

# Week St. Mary Parish Council

Minutes for the Ordinary Meeting  
Thursday 6<sup>th</sup> April 2017

**All meetings are open to the press and public unless the Council decides otherwise**

## 1. To Note Councillors present

The Meeting was opened by Cllr Smith at 1930, with 7 Councillors present; Cllrs Johns, May, Slade, Cluney, Colwill, Harris and Pearce. County Cllr Chopak. Kate Denton – Clerk

## 2. To Receive Apologies for absence with reasons

Cllr Hannaford – hospital, Cllr Ward - holiday  
It was **resolved** to accept the apologies

**Proposed Cllr Smith Agreed unanimously**

**17/021**

## 3. To Receive Declarations of Interest & Approve Dispensations

None

## 4. Public question time (15 minutes allowed for this)

Phil Dorren gave a report on the footpaths within the Parish and there were one or two issues that need to be addressed:

Would it be possible to look at getting a working party together to re-do drainage on a section of the footpaths. The Councillors agreed that this would be in order.

Footpath signs seem to have disappeared – who deals with this? Nicky Chopak agreed to obtain some 'way markers' to mark the paths and if she is given a list of missing signs, she will speak to Chris Monk about replacements.

There has been an approach to Mr Darren Selby regarding footpath access to Swanlicote Woods and it was agreed that this could be looked into. If a reasonable plan and costings can be provided then the Parish Council can look at providing a grant.

The style needs replacing on the footpath to Axe Hill. A pack should have been delivered to the landowner – Cllr Cluney will contact him and check whether it has been received.

The ground on the Footpath going towards Jacobstow is treacherous and needs work.

### 4a. To receive County Councillor's report on Matter's Arising

No big decisions are being made as the Council is in purdah at the moment due to the May elections. Many Councillors are standing down and there are a lot of seats available.

Holsworthy Hospital closed last week and there is no word as to when it will re-open.

Bodmin Treatment Centre has closed and again, there is no indication on what will be happening there.

**5. To Approve the Minutes of:**

It was **resolved** to approve the minutes of Ordinary Meeting Thursday 9<sup>th</sup> March 2017

**Proposed: Cllr Slade**

**Approved Cllr May**

**17/022**

**6. To Receive Clerk’s report on Matter’s Arising:**

There are two ways of applying for grants for playground equipment – either through a company that supplies the equipment who will apply for grant funding on the Council’s behalf, or direct to one of several grant funds that work with Parish Councils. This work will await further discussion on the future of the hall and shop.

The tender invitation for weed spraying has been placed in the newsletter and on the website but no tenders have been received to date.

LMP contract to be signed - Jamie Sachs to be asked to continue cutting the footpaths this year.

**7. Planning**

Any late applications received will be discussed under this section

**7a. To discuss and make a Consultee comment on Application: PA17/01892 – Demolition of existing dwelling and erection of replacement dwelling. Week Green, Week St Mary, Holsworthy for Mr G Cox. Grid ref 223661/97153**

Following discussion relating to the above, it was **resolved** to comment that with the information supplied, Councillors could see no justification for demolition and would like to see more information in order to have a more informed opinion.

**Proposed: Cllr Smith**

**Approved unanimously**

**17/023**

**7b. Approvals**

None.

**8. Portfolio Reports:**

**Public Transport** – still running and more people seem to be using the service.

**Community Policing** – two police officers had visited the village recently. There were incidents of flower pots being damaged regularly on Lower Green. It was **resolved** to put a paragraph in the magazine about this.

**Playground** - an audit was carried out on 5<sup>th</sup> April and there are a number of minor repairs to be done. Cllr Slade had asked an independent inspector to carry out the safety check which is due this month.

Clerk to ask Jamie Sachs to do the strimming.

There are building materials behind the tea shed and tape needs to be replaced on the manhole cover, or the cover needs replacing. Cllr Smith will email the Football Club secretary.

**Highways, Footpaths & Greens** – Cllr Slade had received a letter regarding bridge closure which does not appear to be common knowledge. Week Ford Bridge is due to be closed for five months and this will severely restrict access for the village, especially farmers and livestock. A discussion took place and Cllr Chopak explained that the bridge is weak and repairs have been done previously but it

now needs more substantial work to be done. It was agreed that the Clerk will write to Cormac and let them know that the signage for this work will need to be very clear.

Butlers Meadow marked out but work not done.  
Several road closures in the area for repair works.

Cllr Smith will place an article in the magazine asking people to be aware of emergency vehicle access when parking their cars.

**Adult Social Care** – none

**BAN** – meeting put back to June

**Neighbourhood Plan** – Several Councillors attended the recent meeting. There is a two year window to put the Plan together and Cllr Smith suggested that it would be helpful to give it some thought when walking around the village so that ideas can be brought forward when meetings take place.

**Toilets** – donations collected in the sum of £33.90. The village shop is happy to continue the account facilities for purchasing consumables.

## 9. Correspondence

1. Code of Conduct training – all Councillors have undertaken this training.
2. Box Tree Cottage response – noted.
3. Playground Inspection Training – independent inspector already available

## 10. Agenda Items

1. A **discussion** took place regarding the BT broadband and phone in the Parish Office. It was **agreed** that this is no longer needed there and the Clerk will contact BT to arrange disconnection.

**Proposed: Cllr Smith                      Seconded Cllr Slade                      17/024**

2. The review of the Emergency Plan will take place on a suitable date to be arranged after the meeting.
3. The Parish Church had provided the documentation requested in relation to their Community Benefit Grant application and it was **agreed** that the grant in the sum of £2500 will be paid once the work has been done.

**Proposed: Cllr Smith                      Seconded Cllr Slade                      17/025**

4. The grant application from the Parish Hall was **reviewed**. The requested documents had been received but the accounts had not been inspected. The Clerk will write to the Treasurer regarding this. It was agreed that a grant of £1140 would be paid, as per the quotation from J Parkin, once the accounts had been inspected and the work has been done.

**Proposed: Cllr Smith                      Seconded Cllr Cluney                      17/026**

5. A **discussion** took place regarding the Parish Hall Annual Meeting. It was noted that the Hall accounts were not produced during the meeting that was held following the Annual Parish Meeting on 23<sup>rd</sup> March. The Councillors felt that as the Parish Hall is a separate entity, it would benefit their Committee to hold the Annual Meeting separately and if this is well advertised, it may well promote wider interest.

**Proposed: Cllr Smith                      Seconded Cllr Cluney                      17/027**

6. The annual Health & Safety survey of the Playing Field is due to be carried out in April 2017.

7. Councillors **agreed** to read through the Standing Orders and discuss at the next meeting.

## 11. Accounts

### Balances 31<sup>st</sup> March 2017

Current Account	£12,092.32
Reserve Account	£ 0.69
Monmouth BS	£ 7,500.51

**Proposed: Cllr Slade**                      **Seconded: Cllr Cluney**                      **17/028**

It was **resolved** to purchase the 10<sup>th</sup> Edition of Local Council Administration through CALC.

**Proposed: Cllr Smith**                      **Seconded: Cllr May**                      **17/029**

### 11b. To approve Accounts for Payment

Clerk	Wages & Mileage	Chq 001438	£347.88
CB Grant	Football Club	Chq 001439	£400.00
CB Grant	Methodist Chapel	Chq 001440	£350.00
EDF Energy	Playing Field	DD	£ 19.93
SWW	Playing Field	DD	£ 44.46
SWW	Toilets – Week St Mary	DD	£101.79

It was **resolved** to approve Accounts for Payment

**Proposed: Cllr Smith and agreed unanimously**                      **17/030**

## 12. Items for Next Agenda.

1. Parish Hall Annual Meeting
2. Standing Orders
3. Emergency Plan
4. Playing Field H & S Inspection
5. Community Benefit Applications

The next meeting will be the Annual Meeting and will take place on Thursday 18<sup>th</sup> May at 7.30pm

**The Meeting closed at 8.55 pm.**