

## North Cadbury & Yarlington Parish Council

Clerk: Mrs Rebecca Carter, Portman House, North Barrow, Yeovil, Somerset, BA22 7LZ

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Minutes of the Parish Council (PC) Meeting held in The Reading Room, North Cadbury  
on Thursday 27<sup>th</sup> June 2019, commencing at 7.00pm

**ACTION**

**Councillors Present:** Cllr M Hunt (Chairman), Cllr A Brain, Cllr D Brown, Cllr S Gilbert, Cllr R House, Cllr A Keys-Toyer, Cllr A Montgomery, Cllr A Rickers, Cllr J Rundle and Cllr K Vaughan.

**In Attendance:** D.Cllr H Hobhouse, D.Cllr K Messenger, the Clerk and ten members of the public.

**Electors Question Time/Comments:** A resident asked if there was any further updates since the PC's meeting with South Somerset District Council (SSDC) planners on 12<sup>th</sup> March 2019, which was held to discuss the PC's issues and concerns over the last two years regarding the 'Sandbrook Lane Saga'. Following receipt of the 'minutes' of the meeting from Mr Marc Dorfman, SSDC Senior Planning Advisor, the PC agreed that no mileage would be gained by pursuing the matter any further, which was now considered closed.

Also discussed at the SSDC meeting were the planning applications (PA) submitted for development of the Harvester Works site, Galhampton and the Teals Orchard Destination Farm Shop, South Cadbury. Cllr Brown advised that Mrs D Tincknell, Applicant for the Harvest Works site, was currently working with the SSDC planning officer with the aim to have the plans completed by September 2019. The Chairman advised that the Mr Sinfield, Applicant for Teals Orchard, had completed all follow-up requirements for the application, with the exception of Highways, some time ago, however the team at Highways England were extremely busy, therefore, it had taken longer than expected to work steadily through their site specific queries and requirements. Mr Sinfield had now addressed all their queries and awaited their formal/consolidated response to the application.

A resident present wished to discuss the co-options of three councillors held in May 2019, following the uncontested elections for which no Yarlington residents applied. Following a full discussion, the PC confirmed that SSDC and the Society of Local Council Clerks (SLCC) agreed with the co-option process, which was carried out in accordance with the Council being a Joined Parish Council and as advised by Simon Pritchard at Somerset Association of Local Councils (SALC), who advised both the Chairman and Clerk on separate occasions prior to the May meeting. The Clerk advised that the Standing Order (SO) Working Group would review the SOs and consider adopting the National Association of Local Council's model document. The PC would also consider amending the SOs to identify two positions on the PC as 'Yarlington' when casual vacancies arose post-election time. If approved by the PC, the next casual vacancy that arose on the PC would be advertised for 'Yarlington', however, one of the eligibility criteria is that anyone could apply if they have lived in the parish or within three miles (as the crow flies) of the parish boundary for at least twelve months.

**19/104. Apologies for absence:** Cllr A Bartlett (Vice-Chairman).

**19/105. Declarations of Interest:** None.

**19/106. Report from County and District Councillors:**

a. D.Cllr Hobhouse reported that SSDC recently declared its recognition of a climate emergency and a Climate Emergency Plan would be submitted for consideration at a Full Council Meeting. Parish and Town Councils had been given a very short deadline for comments on five broad themes within the Plan, which the Clerk has questioned and asked for an extension. Cllr Hobhouse agreed to help the PC in any way on the consultation. He advised that SSDC were looking for anyone with experience and knowledge on this issue to assist with the Environmental Consultation. There then

followed a full discussion on Climate Change and Environmental issues, in which Cllr Hobhouse advised that plastic was not the major issue in the consultation and that Climate Change was due to the production of CO2. He advised that schools were also being consulted in the same manner as Parish and Town Councils and there would be public consultations/assemblies held in Yeovil.

**19/107. Minutes of the Annual Parish Council and Ordinary Parish Council Meetings held on 15<sup>th</sup> May 2019 were received, agreed and signed as a true record.**

**19/108. Matters Arising from the Minutes:**

a. Highways and Rights of Way (ROW) Reports. Cllr Brain previously circulated his detailed reports that can be found at Attachments 1 and 2 and include clarification on the responsibilities of landowners regarding ROW. Cllr Montgomery advised that he had submitted a number of applications to SCC for footpath diversions in order to provide circular routes in the parish, which he could then advertise in the parish. **Following a brief discussion it was agreed that any issues with footpaths should be discussed in the first instance with the landowner and Cllrs Montgomery and Brain agreed to liaise regarding advertising/publishing circular walks, to be discussed further at the next meeting.**

**AB / AM  
Clerk**

**19/109. Formal proposal for the PC to approve the writing of a Neighbourhood Plan (NP):** Mr M Martin previously circulated the NP Working Group's (WG) proposal to produce a NP, for which the PC would remain the designated body and be responsible for all decisions. The NP would help shape and influence the nature of the community in which it would like to be part of in the future. The NP would be a statutory force as part of the SSDC Local Plan and have to be considered by local planning authorities and considered in planning appeals. There would be several steps in the process to produce the plan, which the WG hoped to complete within two years and would consult with and obtain approval of the PC at every stage. The draft NP would be submitted to an Independent Examiner before submitting to SSDC for referendum. **Following a full discussion, the PC agreed unanimously to commence work to write a NP and agreed the composition of a WG of seven (Mike Martin, Richard Rundle, Barrie Board, Cllr Alan Brain, Cllr Andy Keys-Toyer, Bruce Critchley and Sue Cox) plus, it was proposed and hoped, an additional member from Yarlington. It was agreed that additional temporary co-options to the WG might be necessary as the project developed. (Cllrs Hobhouse and Messenger left the meeting at 8.20pm)**

**19/110. Parish Councillor Roles, Responsibilities and WGs were agreed as follows:**

- a. Village Hall Committee Representatives:
  - North Cadbury – Cllr John Rundle
  - Galhampton – Cllr Rickers
  - Yarlington – Cllr R House
- b. Parish Paths Liaison Officer (PPLO) and PC Footpath Wardens
  - Mrs S Fone (PPLO),
  - Cllr Brain
- c. Internal Auditor – Mrs J Wade
- d. North Cadbury Allotment Association Representative – Cllr A Keys-Toyer
- e. Precept / Finance Committee – The Clerk and Cllr J Rundle
- f. Standing Order Committee – The Clerk and Cllrs Bartlett, Brown and House
- g. Highways and Byways – Cllr Brain
- h. Human Resource Committee – Cllrs Rickers, Rundle and Vaughan
- i. Environmental – Cllr Vaughan
- j. Neighbourhood Plan Working Group – Cllrs Brain and Keys-Toyer
- k. Bank Signatories – Cllrs Brain, Brown, Hunt, Keys-Toyer, Rickers and Rundle.
- l. Climate Change/Sustainability – Cllrs Brown and Montgomery
- m. Media and Communication – The Clerk and Cllrs Brain and Brown

**19/111. Planning:**

- a. South Somerset District Council (SSDC) Decisions:

- i. **PA 19/01085/HOU.** Erection of single storey extension to bungalow at Kerian, Corkscrew Lane, North Cadbury – **PERMITTED WITH CONDITIONS.**
- ii. **PA 19/01165/LBC.** Alterations to existing outbuilding to use as farm office at Manor Farm, Woolston Road, North Cadbury. – **PERMITTED WITH CONDITIONS.**

**19/112. Completion and approval of the Annual Governance and Accountability Return (AGAR) 2018/19 Part 2.**

- a. The Annual internal Audit Report for the Annual Declaration, carried out by Mrs J Wade, was received and noted with no observations.
- b. The Annual Governance Statement (Section 1) was approved and signed.
- c. The Accounting Statements were formally approved and signed (Section 2).
- d. The PC confirmed that the statements on the Certificate of Exemption applied and that neither income nor expenditure exceeded £25,000. The Certificate of Exemption was signed accordingly.

**19/113. Finance and Accounts:**

- a. **The PC agreed the quote of £160 to refurbish the Woolston Road notice board.**
- b. Payments Approved:
 

Grant – Friends of Castle Cary Library	£100.00
SALC Councillor Training 5 Jun 19	£75.00
Advertising in Excalibur Magazine Aug 19 to Jul 20	£60.00
Annual Parish Meeting Expenses	£26.70
Clerks Expenses Jun 19	£20.80

**19/114. Correspondence circulated:**

- a. Letter from SSAFA to Town and Parish Councils – VE Day 75 celebrations 8 to 10 may 2020, invitation to take part via [www.veday75.org](http://www.veday75.org)

**19/115. Items of Report and Future Business:**

- a. Cllr Brown volunteered to attend a tree planting conference ‘Trees for Somerset: Trees for your Parish’ held by ‘Reimagining the Levels’ on 2<sup>nd</sup> August 2019. **DB**
- b. Cllr Rundle asked for an update on the website. The Clerk and Cllr Brain were working together to ascertain the most suitable website to meet the parish’s needs. **Clerk**
- c. Cllr Brown asked for ‘Social Media’ to be included on the agenda for the next meeting.
- d. The Chairman and Cllr Vaughan attended the Police Community Support Officer (PCSO) Beat Surgery in June held by PC Sara Stephenson and PCSO Stefan Edwards. It was a very useful meeting at which they were informed the police were recruiting more people. Following a brief discussion the Clerk agreed to ask PCSO Edwards if the new Beat Surgery rota could include Galhampton and Yarlington Village Halls. **Clerk**

**19/116. Date and time of next meeting:** will be held on 24<sup>th</sup> July 2019 in Yarlington Village Hall, commencing at 7.00pm.

There being no further business the meeting closed at 9.05 pm.

SIGNED..... DATED.....

**North Cadbury and Yarlington Parish Council Rights of Way Report - June 2019**

**Works Completed**

No update since May 19

**Works in Hand**

As reported before there are fifteen reported problem areas reported for this Parish including:

**Footpath Reference:**

WN 19/63	Handrails to be replaced/repared.
WN 19/98	Signpost.
WN 19/101	Signpost.
WN 19/105	Consultations with adjoining landowners; TPO to be placed on restricted byway; Bollards installed at either end; extensive works to repair surface. *
WN 19/17	Stiles to be repaired/rebuilt.
WN 19/6	Stile to be repaired/rebuilt.
WN 31/7	Stiles to be repaired/rebuilt.
WN 27/3	Large bridge to be removed/rebuilt.
WN 19/72	Stile/sleeper bridge to be replaced.
WN 19/80	Bridge to be replaced.
WN 19/96	Stiles to be repaired/rebuilt.

\* Funding has been allocated for the renovation of the surface of this route however work will only commence once the Traffic Regulation Order (TRO) has been raised and approved. We await the 'No Motor Vehicles' and 'Except for Access' signs to be installed.

We also requested permission of Somerset County Council for the route to be temporarily blocked to unauthorised 4X4 vehicles while the TRO is being progressed but this was refused.

**Additional Identified Problem Areas**

**Yarlington**

WN31/8	This has been redirected. Also missing finger posts and lack of way marking in yard.
WN31/10	There is an obscured gate with concrete posts and no way marking to indicate the route.
WN 31/10 & WN 31/9	Electric fences with no protection and too close to boundary to allow for passage.
WN31/7	Waymark needed at corner of field (concrete post) just by Yarlington House, Also no way-marking in farmyard at the southern end.

**Footpath Routes**

It has been thought that, in addition to the available OS maps which illustrate footpath routes, we could provide a more approachable map, for residents and visitors who are less hardened walkers, illustrating routes within the parish, each around an hour in duration.

With thanks to both our PPLO, Susan Fone, and our Area Warden, Eve Wynn, drafts of these have been developed and are attached (please note that these are scans of A3 maps and are provided mainly for illustrative purposes). Other than the Parish website thought perhaps needs to be given to how to publicise these.

## **Stiles & Cross Compliance**

I sought clarification on the responsibilities of landowners regarding Rights of Way from the Rights of Way Service Manager at Somerset County Council and received the following reply:

### ***Maintenance of stiles and gates***

*It is the duty of the landowner to ensure that any stiles and gates are kept in a good state of repair. The County Council's duty only extends to ensuring that the landowner complies with this obligation and to provide a grant of 25% towards repairing or replacing such structures. The County Council has a discretionary power to extend this grant.*

*Highways Act 1980 s 146*

*When considering the replacement or installation of new gates and stiles, the County Council will seek the least restrictive option following the priority principle of BS 5709 of gap, then gate, then stile; The Council will not permit replacement furniture of a more restrictive character. Where the Council requests a less restrictive option it may meet any extra costs involved (e.g. where a kissing-gate is installed to replace a stile) either from internal or external funding sources.*

The current financial position of the Council has brought this policy position, and our discretion into sharper focus, with a greater emphasis now on landowners doing their bit and/or encouraging greater volunteer activity e.g. Ramblers working parties installing gates, etc.

There's not always a one size fits all for each situation in terms of approach, and unless the Council adopts a full enforcement model it will remain with each RoW Warden to exercise their judgement as to the best solution in each situation with the budget and volunteer resource that they have available.


Following the offer from the Mendip Ramblers to provide assistance in installing replacement stiles, Eve Wynn and Susan Fone have been working on a package of work suitable for the Mendip Ramblers to undertake.

**As a reminder, the best way to report rights of ways issues is via:**

<https://roam.somerset.gov.uk/roam/map>

**North Cadbury & Yarlington Highways Report – June 2019**

<p><b><u>Three Ashes Junction/Cary Road</u></b></p>	<p>The demolished chevrons at the corner approaching the Three Ashes junction were identified by Highways and Traffic Management as a safety defect and have been remedied.</p>
<p><b><u>Drains in Lower Back Way/Sandbrook Lane</u></b></p>	<p>Following improvements to the drainage in the lane patching work will be considered from April 2019 – Ongoing.</p>
<p><b><u>Lower Back Way Opposite Sycamore Cottage</u></b></p>	<p>As above. Patching will be considered from April 2019 - Ongoing.</p>
<p><b><u>Sandbrook Lane Right of Way Erosion</u></b></p>	<p>On the stretch of lane leading past “the Cabbage Patch” water is leaving the lane though the hedge into the field, in two places on the east side, making the footpath (part of the Leland Trail) unpassable. SCC need to determine where the local gullies outfall to then identify a solution – Ongoing.</p> <div data-bbox="407 890 1243 1199" data-label="Image"> </div>
<p><b><u>Highway Erosion Sandbrook Lane</u></b></p>	<p>The edges of the lane are eroding in a number of places.</p> <p>The latest response from SCC is that the verge erosion remediation would be arisings placed and compacted and the verge re-established on top of that. This is awaiting budget allocation for the program.</p> <p>The latest update is that other options are being considered as there may be something more suitable.</p> <div data-bbox="472 1566 708 1877" data-label="Image"> </div>
<p><b><u>Drains in Hearn and March Lanes</u></b></p>	<p>Drain pipe damage, close to the junction of Galhampton Manor, will benefit from repairs in the near future.</p>

	Works are pending this financial year.
<b><u>Highway Erosion in Hearn and March Lanes</u></b>	Patching will be considered from April 2019 - Ongoing
<b><u>Highway erosion in West Street Yarlington</u></b>	The road surface has been patched.
<b><u>Highway Erosion on the lane joining West Street to Stoke Lane</u></b>	The lane joining West Street to Stoke Lane has been patched.
<b><u>Yarlington, Pound Lane</u></b>	The damage to the surface was seen by the Highways Service Manager on 3 June. A follow up email that day said that repairs had been authorised to be undertaken this month.
<b><u>Highway Erosion in Stoke Lane in the Vicinity of Yarlington Mill Farm</u></b>	<p>With reference to the map on the following page:</p> <p>Section A is periodically cleaned on a planned program and sometimes cleaned reactively however SCC are now aware that works are required. Funding will be available during the 2019 Financial Year to effect repairs. This will include underground filter drains to try to capture the springs which seem to be here.</p> <p>Section B, part of the surface water drainage outfalls to here however the ditch is the riparian responsibility of the landowner (Emily Estate) and needs to be cleared by them. A meeting was recently held with the landowner and they have agreed that the hedgerows and ditches are to be attended to.</p> <p>On completion of these works patching will be undertaken.</p> 



<http://mx4.somerset.gov.uk/mx4-webapp/RMX/printtemplate.htm>

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### **Useful Links**

Details of pending roadworks undertaken by Somerset Council (does not include works planned by BT or Wessex Water etc.)

<https://www.travelsomerset.co.uk/roadworks/>

Report miscellaneous issues such as an overgrown verge or hedge causing a road visibility problem:

<https://www.somerset.gov.uk/roads-and-transport/report-an-overgrown-verge-or-hedge-on-the-road/>