

# The Charltons Parish Council

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

Tel: 01963 240226

e-mail: [charltonsclerk@outlook.com](mailto:charltonsclerk@outlook.com)

<http://www.thecharltons.org.uk>

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“Draft” Minutes of Parish Council Meeting  
held as a consultative virtual meeting via Zoom software on  
Tuesday 17<sup>th</sup> November 2020 at 7.00pm

## **Councillors Present (remotely):**

Richard Montagu (Acting Chairman)  
Alan Crawley  
Rick Harrison  
Jemma Lawson

Bob Adams  
Tamzin Elliott  
Darin Kay  
Dee Powell

In Attendance (remotely): C.Cllr D Ruddle, D.Cllr T Capozzoli, D.Cllr C Hull, the Clerk and four members of the public.

## **Public Session**

No comments.

## **Reports from County and District Councillors**

District and County Councillors may give short verbal reports on matters affecting the Parish.

D.Cllr Hull reported that there was a packed agenda for the full council meeting of South Somerset District Council (SSDC) on 19<sup>th</sup> November 2020 at which ‘Climate Emergency’ was an agenda item. The situation regarding Covid-19 was worsening, especially in North Somerset and Bristol. He stressed the need to be mindful and follow government guidelines.

D.Cllr Capozzoli commented on the briefing paper, which was circulated by SSDC to update Parish and Town Councils on a key planning issue regarding phosphates. He advised that SSDC were looking to employ an agency/contractor to address the issue, however, in the meantime, OUT [outline] and FUL [full] planning applications relating to new development would be put on hold; minor HOU [household] applications such as conservatories, should not be affected. It was considered that this was an issue Wessex Water should be funding and resolving.

D.Cllr Capozzoli suggested that if a resident or the PC had any issues relating planning enforcement they should contact Netta Meadows, SSDC Director of Service Delivery [netta.meadows@southsomerset.gov.uk](mailto:netta.meadows@southsomerset.gov.uk) or Barry James, SSDC Planning Lead Specialist [barry.james@southsomerset.gov.uk](mailto:barry.james@southsomerset.gov.uk).

Cllr Adams reported that SSDC’s Strategic Planning Team had completed the Five-Year Housing Land Supply assessment for the period 2020-2025; the calculations show that SSDC now has a supply equivalent to 6 years, which was good news for rural settlements.

D.Cllr Capozzoli reported that any Grade 2\* applications would no longer be considered at area meetings and would go straight to regulation committee.

C.Cllr Ruddle (**arrived at 7.15pm**) reported that David Fothergill, Leader of Somerset County Council (SCC) proposed to defer the County Council elections, which were due in May 2021 and was unsure whether they would be deferred to 2022 or 2023. It could mean a full five or six year term for county councillors; the decision would be made by the Secretary of State.

C.Cllr Ruddle commented further on the phosphate issue and agreed that Wessex Water should be resolving the issue, not SSDC.

In response to Cllr Adam’s query, Cllr Ruddle confirmed that the School advisory 20mph scheme on Bonfire Lane had been a little bit delayed but would still be implemented.

## **20/85. Apologies for Absence and to consider the reasons given**

Council to receive apologies for absence and, if appropriate, to resolve to approve the reasons given.

**RESOLVED:** Apologies received and accepted from Cllr Nick Blackledge.

**20/86. Declarations of Interest**

Members to declare any interests they may have in agenda items that accord with the requirements of the Local Authority (NALC Model Code of Conduct 2012) adopted July 2012. (NB this does not preclude any later declarations).

**RESOLVED:** None.

**20/87. Minutes.**

To approve the Minutes of the Remote Ordinary PC Meeting held on Tuesday 20<sup>th</sup> October 2020.

**RESOLVED:** The minutes were confirmed as a true record and would be duly signed.

**20/88. Parish Council Vacancies.**

To consider applications received and conduct vote to fill casual vacancies on the Parish Council by co-option.

**RESOLVED:** There were two eligible candidates for the vacancy, Mr D Kay and Miss J Lawson, who were co-opted unanimously. Cllrs Kay and Lawson signed their Declaration of Acceptance of Office (DAO) remotely.

**20/89. Project Charltons - Refurbishment of the Memorial Hall Playing Field Play Area.**

Update from Project Charltons (ProjC) Working Group (WG) and related matters.

Dawn Richards previously circulated her report on behalf of ProjC (Attachment 1).

**RESOLVED:** Following a full discussion and at the request of the PC, Dawn Richards agreed that the current plans for developing the Playing Field would be circulated for consultation by residents; no work would commence until this was completed. The plans would also be paced out on the field with Rob Parr in attendance. At the PC's request, C.Cllr Ruddle agreed to 'mediate' at the meeting to be held at the Community Centre with representatives of the PC, ProjC, Rob Parr, SSDC's Senior Play and Youth Facilities Officer and Gary Slade, Project Manager to discuss a number of outstanding concerns; the meeting would be scheduled once 'lockdown' had lifted.

**20/90. Planning.**

a. To consider the following planning applications (PA):

i. **PA 20/02220/REM.** Reserved matters application following outline approval 19/02412/OUT for the erection of 2 dwellings seeking approval of access, appearance, landscaping, layout and scale on land south of Somerton Lane, Charlton Mackrell.

Councillors were pleased to note that the Applicant has taken into consideration their recommendations and omitted the timber cladding from the single storey element and replaced it with Blue Lias. The PC agreed that a condition should be attached to any permission stating that the annex attached to the dwelling at plot 1 remains as ancillary accommodation for plot 1 and cannot be used for any other purpose. Councillors would also like confirmation that there would be an appropriate number of on-site parking and turning spaces following the proposed change of use of the garage.

**RESOLVED:** The PC agreed unanimously to recommend that the application be **APPROVED** with the condition that the annex remains associated with plot 1 and that there is adequate on site parking and turning spaces.

ii. **PA 20/02684/S73.** Application to vary condition 3 (approved plans) of planning approval 19/01843/HOU to allow change in west elevation from hipped roof to gable end with timber and Blue Lias stone and alterations to timber cladding and fenestration at Falstaff, Kingweston Road, Charlton Mackrell.

Councillors agreed that this was an uncontentious application and had no observations.

**RESOLVED:** The PC agreed unanimously to recommend that the application be **APPROVED. (Cllr Capozzoli left the meeting at 8.05pm)**

b. South Somerset District Council (SSDC) Decisions:

i. **PA 20/02614/HOU.** The erection of a two bay open garage/car port at Wallflower Cottage, Broadway Road, Charlton Adam – **APPROVED.**

ii. **PA 20/02212/HOU.** Proposed two storey extension to dwelling to replace existing conservatory at The Garden House, Sandpit Lane, Charlton Mackrell – **WITHDRAWN.**

## **20/91. Finance.**

### **a. Balance of the Council's Bank Account and Bank Reconciliation.**

To report on the Council's Bank Account.

**RESOLVED:** The Clerk previously circulated the PC Accounts which were presented and subsequently approved. The bank reconciliation to be duly signed.

### **b. Accounts for payment.**

To review and approve a schedule of items of expenditure (incl. VAT):

Sparks of Inspiration – Installation of external water bottle filler (ProjC)	£212.55
K M Dike Nurseries Grass Cutting Oct 20	£169.94
Royal British Legion Poppy Appeal grant.	£50.00
SALC GDPR training	£25.00
A Crawley – 'Postfix' for fixing dog bin and fingerpost	£9.34

**RESOLVED:** Items of expenditure **APPROVED** unanimously. The Clerk agreed to commence legal proceedings to claim the cost of repairing the broken historic fingerpost from Karl Hall, Hall Farm Services Ltd. who had failed to respond to any correspondence requesting payment. His driver hit the recently repaired post and wall of Charlton House, Ilchester Road on 20<sup>th</sup> May 2020.

## **20/92. Dates of PC Meetings for 2021**

To agree the following dates for PC meetings to be held in 2021:

19<sup>th</sup> January, 16<sup>th</sup> February, 16<sup>th</sup> March, 20<sup>th</sup> April, 18<sup>th</sup> May, 15<sup>th</sup> June, 20<sup>th</sup> July, 21<sup>st</sup> September, 19<sup>th</sup> October and 16<sup>th</sup> November.

**RESOLVED:** Dates agreed. Extraordinary meetings would be held as necessary to consider urgent business and planning applications in the months with no meeting scheduled.

## **20/93. Solar Streets – A Solar PV Initiative.**

To discuss the principle/possibilities of bulk buying solar PV to provide a lower cost PV system to residents.

Cllr Harrison advised that he had researched/credit-checked the company who he considered had a good reputation throughout the area. Baltonsborough, Keinton Mandeville and Barton St David were considering registering for the scheme. D.Cllr Hull suggested that if the PC wished to register, they were on the outer edge of the area and could 'tag on' to Keinton Mandeville's scheme. D.Cllr Hull was willing to help as required. The scheme could be advertised using the same methods as the Fibre to The Premises (FTTP) scheme by leaflet dropping etc.

**RESOLVED:** D.Cllr Hull agreed to liaise with Mary at Baltonsborough and report back. *(Cllr Hull left the meeting at 8.20pm)*

## **20/94. Lorry Watch.**

To discuss the proposal to set up a 'Lorry Watch' to prevent HGV's illegally driving through the Parish.

Cllr Harrison previously circulated his working paper for comment.

**RESOLVED:** It was agreed that a WG would be set up to take the proposal forward. Cllrs Harrison and Lawson would form the group with assistance from interested residents. Proposals on how to proceed with costings would be submitted for consideration at the next meeting of the PC in January 2021.

## **20/95. Reports from the PC Committees, Working Groups (WG) and PC Representatives:**

Councillors to provide reports: None.

## **20/96. Items for Report and Future Business.**

Please notify items to the Clerk at least 24hrs before the meeting.

a. FTTP (Fibre to the Premises) Broadband. Cllr Montagu reported that 120 residents from the Charltons had registered an interest in the scheme following the PC's recent mail-drop.

**ACTION:** Cllr Powell agreed to hasten those who have yet to respond via Facebook and the village email system.

- b. Cutting back of Hedgerows and Trees at Home Farm. The Clerk had received a response from Mr D Barrowman, S Morris Ltd. following a number of complaints from residents: Workings at the quarry are related to planning consent at Ham and Doultling Stone. The bank between the farm and the footpath had been temporally removed to "clean". The replacement yard and storage walls are to a better specification than original which failed and is the change. The side of the High Street will be restored when they have laid the new water service to the property in the New Year.
- The footpath running between the farmhouse and farm had a bank along it with 10m of leylandii hedge. This area has been removed to clear waste and will be restored by Christmas. The footpath had been raised by the farmer some 2' unbeknown to them. This will be restored to drain as part of their clean up. The quarry and farm will be closed off by gates and the footpath will be an open space apart from a new gate at the farmhouse end.
- The soils and stone to the rear of the farm sheds are the sorted piles of material from the various banks around the farm into which waste had been buried. This is all going to be separated, cleaned and restored to enable the banks to be replaced and landscaped, weather permitting by Christmas.
- The general fields have had 15 year maintenance on hedges and ditches, which has improved the flow away from the village and has been inspected by the SSDC tree manager who has advised on some infill planting, which will be completed qtr 1 2021.
- Unfortunately the scale of waste removal and remediation had been greater than they anticipated and the weather had exacerbated the ground conditions and slowed them up. Mr Barrowman stated that S. Morris has always and will continue to try to be a good neighbour and once finished they hope the village and walkers will be happy with their efforts. As always Mr Barrowman is happy to meet with individuals or council members to discuss further if required.
- c. Millennium Plinths. Cllr Adams reported that the millennium plinths needed cleaning. Cllr Elliott asked if the PC had considered installing 'village gateways'. Cllr Adams advised that the Community Infrastructure (CIL) WG were looking into the costs involved.
- ACTION:** Cllr Adams agreed to obtain quotes for cleaning the plinths and restoring the lettering.
- d. Risk Assessment. Cllr Montagu suggested that following his Risk Assessment (RA) training the PC should consider carrying out a RA on the village car park and war memorial.
- ACTION:** Cllr Elliott agreed to review the village car park and war memorial in line with the current PC's RA, which was last reviewed in June 2020.
- e. Clothing Bank. Cllr Powell reported that the clothing recycling bank had been installed in the village car park.
- f. Precept 2021/22. The Clerk requested that councillors consider any items of expenditure/projects they wish to be included in the precept for 2021/22 for approval at the next meeting in January 2021.

**Next meeting:** to be held virtually on Tuesday 19<sup>th</sup> January 2021 at 7.00pm via Zoom.

There being no further business the meeting closed at 8.55pm.

Signed: .....

Dated: .....

## PC Meeting Project Charlton Report – November 2020



### Matters arising from Previous Meeting.

Sadly, the face to face meeting proposed by Councillor Montagu, could not go ahead due to lockdown2. We look forward to his invite when we are able to do so. To assist we have replied to the questions he posed for the meeting and hope this helps with the majority of the issues.

Dawn has been delayed in drafting letters to the HMRC relating to VAT reclaim but will shortly be in a position to assist the PC should they still need this. We have confirmation that the Kingsdon Play project were successful in their PC reclaiming all their VAT without issue, and both Rob Parr and Gary Slade see no reason that the PC cannot do so with this project as in other areas.

There was a concern raised on “Governance” of the working party, who work with a basic constitution for the 5 members of Project Charlton. It is intended we continue post play park installation with assisting the Hall management committee in wherever is required as additional non-voting members, therefore following their Charity governance document once the Play Park assets have been handed over to them to manage.

### Q & A from Cllr Richard Montague

1. As the new play area is being built on the existing cricket square what arrangements are being made for a new cricket square that will be separate from the football pitch?
  - There is no plan to revive a cricket strip that was utilised over 20 years ago.
2. How many football pitches will remain when all the equipment is installed?
  - One is currently used and will not be impeded by the new plans. The two practice goals are planned to be removed by the Hall Committee as they are unused and in poor condition.
3. What arrangements have been made to ensure it will still be possible to play cricket on the playing field? (450 to 500ft diam.)
  - Refer to Question and Answer 1. If reintroduced the location of the football posts would be the concern not the playpark.
4. The original children's play area was not fenced. It became necessary to fence it to prevent dogs accessing it and to increase security for children. What steps will be taken to manage the interface between the users of the play area and dog walkers?
  - The play area will be separated by landscape and planting. This is clear in law as dog owners remain responsible for their dogs that must remain under control at all times as directed by the Charlton's PC
5. Please provide three quotations for the annual insurance of the full project as laid out in Robert Parr's proposal.
  - The Hall committee checked their existing insurers in 2019 on plans to refurbish. Insurers provided height restrictions for zip wires which will be met. Quotes on tentative equipment are not available needing details of the actual equipment used when and as decided upon. This comes under the current village Guard Policy as exists, managed and paid for by the current management committee as is their remit to do so.
6. Please provide a scale plan of the proposed play area and its siting within the playing field.

- A map has been provided, with the last report, final siting is still to be agreed but show approximate location. CAD equipment has not been available to Rob Parr who is working from home. Installation contractors will need to agree suitability and distance between equipment.
7. Where is it envisaged the sensory garden will be sited and what is its proposed size?
    - Depending on funds raised expected as on the plan but can be negotiated.
  8. How much annual maintenance will the sensory garden require?
    - The village has an active horticultural society keen to assist, it is envisaged volunteers not unlike the current village churches working party could also assist with this. Hall committee will decide this.
  9. How is it envisaged that the area involved in the new play area will be kept clean & tidy and the grass mowed?
    - As the existing play area is at present, the overall size of the park is not changing. The Hall and Field committee are experts in this area.
  10. How many of the present bushes & trees will be removed to site the new play area?
    - None
  11. How do you intend keeping dogs out of the sand pit and are you aware of the dangers if they get in?

We MAY have a sand pit; if funding permits which it does not at present. Rob Parr does not have any issues with this and suggests you visit the Wincanton Play park. Dog owners are mindful that the Hall committee allows dogs on the field at present but is one of the only surviving recreational facility in the County still allowing this.

12. How are you sure no planning application is required for your proposal? If you say none is required, how do you know this?
  - Under schedule 2 of the Town and County Planning (permitted general development) Order 1995, Parish Councils can carry out works such as improving or replacing a play area on an existing site without the need for planning permission unless more than 4m high or exceeds 200 cubic metres of capacity neither of which apply to this project.
  -
13. Who is going to provide the necessary risk assessments for the proposal?
  - This is part of the work being managed by the Employed Project Manager.
14. How many young people do you think there are in the Charlton's and immediate area that are likely to use this facility?
  - We estimate adults plus 130 children (80 go to the local school and 50 on buses out of the village) The census gives details of numbers
15. What guarantees, as to the life of the equipment, are given by the manufacturers that you intend purchasing from.
 

These vary on type of equipment and is the main issue of decision as our aim is long term, the equipment chosen will be those of high longevity factors even if the cost is higher.
16. There are no lavatories available outside the Community Hall. This will put at risk some of the facilities such as the sand pit. Has this problem been considered and, if so, what has been the outcome?
  - Most play areas do not have toilet facilities. Sand pits are a bit different than they used to be to avoid your concerns. The addition of the play park should assist event bookings at the Hall and the Hall for such events does have toilets.

## Progress report follows

### Report on Progress

We are very excited with the plans and funding despite difficult times. Our winning of the Viridor bid for £30,000 has allowed us to move onto some preliminary work. The PC vote to not reclaim VAT at 20% of the cost will inevitably delay progress as we will need to raise a further £6,000. COVID19 has resulted in cancelled fundraising events. We envisage growth of the park in stages now, as funding/grants are awarded. The water bottle / dog bowl filler has been installed following our successful bid from Wessex water.

Our funds now (in round terms) and include a new generous sum from The Hall committee is now at circa £50,000. Our pending application to Clarks for "match funding" is awaiting approval and could potentially raise the funds to around £70k. A grant application for 12,500 from SSDC is pending and there is section 106 money due for the play park from the housing opposite the Fox and Hounds of £8000 earmarked for the zip wire.

Equipment from ordering stage takes 12 weeks. The contractor whose tender was the best, and his work endorsed by Gary Slade and Rob Parr is Simon Williams of Play UK. He has given the time frame to commence Jan/Feb 2021, all being well. Simon will receive delivery, unpack, Lay matting from suppliers where needed, install equipment, secure site and install fencing making ground safe for field visitors whilst work is being undertaken. We will ask the Hall committee if they can further reduce costs by allowing use to workers of Hall toilets at this time.

We are commencing confirmation of the equipment prices and guarantees at present. We will start at the core of the plan with items Viridor has granted. This will include an Early year's Merry meet Play Unit, Congo climbing Unit 8-14 yrs., Discus exclusive roundabout, Agility Trail (the contractor will design and fit, saving cost). With work commencing weather permitting late Jan early Feb if an order were shortly made the equipment can be available from late January. We are also trying to install, preferably at the same time to save cost on security and fencing, a 2-frame swing if funds allow. When this core equipment is installed Martin Butt (local villager giving his time for free and is an insured/registered contractor) is able to build the mounds around this, with grass sown in Spring and settling commenced ready for further equipment installation late summer as more funding is required especially for the youth area where the existing park is and the keep fit equipment.

Report by Dawn Richards  
Approved by Project Charlton  
For PC Meeting November 2020

Attached

Some of the Equipment Funded by Viridor. Installation security and fencing by Contractor from funds, Gary Slade overlooking the project from Slade Parry, Yeovil on positioning and safety matters, as well as reputation of equipment.



