

COFFINSWELL PARISH COUNCIL - MINUTES
THURSDAY 19 MARCH 2020 – ST BARTHOLOMEW’S CHURCH, COFFINSWELL

Present: Cllr Wills (Chair), Avery and Brent

Apologies: Cllrs Berry and Parkes
 Cllrs Dewhirst (DCC) and Haines (TDC)

Also present: Rachel Avery (Clerk)
 4 members of the public

| No | Subject | Comments |
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| 1 | The Chairman will open the Meeting and receive apologies. | Cllr Wills opened the meeting at 19.18. It was RESOLVED to APPROVE the apologies of Cllrs Berry and Parkes. |
| 2 | To declare any interests arising at this meeting. | There were no interests to declare. |
| | <i>The Council will adjourn for the following items:</i> | |
| 3 | <u>Public Question Time:</u> A period of 5 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> <u>NHW Report</u> | There were no comments. County Cllr Dewhirst’s report forms part of the minutes. There was no police report. Sheenagh Orchard reported that she had received her CRB check certification and the Neighbourhood Watch scheme is now fully official. There was discussion regarding the need to provide a leaflet drop regarding who to contact for shopping and supplies delivery as required. It was NOTED that Carters would be offering click and collect orders and she would be able to coordinate deliveries. It was NOTED that The Linny are going to provide a takeaway food service Sheenagh offered to create a leaflet as part of her NHW role and would circulate to councillors prior to delivery for approval. |
| | <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: 16 January 2020 | It was RESOLVED to APPROVE the minutes. |
| 5 | To consider the following planning application: 20/00283/CAN Fell one Leyland cypress (T2 on plan); crown lift and thin one English oak (T3 on plan), removing 2.5m; pollard one Holm oak (T4 on plan); crown thin one Monterey cypress (G3 on plan) by 25%; remedially prune one horse chestnut (T7 on plan) to correct pruning points (The Old Rectory, Coffinswell) | Cllr Wills PROPOSED NO OBJECTION, if felling is undertaken appropriately and as detailed with the application. This was SECONDED by Cllr Brent and APPROVED (3:0). |
| 6 | Enforcement Issues. | The clerk had received a response regarding the reported gateway openings. The access on St Marychurch Road required permission. It was NOTED that TDC had confirmed that they would not pursue enforcement on the new parking space created at The Bungalow, Dacombe. |
| 7 | Coronavirus: - Government directive | The clerk reported concerns regarding legislation around dates for the approval of audit paperwork and holding the Annual Parish Meeting but would advise on this as soon as further information is provided. |

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| | - To consider and approve the contingency plan for if there is an impact on council services and meetings | Cllr Brent PROPOSED that the contingency plan be APPROVED. This was SECONDED by Cllr Wills and APPROVED (3:0). It was NOTED that the clerk would continue to prepare for the meetings in May but would advise as further information is provided. |
| 8 | Neighbourhood Plan. | It was NOTED that the Neighbourhood Plan would be on hold, due to the coronavirus and the importance of community engagement throughout the process. Cllr Avery reported that South Milton was of a similar size to Coffinswell, and it would be worth contacting them when the parish council moves forward. |
| 9 | Climate Change. | Cllr Brent had circulated an email regarding climate change, which forms part of the minutes. Cllr Brent PROPOSED that the council acknowledges the need for action and adopt the process as detailed in his email. This was SECONDED by Cllr Avery and APPROVD (3:0). |
| 10 | Annual Parish Meeting arrangements. | A provisional date of Thursday 14 May 2020 was AGREED. |
| 11 | Finance: • To agree accounts for payment | It was RESOLVED to APPROVE accounts for payments. |
| 12 | Funding and Grants. | There was nothing to discuss. |
| 13 | Engaging with the community. | The clerk had provided a draft infographic. It was PROPOSED by Cllr Brent that this be APPROVED and added to the notice boards, website and social media. This was SECONDED by Cllr Wills and APPROVED (3:0). |
| 14 | Footpaths and Highways. | Cllr Wills had been contacted regarding the stile at footpath 4 stile, which had been removed. It was NOTED that the stile comes off the bridle path, with another stile further up tp a corridor of fenced footpath. It was considered that this was an improvement to access. Chris Gleeson and others were thanked for clearing drains through the parish in the bad weather. It was NOTED that a bank in Dacombe has grown out, changing the camber of the road. Cllr Wills stated that he knew the landowner and would discuss this with him. It was NOTED that the clerk had reported the bank slip near the Well. DCC have investigated and do not have any concerns at the moment. A lot of potholes have been filled, however Blackenway Lane remains in poor condition. Cllr Brent reported that he would send photos to the clerk to pass on to DCC. It was NOTED that Cllr Brent and the clerk had submitted the required forms the DCC for the P3 scheme. |
| 15 | To note any correspondence received. | There was nothing further to discuss. |
| | <i>The Council will adjourn for the following item:</i> | |
| 16 | Public Question Time: 10 minutes. | It was NOTED that the Linny would do as much as possible to help the community during these unprecedented times. |
| | <i>The Council will convene to conduct the following business:</i> | |
| | <i>The Council will be asked to resolve to exclude the public and press "by reason of the confidential nature of the business to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.</i> | |
| 17 | Staffing requirements due to resignation of parish clerk. | The following documents were considered: - Job advert – It was PROPOSED by Cllr Brent that the job advert be ACCEPTED. This was SECONDED by Cllr Avery and APPROVED (3:0) - Job description – It was PROPOSED by Cllr Brent that the job description be ACCEPTED. This was SECONDED by Cllr Avery and APPROVED (3:0) |

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| | | <ul style="list-style-type: none"> - Person specification – It was PROPOSED by Cllr Brent that the person specification be ACCEPTED. This was SECONDED by Cllr Avery and APPROVED (3:0) - Timeline – It was PROPOSED by Cllr Brent that the timeline be ACCEPTED. This was SECONDED by Cllr Avery and APPROVED (3:0). It was NOTED that the timeline may have to be amended should the situation regarding Covid-19 evolve. <p>It was RESOLVED that Cllrs Avery, Brent and Wills would undertake shortlisting and interviewing of candidates.</p> |
| 18 | To note the date of the next meeting: Thursday 21 May 2020. | This was NOTED. The meeting was closed at 20.30. |