Watch.	Cllr Wills explained that there appears to have been an issue with the Neighbourhood Watch group, but he has been trying to obtain more information, especially considering the cuts to PCSO numbers. Further information is awaited.
9	Funding and Grants.	There was nothing to report.
10	Engaging with the Community.	There was nothing to report.
11	Footpaths and Highways.	Cllr Hermsen raised concerns over Willowpark Lane. The road is now falling apart, with a lot of water on the highway on a regular basis. <b>Action: Clerk and Cllr Dewhirst to contact DCC.</b> It was NOTED that the surface of Dacombe Hill, especially at the s-bend, is poor. <b>Action: Clerk to contact DCC.</b> It was NOTED that the concerns raised about the Connybeare junction had been reported to the Highway Engineer at DCC and work has been actioned. It was NOTED that the Clerk had spoken to DCC regarding the grass cutting on the corner opposite the telephone box. It was NOTED that this was not a high priority for DCC now, and it was suggested that the Parish Council could coordinate its maintenance. Cllr Harrington asked if the area was the responsibility of TDC. The Clerk understood that it was DCC owned land, but would check.
12	To note any correspondence received.	Healthwatch Voices, Clerks and Councils Direct, Red Ensign for the Merchant Navy Day.
13	To note the date of the next meeting: <b>Thursday 21 September 2017 at 19.30.</b>	This was NOTED. The meeting was closed at 20.36.